



Braintree Elementary School
66 Bent Hill Road
Braintree, Vermont 05060
'Where All Kids Learn'

It is my distinct privilege to welcome you to Braintree Elementary School! I look forward to building a partnership with you, the faculty and the community to provide excellence in education. The Braintree staff joins me in saying welcome - we are happy you are part of the Braintree school family! Together, we will provide the students with the confidence to question their world, the courage to be proactive, the ability to seek answers and make healthy choices. We hope that this will be a successful and satisfying school year for all of us. Our school theme is "Habitats".

The Family Handbook provides you with comprehensive information and resources about our school. It includes information about school rules, policies and procedures as well as the daily operations, activities and services at the school. The handbook also includes our expectations, what we are trying to accomplish and achieve at Braintree Elementary School and ways for you to become actively involved in the education of our children. A goal of the handbook is to increase the level of school community engagement and develop a sense of personal pride in the educators, students and community in which you live. **Parents are key players in measuring the success of their children's experiences in education.**

Please take the time to carefully read through the handbook. It will provide you and your child with references, resources and answers to many of your questions. It also shares our commitment to create an atmosphere of mutual trust and respect and give you a reason to be proud of your school.

I am looking forward to a very rewarding and successful school year and hope you share my enthusiasm. Together - let's make a commitment to the students of Braintree School.

Here's to the new school year!
In the spirit of living & learning,

Nancy S. Frenette, Principal

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SCHOOL STAFF

Principal	Nancy S. Frenette
Administrative Secretary	Susan Anthony
Grade K-1	Kristi Gauthier
Grade 1/2	Linda Clark
Grade 3	Paulette Staats
Grade 4	Janni Jacobs
Grade 5/6	Larry Burns
Librarian/Media Specialist	Rebecca McCullough
Music	Carolyn Adams
Instrumental Music	Robert Maurer
Art	Candace VandeGriek
Physical Education	Steven Frenette
School Nurse	Trudy DeFlorio
Guidance	Martha Blaisdell
Special Education Teacher	Julie Manchester
Title I Teacher	Dona Meltzer
Speech & Language Pathologist	Linda Namy
Speech/Language Assistant	Betsy Baker
Special Education Paraeducator	Deborah Chamberlin
Special Education Paraeducator	Casey Cronin
Special Education Paraeducator	Monica Ashline
Special Education Paraeducator	Michele Shaw
Food Service	Amanda Garvin
Maintenance Director	Mark McKinstry & Staff
Bus Coordinator	Wes Gibbs
Bus Driver	Guy Waldo
Bus Driver	Tom McLoughlin
Bus Driver	Art Fisher

The Braintree School Board members are your elected officials working with school administration to make decisions about the educational program, building & grounds maintenance, policies, and personnel at the school. The school board meets every third Wednesday of the month at 6:30 PM in the library. They welcome parents and community members to attend the meetings to learn about the school and share their ideas as well as concerns for the school.

School Board Members

Joe Bent - Board Chair

Lisa Jacobs

Ann Howard

**ORANGE SOUTHWEST SUPERVISORY UNION
MISSION STATEMENT**

The purpose of the schools of the Orange Southwest Supervisory Union is to graduate students with the knowledge, skills and tools to prepare them for the next stage of their lives, within the budgets established by our communities.

To that end we value student-centered education, collaboration, diversity, careful management of resources, and supportive, respectful and healthy environments.

Further, our core focus is on the following:

1.1 Critical thinking: Students will possess the skills necessary to creatively apply experiences and critical analysis to solve problems and make informed decisions.

Students will:

1.1.1 Move from simple knowledge acquisition to complex problem-solving.

1.1.2 Be able to reason effectively.

1.1.3 Be able to use analytical thinking.

1.1.4 Be able to solve different kinds of problems in innovative and creative ways.

1.1.5 Be able to access, manage, analyze and evaluate information.

1.2 Communication: Students will master clear and effective communication and listening skills. Students will:

1.2.1 Articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts, including but not limited to communication through fine and creative arts.

1.2.2 Listen effectively to decipher meaning, including knowledge, values, attitudes and intentions.

1.2.3 Use communication for a range of purposes (e.g. to inform, instruct, motivate and persuade).

1.2.4 Communicate effectively in diverse environments (including multi-lingual).

1.2.5 Apply and use Information and Technology appropriately, effectively, and objectively

1.3 Foundational Knowledge: Students will master a comprehensive knowledge of a core curriculum in the following areas:

1.3.1 Reading and writing

1.3.2 Mathematics

1.3.3 Science

1.3.4 Social studies, including a local, national and global perspective on: History, government, civics, economics, geography and global issues.

1.3.5 Life Skills: Financial, personal and health literacy.

1.3.6 The Arts

1.4 Ability to Adapt: Students will demonstrate adaptability, resiliency, and the ability to embrace change. Students will:

1.4.1 Build collaborative relationships. Be able to work as a part of a team, negotiate and manage conflicts.

1.4.2 Learn from and work collaboratively with diverse individuals.

1.4.3 Adapt to varied roles, responsibilities, schedules and context. Work effectively in a climate of ambiguity and changing priorities.

1.4.4 Be flexible. Deal positively with praise, setbacks and criticism. Understand, negotiate and balance diverse views and beliefs to reach workable solutions.

1.4.5 Be able to continuously acquire new knowledge and skills. Monitor one's own learning needs. Be able to learn from one's mistakes.

1.4.6 Be self directed and able to work independently.

OSSU CORE VALUES

The values listed below were developed cooperatively by the School Boards of the Orange Southwest Supervisory Union (OSSU) and serve to guide the daily operations and behaviors of staff, students, and community members within its schools and during school sponsored events.

The Orange Southwest Supervisory Union believes:

- Best practices, data, and research are essential in order to effectively lead the school district
- Adults and students will take responsibility for their actions

- All students can learn
- Professional development is essential to improving teacher and student performance
- Open and continuous communication must be conducted with integrity, honesty, and diplomacy
- Its members must behave ethically and professionally
- Parent and Community involvement is essential to creating a healthy school environment
- It must inform and reflect the values of its communities
- School boards, administration, and staff must clearly understand their respective roles and responsibilities
- It must clearly communicate and act upon its ENDS and strategic goals

BRAINTREE SCHOOL PHILOSOPHY OF EDUCATION

The purpose of elementary education in Braintree School is to enable every child to learn the skills that may be necessary to develop his/her potential to lead a healthy, happy and knowledgeable life. To accomplish this, our school must provide each child with the basic tools for intellectual development, and it should do so in a stimulating, disciplined, uninterrupted educational environment that reinforces a child's sense of personal worth. Finally, it is recognized that, since parents play a vital role in the education of their children, a spirit of joint cooperation and commitment is essential to accomplish these aims.

Our expectations as a staff are to educate every child to his/her fullest potential. If parents and students share this understanding and embrace the basic mission of our school, we can move forward together to meet this goal. We can cultivate a feeling of cooperation that results in a POSITIVE school climate and a sense of belonging for every student and parent. We encourage your questions, suggestions, volunteer efforts and genuine concern for our school.

PRINCIPAL'S GOALS - THE ASSET APPROACH

(Giving Kids what they need to succeed!)

Strong evidence exists to show that service learning (the connection between academic skills, concepts and knowledge with an authentic purpose in the school and community) helps students develop intellectually and into good citizens. Service learning provides positive ways for young people to make real contributions to their school and community. It also helps students take risks on behalf of other, focuses their search for a personal value structure, and supports them as they accept responsibility, especially for their own learning and actions. My goal for our students is to gain the following:

Positive Identity - our students have a strong sense of their own power, purpose, worth and promise.

- Support - our students have support, care and love from their families and a positive, supportive learning environment.
- Empowerment - students are valued by the community and have opportunities to contribute to others. They feel safe and secure.
- Boundaries & Expectations - students know what is expected of them and whether activities and behaviors are "in bounds" or "out of bounds."
- Constructive Use of Time - students have constructive, enriching opportunities for growth through creative activities and youth programs.
- Commitments to Learning - students are developing a lifelong commitment to education and learning.
- Positive Values - students are given the tools to develop strong values that guide their choices.
- Social Competencies - students are provided with skills and competencies that equip them to make positive choices, to build relationships, and to succeed in life.

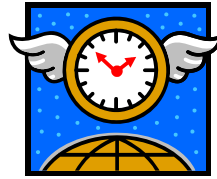
GENERAL INFORMATION

SCHOOL HOURS

Grades K-6

School begins at 7:45 AM

School ends at 2:05 PM



Kindergarten

The first week of school is half days. 7:45 - 11:00 AM (Bus is available to school - parent pick up at 11:00 AM)

Breakfast is served starting at 7:30 AM

* The classrooms are supervised beginning at 7:20 AM until 2:15 PM.

There is no supervision before or after school.

For questions regarding:

Registration

Absences

Bus Concerns

Discipline

Health

Library/Media Center

Please contact:

Susan Anthony

Susan Anthony or teacher

Driver, Wes Gibbs, Principal

Teacher, then Principal

Trudy DeFlorio

Rebecca McCullough

Special Education

Julie Manchester then Steve
Kinney, Director of SPED

With the exception of Wes Gibbs at 728-9276 and Steve Kinney at 728-9844, all of the above personnel may be reached at 728-9373.

SCHOOL TELEPHONE

The Braintree School telephone number is 728-9373 or 728-9429

The school fax number is 728-5044

The school email is santhony@braintree.k12.vt.us

The school website is <http://www.braintree.k12.vt.us>

If you need to contact the school or speak with a teacher, please call the office and the school secretary will relay the message. In order to respect the work the students are doing in the classroom, the office will contact the classroom teacher with the message - you may speak directly with the teacher or your child only when there is an emergency. Before and after school hours you may leave a message in the general office voice mail or dial a teacher's voice mail extension and leave a message.

It is very important that any change in a routine be done in advance by a **written note** or a phone call. Any changes to your child's dismissal must be called in to the school before 1:45 PM; our school secretary needs time to make the necessary changes and notify the classroom teacher and the dismissal staff. Without prior notice, students will follow their regular dismissal plan.

*The school must always be informed about current telephone numbers (emergency and work) in the event your child becomes ill or is injured and requires immediate care and someone must be notified.

Please notify the school of any change of address or telephone number

ENROLLMENT OF STUDENTS

When a student enrolls at Braintree School, the office will ask for the following information:

Copy of birth certificate

Copy of social security card

Original health record for school enrollment

Copy of records request for transfer students

Proof of residency

All students entering school are required to have required immunizations. Please notify the school nurse when your child receives any "booster" immunizations so this information can be added to the health record.

Transfer students will start school when we have a current copy of medical records verifying your child is up to date with the required immunizations.

The school may take photos or videos of your child for school purposes. Please notify the school in writing if you do not want your child photographed.

ATTENDANCE

Regular attendance is necessary for academic progress and an optimal educational opportunity. A child who misses a day of school misses a day of learning. Students are expected to attend school every day school is in session, except in cases of emergency, illness, sickness or death in the family, severe weather making travel unsafe, religious observance, or school approved absences. We support the philosophy that the instructional program is the vital part of a formal education.

Compulsory Attendance Law:

Vermont Statutes Annotated T. 16~1121 Subchapter 3

A person having control of a child between the ages of six and sixteen years shall cause the child to attend an approved public school, an approved or recognized independent school or a home study program for the full number of days for which that school is held.

Vermont Statutes Annotated T. 16~1126 Failure to Attend

When a pupil between the ages of six and sixteen years, who is not excused or exempt from school attendance fails to attend, the teacher or principal shall forth with notify the superintendent or school directors, and the truant officer, unless the teacher or principal is satisfied upon information that the pupil is absent on account of sickness.

TARDINESS

All students are expected to arrive on time for school. A student is considered tardy if he/she arrives at school after 7:45 AM. Delay of buses is an acceptable excuse for tardiness. Parents providing transportation for their children are granted the same courtesy, but should make every effort to be on time. We really want to support you and your child in finding ways to make sure your child is here to start the day on time.

If your child arrives late, please bring your child into the school and sign them in at the office.

ABSENCES

If children must be absent from school, please call the school to let the office know your child will not be coming in the next day or send word with a brother, sister or neighbor on the day of the absence. When they return to school, please send in a note stating the reason for the absence. Every attempt will be made to call parents whose child is out of school and who have not notified the school. Children who are sick for more than three days will be considered truant if the school is not notified.

DISMISSAL PROCEDURES

(Dropping Off & Picking Up Students)

Children leaving school during the regular school schedule should bring in a note to the teacher that day.

Parents are asked to wait in the office area to sign out and pick up their child. The student will be called to the office.

***Please make medical, dental, and other appointments after school hours whenever possible.**

For the safety of our students being picked up, we ask parents to park and then come into the school lobby to pick up their child.

No cars are allowed to park in the front of the school at the end of the day; this space is reserved for buses.

***Please do not pass a school bus that is parked in front of the school to turn around - it is against the law!**



SCHOOL TRANSPORTATION

The daily transportation of the Randolph, Braintree, and Brookfield students is a privilege accorded by the school system in compliance with statutory requirements. The parents should feel that their children could board the bus and expect a safe and comfortable ride. Parents are asked to have their student(s) at the bus stop on time. Our drivers are on a very tight schedule to pick up and drop off students.

Parents **MUST** notify the school in writing or call the school with any bus changes. **Without notification, children will be dropped off at their regular stop.**

TO ALL PARENTS OF PUPILS RIDING ON A SCHOOL BUS

Driving a school bus is not easy. The driver must not only pay attention to their driving but must always be concerned with the safety of their passengers. If the passengers are noisy, quarrelsome and boisterous, this will interfere with the safe operation of the bus. We have bus conduct rules to ensure everyone's safety.

Please go over the rules with your child.

BUS CONDUCT RULES

1. Parents will have their children at the school bus loading point prior to the arrival of the bus. Bus drivers are not required to wait for a tardy child.
2. Students will get on the bus in an orderly manner.
3. Students will take a seat immediately and remain seated.
4. Aisles will be kept clear.
5. Students will talk in low voices, using proper language.
6. Students will keep hands, head and all other body parts inside the bus.
7. Students will not eat or drink on the bus.
8. Students will not be destructive.
9. Students will keep the bus clean.
10. There will be no fooling or fighting on the bus or while waiting for the bus.
11. Students may be assigned seats
12. Students will cooperate with the driver, observing classroom conduct.
13. Students will not have trinkets hanging off their backpacks, which could accidentally hit another student or get caught in the bus doors.
14. Students in Grade K - 6 must have a note to get off the school bus at stops other than their designated stop.

BUS DISCIPLINARY PROCEDURES:

In the event students fail to comply with the rules listed above, a three-step policy will normally be followed. However, for serious offenses, such as vandalism, fighting, smoking, insubordination, use of drugs or other serious violation the principal can go directly to step 2 or 3 of the policy.

1. Upon receipt of a written report from the bus driver, the principal will discuss the incident with the student involved.
2. The principal will warn the student, and notify his/her parents in writing that a second report will mean bus suspension for up to five days. Upon issuance of a second report, the student will be suspended from riding the bus for up to five days.
3. Should a third report be issued, the principal may suspend the bus riding privilege for the remainder of the year.

DISCIPLINE

Discipline is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and respect for self and others. The Braintree School is committed to reflect the following two basic beliefs:

Respect for self and others are the greatest concern in all aspects of living. A caring and cooperative environment leads to a productive learning process. Students as well as the school community will strive to maintain a respectful atmosphere at all times.

Students can expect:

- A safe environment in which to learn
- Fair treatment by school personnel
- Respect of personal space and belongings
- To be held accountable for academic performance
- To be held accountable for social behavior

School Staff can expect the students will:

- Respect the school facility
- Respect the rights of other students for learning
- Be prepared for learning
- Be cooperative with fellow students, teachers and staff

GENERAL SCHOOL GUIDELINES

In order to provide children a safe, academically and socially productive experience at school, the students are expected to:

- ☺ Walk when in the building - except in the multi-purpose room during PE class or under the direction of an adult.
- ☺ Stay within the school boundaries at all times.
- ☺ Listen to and follow the instructions of adults at the school.
- ☺ Be polite to each other and to all adults.
- ☺ Address all adults with their appropriate title.
- ☺ Refrain from the use of foul language.
- ☺ Maintain an organized cubby and desk.
- ☺ Be on time, rested and prepared for class and other activities.
- ☺ Refrain from using aggressive contact with others.
- ☺ Treat property with respect.
- ☺ Dress for the weather and the season.
- ☺ Bring to the attention of their parents all notes and notices from the school.
- ☺ Complete homework within the time set by the teacher.
- ☺ Report to an adult actions of others, which threaten the safety of the school community.
- ☺ Put forth their best efforts.

ITEMS NOT PERMITTED AT SCHOOL

Because of their *dangerous or distracting nature*, the following items are not allowed in school:

- Knives or other sharp objects
- Any kind of weapon (any object that can cause harm to a person) including toy weapons that represent real weapons
- Radios, tape recorders (except for educational uses or to be used on the bus), walkmans, hand-held electronic games
- Toys unless requested by teacher or special event
- Alcohol, tobacco or other such items

Parents are requested to assist the school by not allowing children to take such items to school. These items will be held in the office if found at school and parents will need to pick up the items.

Students are expected to conduct themselves at all times in a manner that promotes a safe learning environment. Any behavior that causes the learning environment to be disrupted or infringes upon the rights of others in the school setting **WILL NOT BE TOLERATED** and the Braintree Discipline policy will be implemented.

SCHOOL CLOSINGS AND CANCELLATION

School will be in session according to the school calendar unless we have severe weather and we cannot safely transport the students to school. When conditions warrant, the Transportation Coordinator works with the town garage and superintendent to decide whether or not to close school.

AlertNow Rapid Notification

The Braintree Elementary School will be using the ALERTNOW Rapid Notification Service this year to enhance parental communication. This service will allow us to send a voice message to **ALL** of our students' parents on **ALL** of their contact numbers within minutes.

This year, we anticipate using this service for

- Emergency Notification
- Inclement weather cancellations or delays
- Early dismissals due to inclement weather
- Early release reminders
- Transportation messages, such as late bus routes or field trips
- Event reminders

The ability to deliver a message is only as successful as the contact information we have for our families, so please make certain we have the most up-to-date direct dial numbers and e-mail addresses. If this information changes, please let us know immediately.

What you need to know about receiving calls sent through ALERTNOW

1. Your caller ID will display 411 anytime an emergency call is being sent. Examples of an emergency include evacuation from our site or if we've needed to lockdown our facility.
2. Your caller ID will display our main number (728-9373) anytime a non-emergency call is generated. Caller ID will not display a name with the number.
3. ALERTNOW will leave a message on your voicemail or answering machine.
4. If you have such things as Telemarketer Zapper or Privacy Director on your telephone lines, you may not receive the call.
5. ALERTNOW will attempt to call extensions. If you have a live operator at the switchboard where you work, you should inform them of this system. If you have a direct dial number at work, you should provide us with that number rather than the main number plus the extension.

We sincerely appreciate your cooperation, and if you have any questions, please don't hesitate to contact us.

THE SUPERINTENDENT WILL MAKE THE DECISION BY 6:00 AM IF POSSIBLE AND WILL REPORT TO LOCAL TV/RADIO STATIONS AND THE ALERTNOW SERVICE.

If it is necessary to close school early, the emergency contacts will be made and it will be reported on WDEV, WCVR, Z97, WSKI/WNCS, WOKO FM, WCAX-TV, and WVNY-TV as soon as possible. Please talk with your child about what he/she will do in case school closes early. Make sure all emergency information is up to date and includes where your child should go in case of early dismissal.

AN EARLY/EMERGENCY DISMISSAL PLAN IS A MUST!

HEALTH - SCHOOL NURSE - MEDICATIONS

The health of the children is a cooperative effort of the school and home. It is necessary for each child to have a good breakfast and a good night's rest. No child should be sent to school if he/she has a severe cold, fever, sore throat,



rash, is vomiting or has any other symptom of a contagious disease.

Parents are the caregivers for their children and are responsible for the well being of their children and need to use their family physician for regular health care.

Braintree School has a Registered Nurse on site one day a week who is available to the students from 7:45 AM - 2:10 PM daily. The nurse will assess the medical conditions of all students and provide a quiet place for the children to wait if they become ill at school. The School Nurse also examines students for communicable disorders such as head lice. Students with head lice need to be treated and have nits removed before returning to school. If you discover that your child has lice, please let the school nurse know. If parents have any questions about this, or about any other contagious disease, please notify your child's teacher and the office.

The school nurse and designated school personnel will provide immediate care to the students if they are hurt at school and will notify parents. The nurse also presents Personal Safety to all grades and Growth & Development classes for 5th & 6th grade students. Annual vision, hearing and blood pressure screenings are conducted as mandated by Vermont State Law. Should the school nurse find it necessary for you to seek further examination by a physician, you will be notified.

A health record is maintained on each student and is part of the permanent record: Parents will receive an annual health questionnaire, included on Emergency card, to be completed and returned at the beginning of the school year.

The following information is very important:

Medications-

- * All medication to be given during school hours must be given to either the school nurse or the secretary.
- * School personnel must have the following information before medication can be given to a student:
 - Prescription medication must be in the bottle from the pharmacy and accompanied by a completed Prescription Medication Order and Permission Form (most area physicians have this form) - signed by both the doctor and a parent. If your physician does not have this form, it is available at the school.
 - Non-prescription medication must be in a labeled container and accompanied by instructions including student's name, name and dosage of medication, reason for giving, time to be given, and signed by a parent.

- * When deemed necessary, parents will be contacted to acquire permission to administer non-aspirin pain reliever. Non-aspirin pain reliever will not be administered without parental permission.
- * If a child becomes ill and needs to go home, a parent will be notified. It is the parent's responsibility to come for the child. Parents who do not have a phone or are unavailable during the day must identify a person who can pick up the child in case of minor illness.
- * If a student is injured and needs medical attention, appropriate first aid will be administered at school and every effort will be made to contact the parent or guardian. In cases of emergency, the student's doctor will be notified when possible and the ambulance will be called to transport the student to the emergency room. Parents are asked annually to sign for emergency treatment at their expense if they cannot be located.
- * If your child wears glasses, it is of the utmost importance that each child takes the responsibility of bringing them to school every day.

We appreciate your cooperation in this effort to provide a comprehensive health program and to make the administration of medication at school a safe and legal procedure. If you have any questions concerning the health of your child, please call our school nurse, Trudy DeFlorio.

SCHOOL MEALS PROGRAM

The Braintree School participates in the Federal School Meals program. Students who qualify are eligible for free or reduced-cost lunch. Information/application forms are sent home at the beginning of the school year and may be requested at any time during the school year from the Food Service Manager. **If there are changes in your family numbers or financial information during the school year, please fill out another form.**

Students order their meals for the week on Mondays.

The cost of the meals is:

- *Breakfast - FREE
- *Lunch - \$2.50
- *Reduced - \$0.40
- *Milk is available for \$.30

Adults are welcomed to join the children for meals!
(Please call in advance to let us know)

- *Breakfast - \$1.50
- *Lunch - \$3.00

FREE BREAKFAST FOR ALL STUDENTS! Breakfast is called the "Grab and Go" program. All students may have one bag for their breakfast or as a mid-morning snack.

Students not participating in the meals program need to bring a lunch. Please parents, provide your child with healthy foods that your child likes to eat!

Nutrition plays a vital role in your child's education; research supports better grades with better eating!

Breakfast is served starting at 7:30 AM

Lunch is served beginning at 11:30 AM

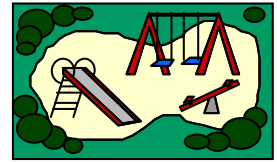
NUTRITION - HEALTHY SNACKS

A healthy body requires a combination of a well-balanced diet and regular exercise to be ready for learning. Research has shown that good nutrition is directly related to school performance. Braintree School encourages you to send healthy snacks with your child. Healthy snacks include fruit, cheese, crackers, pretzels, raisins, peanut butter, carrots, celery, and juices or water.

Children are asked to not bring soda and candy in for a snack or lunch.

LUNCHROOM BEHAVIOR

Lunch is considered a part of our instructional day where learned social skills are applied. Lunchtime is an opportunity for students to relax, take a break from their schoolwork, and enjoy a meal with friends. Students are encouraged to talk with their peers during the lunchtime. Students need to enter the lunchroom quietly, get their meal and sit at a table. Children are encouraged to eat their own lunches and not share foods (for health reasons) with their classmates. Please help us with this; small children have allergies and could have a reaction. They are expected to display appropriate table manners and wait to be dismissed.



RECESS & PLAYGROUND RULES

Recess is also part of the elementary school program. It's a time set aside for children to develop social skills in a semi-structured setting. Whenever possible, the students go outside for their recess time. Factors such as weather, the outside temperature, wind chill, and the conditions of the playground are considered before a decision to go outside is made. Students must come dressed appropriately for the weather.

Any child not well enough to go outside should remain at home unless we have a physician's recommendation that the student remain inside.

The playground at school provides a valuable play area for our students. All children are expected to follow the school rules, the directions of the supervising staff, and respect the equipment. Children will lose their privilege to play at recess if they fail to follow the rules. It is our responsibility to be good neighbors and to respect the property of others. Please impress upon your children the need to take care of their school grounds, equipment, and building and to report any problems to the teacher or the office.

HOMEWORK

Homework provides a means of extending the students' classroom experiences. It is assigned to students (Grades 1-6) daily. Homework takes many forms; it can be reading, math problems, a written report, an oral presentation, an experiment, a project, memorizing facts, and the list goes on. We believe homework gives meaning to the schoolwork and helps students practice new skills and concepts. Two areas of the curriculum that set the stage for success in education are Language and Math. Students need lots of time to develop and practice confidence in reading and the ability to use numbers.

Always talk with the teacher if you have concerns.

Homework assignments relate meaningfully to classroom learning and are designed to fulfill one or more of the following purposes:

- Strengthen basic skills and give extra practice on work that has been introduced in class
- Extend and enhance school-learned knowledge and skills
- Reinforce study habits
- Develop initiative, responsibility, and self-direction
- Stimulate independent thinking
- Increase the range and scope of student interests
- Foster worthwhile use of leisure time

Involve parents in the educational process

Homework assignments will adhere to the following principles:

- / The purpose of the assignment and its relationship to what has been taught in class must be clearly defined by the teacher and understood by the students.
- / Teachers should plan with students not only what to do but how to do it.
- / Assignments should grow out of classroom activities and should be meaningful, interesting, and varied.
- / Homework assignments may reflect the wide variety of subject areas taught in an elementary classroom.
- / Assigned homework should be acknowledged and/or corrected.
- / All students will have age appropriate homework. The amount of time spent will vary. The parent's/guardian's responsibility is to provide an atmosphere for study, physical space, and assistance in completing the assignments.
- / The student's responsibility is to make sure he/she clearly understands the assignment before they leave school, complete the work, and return the assignments on time.

PARENT/FAMILY SCHOOL ENGAGEMENT

Parent engagement in the school is very important. When schools and families work together to support learning, students benefit through higher grades, higher test scores, better attendance, more positive attitudes, and a sense of pride in themselves as well as their school.

The role of parents in their child's education is key for success and Braintree School welcomes you to become an active participant in your child's school life.

*Please note - the school needs and depends on your support!

Listed below are ways you, your family, and the community can be involved with the school. Parents, friends, relatives, and community members can:

Attend Teacher Presentation Night

Attend Open House

Attend Student Presentations

Attend Parent Conferences

Attend School Board Meetings

Become a member of FRIENDS OF BRAINTREE SCHOOL and volunteer to support extra school activities

Volunteer to serve on school committees (Action Plan, Playground, Grant Writing and Special Projects)

Volunteer in the classroom to assist the teacher with various opportunities

Help with Fundraisers (Sally Foster, Book Fairs, Raffles, Bottle Drives, Campbell's Labels, Box Tops for Education and Recycling Program for ink jets, toners, etc)

Accompany classes on field trips
Volunteer to read in a classroom once a week, month or special occasions
Prepare classroom materials for teachers (Home Jobs)
Participate in the Braintree Publishing Company (publish student books)
Assist in school-wide events (Field Day, Halloween Parade, Grandparent Feast, Drug Free School Programs, School Dances, etc)
Share your Job/Career with classrooms
And any other activities or ideas you may have!
As you can see, there are many, many ways we need your help here at school!

***Please help us link the school with the community.**

Invite community members to school events and ask them to get involved and share a special talent with us - **TIME!**

PARTNERS IN YOUR CHILD'S EDUCATION

Both parents and teachers are working toward the same goal- the greatest educational experience for the children at Braintree School! When the two work together, the results are wonderful. The children feel a sense of pride when they know their parents are visible at their school; teachers feel rewarded and much appreciated when parents support them.

Here are some areas of cooperation that are important:

- ◆ Make sure your child attends school regularly
- ◆ Support the school in its efforts to maintain proper discipline
- ◆ Stay in tune with what your child is learning - ask questions about the day
- ◆ Let the school know if any problems outside of school affect your child
- ◆ Stay in touch with the classroom teacher and principal
- ◆ Read the monthly newsletter with your child and send in the back page
- ◆ If the teacher or staff has been helpful, let them know - we all need compliments

PROTOCOL/PROCEDURE FOR ADDRESSING SCHOOL/STUDENT/PARENT PROBLEMS

Problems or questions often arise between the home and school regarding homework, discipline, rules and regulations, procedures, or academics. It is often difficult to know who should be contacted first to get information or to get help solving a problem.

The following protocol needs to be followed when dealing with issues and concerns: For classroom concerns, the classroom teacher or specialist teacher working with the class should be contacted during the school day. Call the office at 728-9373 and the teacher will contact you by phone as soon as possible.

If the classroom situation has not been resolved or additional assistance is needed, the principal should then be contacted at the school.

For bus, playground, or other out of classroom area concerns, the principal should be contacted.

For a situation that needs additional attention and has not been adequately resolved by a teacher or the principal, the superintendent's office should be notified at 728-5052.

If a problem or situation at Braintree School has not been resolved or explained to your satisfaction, the next step would be to call the chairperson of the school board. The chairperson will arrange a meeting with all concerned to assist and resolve the situation. Call the school office for the name and number of the chairperson.



A CHILD'S BILL OF RIGHTS

Let me grow as I be
And try to understand why
I want to grow like me.
Not like my mom wants me to be
Nor like my dad hopes I'll be
Or my teacher thinks I should be
Please try to understand
And help me grow
JUST LIKE ME.

BRAINTREE SCHOOL SONG

In the wonderful town of Braintree, there's a mighty fine family
A special family we are
Friends and neighbors, sisters and brothers, from five years to many more
A special family we are
And when we are together, we all feel a little better
A special family we are
We're learning about caring, reading and writing, giving and sharing
Our family is called the Braintree School!

SCHOOL AND PARENT COMPACT FOR LEARNING

The Braintree School is committed to working with all parents in the best interests of their children. A School and Parent Compact for Learning was developed to support the belief that learning is important. Together we can assist each student to achieve high standards and develop the ability and desire to learn independently. The compact embraces the belief whole -heartedly that the parent is the child's first teacher and that continued parent support and involvement are the most important factors in measuring student progress.

Please read over the compact with your child. There will be a copy sent home by your child's teacher at the beginning of the school year. Please sign and have your child sign the compact and return it to school. Thank you in advance for your support of your child's educational journey!

The Braintree School Compact

The purpose of education at Braintree School is to enable every child to learn the skills that are necessary to lead a healthy, happy and knowledgeable life. To accomplish this, we are committed to foster high expectations and promote positive attitudes to achieve equity and excellence in a safe and nurturing environment.

Students, Parents, Community and School Partners in Each Child's Education pledge to achieve 'Success For All

As a student, I will strive to

- 3 Believe that I will learn
- 3 Show respect for myself, my school and other people
- 3 Always try to do my best in work and my behavior
- 3 Work cooperatively with my peers and staff
- 3 Come to school prepared with my homework and supplies
- 3 Follow "Brain tree's 3 R"s": Reading, Respect & Responsibility

As a parent/guardian, I will strive to

- 3 Believe my child will learn
- 3 Show respect and support for my child, the staff, and the school
- 3 See that my child attends school regularly and on time
- 3 Provide a quiet place for my child to study at home
- 3 Encourage my child to complete all homework assignments
- 3 Attend parent-teacher conferences
- 3 Support the school in developing positive behaviors in my child
- 3 Talk with my child about his or her school activities each day
- 3 Encourage my child to read at home and apply all their learning to daily life
- 3 Support "Brain tree's 3 R's": Reading, Respect and Responsibility

As your teacher, I will strive to

- 3 Believe that each child will learn
- 3 Respect and value the uniqueness of each child and his or her family
- 3 Provide an environment that promotes active learning
- 3 Assist each child in achieving the essential, academic learning requirements
- 3 Document ongoing assessment of each child's academic progress
- 3 Maintain open lines of communication with students and parents
- 3 Seek ways to involve parents in the school program
- 3 Demonstrate professional behavior and a positive attitude
- 3 Encourage "Brain tree's 3 R's": Reading, Respect & Responsibility

As members of the Braintree educational community, together we are partners in our children's education as we uphold the intent of this compact.
As principal, I represent all Braintree staff in affirming this contract.

EDUCATIONAL SUPPORT SYSTEM

PARENTS,

Are you concerned about your child's

GRADES?

ATTENDANCE?

BEHAVIOR?

PROGRAM?

HEALTH?

LOW SELF ESTEEM?



The Braintree School uses a variety of supports and services to help meet the needs of all children. These supports and services make up our Educational Support System (ESS). Braintree School's ESS is designed to help your child grow socially, academically, emotionally, and physically.

Our ESS is rooted in the belief that all children will learn and that those closest to the child are most able to provide appropriate support, accommodations and/or special services. We support all children in reaching their potential.

Braintree School is committed to helping every child achieve challenging standards and make the most of each day's learning opportunities.

An important part of Braintree School's ESS is the Educational Support Team (EST).

EDUCATIONAL SUPPORT TEAM

The primary purpose of the EST is to assist classroom teachers and staff in developing a plan that will offer support to a child in the educational program. The team is made up of school staff members.

The EST meets twice per month to talk about the children's concerns.

They:

- * Identify support and services for individual children
- * Help teachers to develop strategies for supporting individual children
- * Develop plans to support each child in school
- * Evaluate what's working, make changes or close existing plans when appropriate

The EST maintains confidential contact with the referral source and teachers to follow progress of each student served by the team.

FIRST STEPS

If there is a concern, referrals can be made by parents and staff members.

Parents can:

- ♥ Contact the teacher with concerns
- ♥ Set up a meeting with staff to discuss concerns
- ♥ Complete a referral for EST

NEXT STEPS

When a child is referred to EST, what happens next?

- ♥ The team meets to identify the concern and gather information with all team members
- ♥ The team designs a plan that offers a variety of supports for the child and teacher
- ♥ The plan may include:
 - Varied teaching strategies
 - Homework support
 - Schedule changes
 - Referrals to community activities
 - Referrals to outside agencies
 - Speech & Language Services
 - Guidance Counseling
 - Mentoring
 - Friendship Group
- ♥ The teacher shares the plan with the parents and staff members working with the child
- ♥ The team updates and reviews how things are going at the next EST meeting

The Parents' Role In The Educational Support Team (EST) Is To...

- * Make a referral
- * Ask questions
- * Share information
- * Offer suggestions
- * Support the plan
- * Stay in touch

Parents, please call the school with questions. (802) 728 - 9373

FIRE DRILLS

At the start of every school year, students will participate in two practice fire drills and then a school-wide fire drill will be scheduled monthly at the discretion of the administration.

Evacuation is a serious procedure and one will not know until afterwards whether or not a fire existed.

Students are expected to evacuate the building according to the plan outlined for their classroom. They need to:

- Move quickly in single file to leave the building.
- Be silent so that any instructions can be heard during the drill.
- Return to class when the drill is over and the class is signaled to reenter the building.

EVACUATION PLAN

Braintree School has an evacuation plan in case of an emergency and it is unsafe for us to stay on the school property. Please make sure you have talked with your child about a family emergency plan in case of an emergency closing at school.

VISITORS

Guests and visitors are always welcomed and encouraged to visit the Braintree School. Our staff values a strong partnership between home and school and community. For the protection of all students, we ask

***Everyone (parents, relatives, friends) to report to the office.**

Please do not go directly to the classroom.

If you need to give your child a message, lunch money, or homework please go to the office and the school secretary will make sure he/she gets any messages or items they need. Parents should contact the principal to request having students from other schools attend class with their child. The request will be considered after consultation with the classroom teacher.

VOLUNTEERS & CHAPERONES

We welcome and value your commitment to our school. Please note the following guidelines:

- Fill out the Volunteer Enrollment Form (see Volunteer letter and Enrollment form at the end of this handbook)
- Treat any information regarding students as confidential
- Report disciplinary issues to the supervising staff member
- Conform to school district policies, which forbid the use of tobacco, alcohol or drugs by students or adults at school or at school related events
- Report information of a personal nature or information, which relates to child safety to the supervising staff member or principal
- Use appropriate and respectful language/behavior
- Seek answers to questions and advice from the supervising staff member
- Please understand that we do not permit younger siblings of our students to be chaperones or to attend school events.

LOST & FOUND

Please mark everything your child brings to school. This helps to prevent loss of personal items. From time to time, students forget clothing, books, and other items at school. We have a Lost & Found box. Please check the classroom and/or the box before or after school if your child has lost something. Any items not claimed will be brought to the Thrift Shop at the beginning of school vacations.

DRESS APPEARANCE AT SCHOOL

The way students dress when attending or representing the school, affect the opinion of all with whom they come in contact. A Braintree student is expected to dress in a neat and safe manner that reflects pride in themselves and their school. We rely on parents to use good judgment as to what students wear to school. Students cannot wear shirts with inappropriate slogans (alcohol, tobacco, offensive writing, harmful substances), spaghetti strap or midriff shirts, shirts/pants that expose underwear or skin, mini skirts or clothes that are distracting to the instructional environment. Students are expected to wear shoes that are appropriate and safe for indoor and outdoor play. During the winter months, students need to dress for the weather and keep an extra pair of shoes or sneakers to wear during the school day. We encourage the practice of good personal hygiene and cleanliness. Students who practice healthy habits feel better about themselves and consequently are ready to cope and learn in the school environment.

BUILDING USE

The Braintree School building is available for use by local organizations and community members. We encourage community members to use the school! A request form to use the building can be picked up at the school office. The form must be filled out in advance and is subject to the conditions and approval as outlined by the Building Use policy. The school is a drug-free building. Alcohol or smoking is not permitted on school grounds. Any person who causes damage to the building, equipment, or grounds must make restitution for such loss or damage. The school asks all community members to report any acts of vandalism to the office.

ACADEMICS

Braintree School strives to provide an instructional program where every child will learn and has equal access to a quality education and the opportunity to succeed. A successful academic program focuses on:

Curriculum	Research
Assessments	Reporting

Curriculum

Our curriculum is based on the Vermont Framework of Standards and Learning Opportunities and the Grade Level Expectations. An excellence in education requires constant improvement with new approaches to learning. Braintree School provides a rich and varied curriculum designed to benefit the whole child.

The Vermont Framework of Standards and Learning opportunities is a basic plan that recognizes the wide diversity of knowledge and skills our students need. This tool helps schools meet high-level goals with improvements in the following areas:

- What students learn
- How students learn
- Measure student learning

The plans we create for "what" students learn are called curriculum and plans for "how" students learn is called instruction.

The VT Framework provides a road map that assists schools in helping all students achieve standards. It links the skills and subjects with the practices that we know are most likely to lead to success for each student. It describes the many ways that students learn best as "Learning Opportunities." Also included in the framework is an area called "Vital Results". This area focuses on personal development and is key for helping student's access learning opportunities.

Assessments

We use a variety of assessment tools to measure our student's performance. At the beginning of the school year, teachers do an informal individual assessment to see where the students are with knowledge of grade level concepts and skills.

Student progress is measured and reported using the following tools:

Report cards

Interim reports are issued midway through each of the marking terms.

Mandatory parent conferences are scheduled twice -October and April.

Parents and teachers have conferences as needed.

Primary Observation Assessment K-2

Vermont's NECAP tests in Grades 3-6

Vermont Science test in Grade 4

Vermont's Writing test in Grade 5

OSSU/Local assessments

Parents are encouraged to ask questions about their student's work at parent conferences and the educational program throughout the year.

Research

Teachers attend professional development workshops, conferences and course work to keep informed about current trends and best practices in education. The Supervisory Union has organized a committee, CAR, comprised of the Superintendent, principals, and teachers. The focus of the committee is to develop a comprehensive district-wide Curriculum, Assessment, and Reporting system.

Reporting

Braintree School believes parents can take an active role in their child's education when there is communication about the child's progress. We provide many opportunities for parents as well as the community to be informed about how our students are doing in school. Teachers' presentation night outlines the curriculum the teachers use to deliver instruction. The monthly newsletters inform the parents and community on the areas of focus and the direction the school is taking with the educational process. If you ever have any questions about your child's performance or the educational process, please call the school to speak with the teacher or the principal.

LIBRARY/MEDIA CENTER

The Braintree School Library/Media Center provides books, computers, software, and other materials to support classroom studies and individual student interests. Students are welcomed and encouraged to make maximum use of the library/media center; by doing so; they will develop skills, which will help them become life-long learners and book lovers!

- 📖 K-1 students check out one book per week.
- 📖 Primary and intermediate students may have two books out at any given time.
- 📖 CD's and videos may be borrowed for weekend use. Parents are required to sign an equipment loan form in the library.
- 📖 Parents may borrow books and other materials from the general school collection and the "Parent/Teacher Shelf" that includes classic and current information of interest to teachers and parents of young children.
- 📖 The borrowing period for students is two weeks, but materials not on reserve may be renewed.
- 📖 Students will be held responsible for materials that they borrow.
- 📖 The librarian will remind a student with an overdue book to return it to the library. If the book is not returned after two reminders, parents will be billed for the book.
- 📖 When library/media materials are lost or damaged beyond repair, the student reimburses the school, so the item(s) can be replaced.
- 📖 Books not accounted for by the end of the first half of the school year will result in the withholding of grades.
- 📖 Books not accounted for by the end of the school year will result in the withholding of the student's final report card.

Please make arrangements with the school librarian to pay for books before the end of the school year.

INTERNET USE

All K-6 students attending school have supervised access to the Internet through their classroom or the Library/Media Center. The following policy provides you with the guidelines for Internet use.

Braintree Elementary School Internet Use Policy

Braintree Elementary School's goal/mission in providing computer access to the Internet is to enhance the school's philosophy to "provide each child with the basic tools for intellectual development and to educate every child." The Internet offers a "global community" of diverse and unique resources that students and faculty can use to promote communication, reasoning and problem solving, personal development and social responsibility.

We endorse the American Library Association's Library Bill of Rights, which discourages censorship and promotes collections of varied views.

The Internet is a network of computers and users that spans the globe. It is largely unrelated and there are sites that are educationally inappropriate. In almost all cases, it takes a determined effort on the part of the user to discover and access these sites. Moreover, we believe that the value of the resources on the Internet far outweighs the possibility that users will access inappropriate materials.

We expect that students and staff who use the Braintree School's computers will do so in a way that is consistent with the educational mission:

1. Courtesy and respect for the rights of others are expected of all users.
2. We will take care of all computers and software.
3. We will only access materials that support the curriculum.
4. Each person will respect and uphold copyright laws. This applies to illegal software copies, text or graphics.
5. Illegal activities are strictly forbidden.

The use of the Braintree School Internet network is a privilege, not a right, which may be revoked at any time, for abusive conduct as outlined above or defined by school discipline policy. Should a student or staff commit a violation, access privileges may be revoked, school disciplinary action may occur and/or appropriate legal action may be taken.

STUDENT SERVICES

Braintree School provides the following support services for the students to ensure a successful and happy education:

Title I Services-

Language support is offered to those students in grades K-4 that are at risk of being below grade level. The Title I program is funded by federal and local funds. Parents in Title I schools have the right to request information regarding the professional qualifications of their child's classroom teachers. Requests for this information can be made at:

Superintendent's office
24 Central Street
Randolph, Vermont 05060
802 728 5052

Breakfast/Lunch Program-

Breakfast and lunch are offered to all students. Our food service program strives to offer meals that meet the Dietary Guidelines for Americans, the School Breakfast Program, and the National School Lunch Program.

Health Screenings-

Preschool - All children are entitled to an early inventory screening to determine if they have special needs.

Hearing - All students in grades 1,2,3 & 5 take a hearing test unless a parent opts their student(s) out.

Visual - All students have an annual eye test.

Guidance-

We have a guidance counselor available to students and staff to provide small group instruction, short term counseling, and guidance. The guidance counselor provides outreach to families that have questions or are experiencing difficulty with parenting skills and communicating with their children. It's a great service for locating resources that are available to community members.

Special Education-

Some children have unique needs and require support services to achieve their highest learning potential. We provide referral evaluations to determine needs. We also conduct a needs assessment to identify and assist students with support in Reading, Writing, and Math.

Integrated Arts-

Students in elementary school express their ideas, feelings, thoughts, and creative energy through the arts. Art and music classes are scheduled regularly each week. The Braintree School also offers chorus and instrumental music instruction for students in Grades 4, 5, & 6.

Physical Education-

PE classes for students K-6 are scheduled on Tuesdays and Fridays. Children are required to wear comfortable clothing and rubber soled, non-marking shoes (sneakers).

Other School sponsored activities may include:

Artist in Residence

Musical Performances

In House Programs

Thanksgiving Feast

Special Activities

Summer Reading Program

Book Fairs

Mentoring

GEO Bee
Kids Club
After School Sports

DCF Book Parties
Field Day Class Trips
Band (Grades 4-6)

ACT 1

In response to Act 1 (Vermont's Sexual Abuse Response System), all OSSU schools have increased their efforts to ensure students, staff, and parents help keep our schools safe from sexual abuse and violence. Three primary requirements of school districts are: (1) provide instruction to students on how to recognize and prevent sexual abuse and sexual violence; (2) ensure adults employed in schools receive orientation on the prevention, identification, and reporting of child sexual abuse and sexual violence; and (3) provide parents, guardians, and other interested persons the opportunity to receive orientation, identification, and reporting information on sexual abuse and sexual violence.

To that end, should you wish to receive additional information on sexual abuse and violence, please contact your school at your earliest convenience.

SCHOOL POLICIES

The School Board adopts policies to meet state and federal legal requirements as well as specific local needs. Many policies are designed to ensure a safe, orderly, civil and positive learning environment in which all members of the school community are treated with respect. Excerpts from required policies are included below. Full policy texts, updates, as well as additional district policies, can be obtained by contacting the school office or viewed online at <http://www.orangesw.k12.vt.us/policies.html>.

Act 158: An Act Relating to Life-Threatening Allergies and Chronic Illnesses in Schools

In 2006, the legislature passed Act 158 to address safe and supportive environments for students with life threatening allergies or chronic illnesses.

Act 158 also requires the school districts to annually inform parents of students with life-threatening allergies or chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal/state statutes and regulations and state rules. Other students may not only be protected by Section 504, but may also be eligible for special education.

If your student has a life-threatening chronic illness, please notify either the school nurse or school administration at your earliest convenience.

Section 504 protects students from discrimination due to a disability that substantially limits a major life activity. Not all students with life-threatening allergies and chronic illnesses may be protected under Section 504. The school district may also be able to meet a student's needs through the Educational Support System with an individualized health plan.

Student Attendance

It is the policy of this School District to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning.

Background

Vermont law requires school attendance for students between the ages of 6 and 16 so a student may complete a course of study that will facilitate the transition to the responsibilities of adulthood. This School District believes consistent attendance is a prerequisite for assuring the academic, social and emotional growth of students. In addition, regular and punctual attendance is important to the development of responsible and effective work/study habits as well as a demonstration that students are assuming responsibility for their own behavior. Encouraging students to take full advantage of their education is a shared responsibility of students, families, schools and communities.

Definitions

1. A truant student is one who is subject to compulsory school attendance (16 V.S.A. § 1121) and who is absent without valid cause or excuse.
2. Valid causes for absences include illness, observance of a religious holiday, death in the family, family emergency, situations beyond the student's control as determined by the superintendent or other circumstances which cause reasonable concern to the parent or guardian for the health or safety of the student and are confirmed in writing or verbally by the parent or guardian of the student.

Administrative Responsibilities

1. The Superintendent or designee is responsible for developing procedures to guide the implementation of this policy. The procedures will address the following issues and may include others as well:
 - * written excuses;
 - * tardiness;
 - * notification of parents/guardian;
 - * signing out of school;
 - * excessive absenteeism;
 - * homebound and hospitalized students;
 - * early dismissals;
 - * homework assignments;
 - * making up work
2. The Principal is responsible for maintaining accurate and up-to-date records of student attendance.

3. The Principal is responsible for assuring that the school has the appropriate family information that allows the school to contact the parent(s) or guardian(s) of all students whenever necessary.

Student Conduct

It is the policy of the School District to maintain a safe, orderly, civil and positive learning environment. In order to ensure that the school is free from hazing, harassment, bullying and other disruptive misconduct, a system of classroom and school management practices, supported by consistent, clear and fair disciplinary procedures, will be utilized. The goal of this policy is to create an environment where the rules for student behavior are clearly stated, are understood and accepted by students and staff, and are applied in compliance with due process requirements. This policy is to be applied in conjunction with the school's overall discipline plan developed pursuant to 16 V.S.A. § 1161a.

Student Responsibilities

It is the responsibility of each student to contribute to a safe and productive learning environment in the school by demonstrating respect and consideration for fellow students and adults. This includes complying with all policies and rules of conduct of the School District and individual classrooms.

Administrative Responsibilities

The Principal, in consultation with the educational staff will develop an overall discipline plan pursuant to 16 V.S.A. §1161a. The plan will include clear guidelines for student behavior. Behavioral expectations, and the consequences of misconduct, will be stated in the student handbook and other publications distributed to students and parents/guardians.

The rules of conduct will be distributed to, and discussed with, all students each school year in accord with procedures stated in the school discipline plan. Students will be instructed to share the student handbook with their parents.

The Principal or his or her designee shall be responsible for carrying out discipline procedures conforming to the following guidelines.

1. A student may request a meeting with the Principal or his or her designee to review any disciplinary action, other than a suspension or expulsion, affecting the student. If requested, the Principal or designee shall hold an informal meeting to review the incident and to hear the views of the student and any other persons who may have information that the Principal or designee believes to be relevant in the circumstances. The Principal or designee shall issue a prompt decision to the student, which may be oral or written. Except as otherwise provided in this policy, the decision of the Principal or his or her designee will be final.

2. Suspension or expulsion of students shall be imposed in accordance with state and federal law and regulations, due process requirements, and the following rules and procedures:

a. The Principal or his or her designee may assign a student to in-school detention for up to 10 consecutive school days for any infraction of school rules. As provided in the school's overall discipline plan, students assigned to in-school detention will be provided with reasonable opportunities to complete academic assignments and to benefit from counseling or other activities designed to bring about improvements in their behavior.

b. A student who poses an immediate danger to persons or property or a significant threat of disrupting the academic process of the school shall be removed from the school or to a place within the school determined by the Principal or his or her designee to be sufficiently secure to ensure the

safety of students and school personnel and the continuation of the academic process. The Principal or his or her designee shall notify a parent or guardian of a student who is removed from school without undue delay. If the parent, guardian or other responsible person designated as an emergency contact by the parent or guardian cannot be notified, the student will be detained at school or at another safe and secure setting for the remainder of the school day.

c. No student will be removed from school for more than the remainder of a school day unless the student and his or her parents are given an opportunity for an informal hearing pursuant to paragraph "d" of this policy. When immediate removal of a student is necessary prior to a hearing, the hearing shall be held as soon as possible following the removal.

d. The Principal or his or her designee may suspend a student from school for a period of 10 days or less for misconduct occurring on or off school grounds. Except as provided in paragraph b above, prior to such a suspension, the student and his or her parent or guardian shall be given an opportunity for an informal hearing with the Principal or his or her designee. The student and his or her parent or guardian must be given notice of the charges, an explanation of the evidence against the student, an opportunity for the student to tell his or her side of the story, and a decision in writing to the parent or guardian.

e. The Principal or his or her designee may, with the approval of the Board and in accordance with 16 V.S.A. §1162(a), impose a long-term suspension or expulsion of a student (for longer than ten days and up to 90 school days or the remainder of the school year, whichever is longer) for misconduct on school property, on a school bus or at a school-sponsored activity when the misconduct makes the continued presence of the student harmful to the welfare of the school.

f. In accord with the overall discipline plan developed under 16 V.S.A. § 1161a, short-term (ten days or less) or long-term suspension or expulsion may be imposed for misconduct not on school property, on a school bus or at a school-sponsored activity where direct harm to the welfare of the school can be demonstrated.

g. Long-term suspension or expulsion must be preceded by notice and formal due process procedures, including the opportunity for a hearing before the School Board. When immediate removal of a student is necessary prior to a hearing, the hearing shall be held as soon as possible following the removal. The Principal or his or her designee shall notify the student and his or her parents in writing of the nature of the charges, the date, time and place of the hearing, the right to legal representation, and the disciplinary action to be recommended to the board. This notice shall be provided in sufficient time to allow the student and his or her parents to prepare for the hearing. At the hearing, the student and parent/guardian shall be given an opportunity to present evidence and to cross-examine witnesses. The Board shall issue a written decision within 10 working days of the conclusion of the hearing.

3. Notwithstanding the above provisions, a legal pupil who has a disability or is suspected of having a disability, and is eligible for special education services or Section 504 services, may be removed from his or her current educational placement for disciplinary reasons for more than 10 consecutive days, or for more than 10 cumulative days in a school year only in accordance with Vermont State Board of Education Rules 4313 or 4312. The school Principal, with the agreement of a special education administrator, may impose short-term disciplinary sanctions on special education students as provided in Vermont State Board of Education Rule 4313. The Superintendent and coordinator of special education will develop additional procedures as needed to govern the discipline of students with disabilities.

Alcohol and Drugs

It is the policy of this District that no student shall knowingly possess, use, sell, give or otherwise transmit, or be under the influence of any illegal drug, regulated substance, or alcohol on any school property, or at any school sponsored activity away from or within the school.

Tobacco

It is the policy of this District to prohibit the use of tobacco on school grounds in accordance with state law. This ban extends to any student, employee or visitor to the school, and applies at all times, whether or not school is in session. Students are, furthermore, prohibited from possessing tobacco products at all times while under the supervision of school staff or at school sponsored activities.

Prohibition of Firearms and Weapons

Section I: Firearms

It is the policy of the district to comply with the federal Gun Free Schools Act of 1994 and state law requiring school districts to provide for the possible expulsion of students who bring firearms to or possess firearms at school. It is further the intent of the district to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.

Definitions

For the purposes of this policy, the terms "firearm," "destructive device," "school" and "expelled" shall have the following meanings:

* "Firearm" means a firearm as defined in Section 921 of Title 18 of the United States Code and 13 V.S.A. §4016, including: (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. A firearm that is for activities approved and authorized by the School District shall not be considered a firearm for the purposes of this policy if the appropriate safeguards to ensure safety as adopted by the District are followed.

* "Destructive Device" means

(A) any explosive, incendiary or poison gas, including a

(i) bomb,

(ii) grenade,

(iii) rocket having a propellant charge of more than four ounces,

(iv) missile having an explosive or incendiary charge of more than one quarter ounce,

(v) mine, or

(vi) similar device.

(B) any type of weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.

(C) any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled.

* "School" means any setting which is under the control and supervision of the School District for the purposes of student activities approved and authorized by the School District. It includes school grounds, facilities, and school-sponsored events whether held on or off of school grounds and vehicles used to transport students to and from school or school activities.

* "Expelled" means. Unless modified by the superintendent pursuant to policy, the termination for at least a calendar year of educational services to a student.

Sanctions

Any student who brings a firearm to school, or who possesses a firearm at school shall be brought by the Superintendent to the School Board for an expulsion hearing.

A student found by the Board after a hearing to have brought a firearm to school shall be expelled for at least one calendar year. However, the Board may modify the expulsion on a case by case basis when it finds circumstances such as, but not limited to:

1. The student was unaware that he or she had brought a firearm to school.
2. The student did not intend to use the firearm to threaten or endanger others.
3. The student is disabled and the misconduct is related to the disability.
4. The student does not present an ongoing threat to others and a lengthy expulsion would not serve the best interests of the pupil.

At the discretion of the Board and administration, an expelled student may be afforded limited educational services at a site other than the school during the period of expulsion under this policy.

Policy Implementation An expulsion hearing conducted under this policy shall afford due process as required by law and according to procedure developed by the Superintendent or his or her designee. The Superintendent shall refer to appropriate law enforcement agency any student who brings a firearm to a school under the control and supervision of the School District. The Superintendent may also report any incident subject to this policy to the Department of Social and Rehabilitative Services.

The Superintendent shall annually provide the Commissioner of Education with descriptions of the circumstances surrounding expulsions imposed under this policy, the number of students expelled and the type of firearms involved.

Section II: Weapons

It is the policy of the district to prohibit the possession by students of knives, weapons or dangerous instruments, as defined by administrative rules, at school and shall allow disciplinary action up to and including expulsion for violations of the prohibition against knives, weapons and dangerous instruments. Behavioral expectations, and the consequences of misconduct, will be stated in the student handbook and/or other publications distributed to students and parents/guardians.

Definitions

* " Knife" means any instrument that is capable of ready use as a stabbing weapon that may inflict bodily injury.

* "Weapon" means a device, instrument, material or substance whether animate or inanimate which when used in the manner it is intended to be used, is known to be capable of producing death or bodily injury.

* "School" means any setting which is under the control and supervision of the School District for the purposes of student activities approved and authorized by the School District. It includes school grounds, facilities, and school-sponsored events whether held on or off of school grounds and vehicles used to transport students to and from school or school activities.

* "Expelled" means termination of educational services for the remainder of the school year or up to 90 school days, whichever is longer.

Procedures shall be established by the principal for allowing items that fall under any of the definitions of this policy into school for educational purposes.

Harassment

Harassment is a form of unlawful discrimination as well as disrespectful behavior which will not be tolerated. This policy covers incident(s) and/or conduct that occur on school property, on a school bus or at a school-sponsored activity, or misconduct not on school property, on a school bus or at a school-sponsored activity where direct harm to the welfare of the school community can be demonstrated.

The purpose of this policy is to prevent harassment as defined in 16 V.S.A. § 11(a)(26) and amended by Act 91 of 2004, and to ensure that the District's responses to allegations of harassment comply with 16 V.S.A. §565 as amended by Act 91 of 2004, Title VI and IX of the Civil Rights Act. It is the further purpose of this policy, when it is found that harassment has occurred, to ensure that prompt and appropriate remedial action, reasonably calculated to stop harassment, is taken by District employees.

A person may make a complaint of harassment to the Vermont Attorney General's Office or the federal Equal Employment Opportunity Commission.

Acceptable Use of Electronic Resources

Background: The increasing use of information technology has fundamentally changed the classroom and workplace. The Internet, Intranets, cellular telephones, fax machines, digital cameras and e-mail have transformed data management and communication. Users utilize this valuable resource in many innovative ways. The Board fully supports the access of these electronic resources by students and staff.

Application: This policy applies to all users who subscribe to services through the OSSU.

Policy: It is the policy of the School District to use electronic resources including the Internet to support and enrich the curriculum. The Board believes that the benefit to students and staff from access to electronic resources far exceed the disadvantages. Students, staff and community who agree to act in a considerate and responsible manner and abide by the requirements of this policy and District procedures will be allowed to access District electronic resources.

Each school principal, in consultation with the Superintendent, is responsible for establishing procedures governing use of electronic resources consistent with the provisions of this policy. Procedures will include use by faculty and staff, and community if applicable, as well as students. The guidelines and procedures may be periodically reviewed and revised. It is the responsibility of the Superintendent or designee to ensure that any local Acceptable Use Procedures do not contravene this policy.

Access to electronic resources is a privilege and users who are found in non-compliance of this policy and the procedures developed in accordance with this policy will be subject to a range of disciplinary actions, up to and including discontinuation of services, referral to local, state or federal law enforcement officials, dismissal from employment, and/or suspension and/or expulsion from school.

In considering appropriate disciplinary action the following may be taken into consideration:

1. The user was unaware that he or she had inappropriately used electronic resources.
2. The user did not intend to inappropriately use electronic resources.
3. The user is disabled and the misconduct is related to the disability.
4. The user does not present an ongoing threat to the electronic resources system and severe disciplinary action would not serve the best interests of the user or the District.

Implementation: The Acceptable Use Policy ("AUP") will be provided to all parents and students as part of each school's handbook. In the case of community use, it is the users' responsibility to employ the system in a manner that is consistent with the mission of a publicly funded educational institution. Access to the system may be terminated if abuse is evident.

There are two usage types: *Acceptable and Unacceptable*

Acceptable

Acceptable uses are activities which promote academic excellence in reaching the District's educational objectives, access to research findings, and opportunities to satisfy intellectual curiosity. Acceptable use is any application used in the delivery of services which does not disproportionately consume available resources.

Unacceptable

Unacceptable use impedes the work of others and may unintentionally damage the infrastructure. Unacceptable usage may generate extra costs for the OSSU.

The following activities are unacceptable. This list is in no way intended to be exhaustive and the school administration may add to this list in the development of procedures. It is unacceptable to:

- Use, copy, or otherwise access anyone else's files without authorization.
- Use the OSSU information technology infrastructure for activities that contravene the law, any existing School District policies, or regulations.
- Use any part of the OSSU information technology infrastructure for personal financial gain.
- Infringe copyright or proprietary rights.
- Access abusive or pornographic Internet sites, or provide information about such sites to others, *except to help avoid such sites*.
- Permit unauthorized access.
- Create or propagate computer viruses.
- Damage files, equipment, software, or data belonging to others.
- Use or attempt to use unauthorized access methods or abilities.
- Compromise the privacy or personal data of any member of the OSSU.
- Damage the integrity of a computer system, or the data or programs stored on a computer system.
- Bring OSSU into disrepute.
- Disrupt the intended use of system or network resources.
- Put unjustifiable demands on OSSU infrastructure.
- Facilitate unauthorized access attempts on other computer systems.
- Result in the uploading, downloading, modification, or removal of files on the network for which such action is not authorized.
- Unauthorized downloading of anything that requires a fee for any service or program. Persons doing so are liable for any and all charges.
- Use the computer to annoy or harass others.

Without specific authorization, as outlined in District procedures, users must not cause, permit, or attempt any installation of hardware or software, destruction or modification of data or equipment that will affect other users of the OSSU.

The OSSU infrastructure provides access to outside networks. Users may encounter offensive or objectionable material. The OSSU does not assume responsibility for the content of any of these outside networks.

Monitoring: Users should not expect privacy in the contents of their personal files or record of web research activities. Routine maintenance and monitoring of system resources may lead to discovery of violations of the District policy, disciplinary code, or state and federal law. Users should be aware the computer usage can be traced by site logs and other tracked information. OSSU reserves the right to access the contents of all files stored on its systems and all messages transmitted through its information technology infrastructure.

E-Mail: Users must not attempt to read another person's e-mail unless otherwise authorized. The e-mail system is a function of OSSU. **Users should have no reasonable expectation of privacy in e-mail transmitted, received, and stored on and/or through the system.**

Many users access e-mail through web-based accounts hosted on external commercial sites such as user@hotmail.com, user@msn.com, or other free/commercial web based e-mail services. If irresponsible use of web-based e-mail compromises OSSU services, permission to access web-based e-mail from within the network will be reviewed on an individual basis.

Liability: The District cannot be held responsible for any lost resources or damages incurred through the use of any form of District Electronic Resources.

Protection of Student Privacy

No student shall be required, without parental consent, to take part in a survey, analysis, or evaluation funded by the U.S. Department of Education that reveals information concerning:

- political affiliations or beliefs of a student or a student's parents;
- mental or psychological problems of a student or student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom student respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians or members of the clergy;
- income (other than that required by law) to determine eligibility for participation in a program for receiving financial assistance under such program; or
- religious practices, affiliations, or beliefs of the student or the student's parents.

Parents shall have the right to inspect any survey created by a third party before the survey is administered or distributed to a student. Requests for inspection shall be in writing, and shall be made in sufficient time to allow a response at least two weeks in advance of any survey to be given.

Parents/guardians or students 18 years of age or older, have the right to "opt out" of the following activities:

- a. the collection, disclosure and use of personal information gathered from students for purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational services for, or to students such as:
 - college or other postsecondary education recruitment, or military recruitment;
 - book clubs, magazines and programs providing access to low cost literary products;
 - curriculum and instructional materials used in schools;
 - tests and assessments;
 - student recognition programs; and
 - the sale by students of products or services to raise funds for school-related activities.
- b. the administration of any survey that includes the subject areas listed above; or
- c. the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of a student or other students and not otherwise permitted or required by state law.

Parents shall be notified, through U.S. Mail, email or other direct means, at least annually at the start of each school year of the specific or approximate dates of any activities described in this policy, and shall be provided an opportunity to opt out of participation in those activities.

Parents shall have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

Student Records

Parents, guardians or eligible students have a right to:

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

PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION & PLACEMENT

(Section 504 of The Rehabilitation Act of 1973)

Following is a description of rights granted by federal law to students with handicaps. The intent is to keep you advised of decisions about your child and inform you of your rights if you disagree.

You have the right to:

1. Have your child take part in, & receive benefits from, public education programs without discrimination because of a handicapping condition;
2. Have the school district advise you of your rights under federal law;
3. Receive notice;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have school district make reasonable accommodations to allow your child an equal opportunity to participate in school & school related activities;
5. Have your child educated in facilities & receive services comparable to those provided non-handicapped students;
6. Have evaluation, educational & placement decisions made, based upon a variety of information sources, by persons who know the student, the evaluation data & placement options;
7. Have transportation provided to & from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
8. Have your child be given an equal opportunity to participate in non-academic & extra-curricular activities offered by the district;
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program & placement;
10. Obtain copies of educational records at a reasonable cost, unless the fee would effectively deny you access to the records;

11. A response from the school district to reasonable requests for explanations & interpretations of your child's records;
12. Ask for an amendment of your child's educational records if there is reasonable cause to believe they are inaccurate, misleading or in violation of your child's privacy rights. If the school district refuses, it will notify you within a reasonable time & advise you of the right to a hearing;
13. Request mediation of an impartial due process hearing related to decisions about your child's identification, evaluation, educational program or placement. You & the student may take part in the hearing & have legal representation;
14. File a local grievance.

The person in this district who is responsible for assuring that the district complies with Section 504 is:

Steve Kinney
PO BOX 250
Randolph, VT 05060
728-9844

GRIEVANCE PROCEDURE

I. Definition

- A. A grievance will be construed for the purpose of implementation and administration of Title IX of the Educational Amendments, and Section 504 of the Rehabilitation Act, to mean any claim made by a person involved with the Braintree School District due to a denial of the benefits of, or discrimination under, any program or activity based on sex or handicap.
- B. A grievance will be a student(s) and/or parent(s) or employee(s), applying for access to educational programs or activities in the Braintree School District.

II. Intent

Nothing contained within the grievance procedure will be construed as limiting the right of an aggrieved person(s) to informally discuss a problem with the school administration or staff. Should such an informal process fail to resolve the situation, a formal filing of a grievance may be made in accord with the following policy:

Step 1: The grievance will forward a written copy of the grievance to the administrator who has immediate jurisdiction over the school involved. The 504 Coordinator is available to assist in proper filing. If the grievance is general in nature, it will be addressed to the Superintendent of Schools.

The recipient administrator and/or the superintendent will hold a meeting on the grievance within a reasonable period of time. Both parties involved may be represented by an individual of their choice, at their own expense. Within five (5) school days following the meeting, the administrator involved will render his decision in writing.

Step 2: If the grievance is not satisfied with the disposition of the grievance at Step 1, s/he may request a formal meeting before the Braintree Board of School Directors at its next regular meeting. The School Board Chair will preside at the meeting, and both parties may have representatives present.

The Board will render its decision in writing within ten (10) school days following the meeting. This decision will be final and binding to the extent of the jurisdictional limits and authority of the Board of School Directors.

Step 3: If the grievance is not satisfactorily resolved at this level, either party may submit a written request to the State of Vermont Commissioner of Education for mediation.

III. NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the ORANGE SOUTHWEST SUPERVISORY UNION School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment, or employment in, its programs and activities.

Any person having inquiries concerning the ORANGE SOUTHWEST SUPERVISORY UNION School District's compliance with the regulations implementing Title VI, Title IX, or Section 504, is directed to contact:

Steve Kinney, Special Education Coordinator
24 Central St., PO BOX 250
Randolph, VT 05060
802 728-9844

He has been designated by the School Districts of the ORANGE SOUTHWEST SUPERVISORY UNION to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX and Section 504.

IV. AMERICANS WITH DISABILITIES ACT OF 1990

The Orange Southwest Supervisory Union does not discriminate against individuals with disabilities in the provision of services, programs, activities, or employment. Under the Americans with Disabilities Act of 1990 (A.D.A.), any qualified individual with a disability is eligible to participate in or benefit from any service, program or activity provided by the Orange Southwest Supervisory Union. Likewise, the A.D.A. requires equal employment opportunities for qualified individuals with disabilities.

If you believe you have been denied access to a benefit, service, program or activity offered by the supervisory union, because of a disability, you may file a complaint with:

Vermont Attorney General
109 State Street
Montpelier, VT 05602

If you feel that you have been discriminated against in any aspect of your employment with the supervisory union because of a disability, file a personnel grievance. If you feel that you have been discriminated against as an applicant for employment with the supervisory union, write to:

Commissioner of Personnel
120 State Street
Montpelier, VT 05602

Any person having inquiries concerning the Orange Southwest Supervisory Union School District's compliance with the A.D.A. regulations, is directed to contact:

Stephen Kinney, Special Education Coordinator
P.O. Box 250 Randolph, VT 05060 802-728-9844

Mr. Kinney has been designated by the school districts of the Orange Southwest Supervisory Union to coordinate the district's efforts to comply with the regulations implementing A.D.A.

*BRAINTREE
SCHOOL*



ELEMENTARY

Nancy S. Frenette, Principal
Email: nfrenette@braintree.k12.vt.us

66 Bent Hill Road
Braintree, VT 05060

Telephone: 802-728-9373
Fax: 802-728-5044

Dear Perspective Volunteer:

Each year we are very fortunate to have many adult volunteers in our school. Their support comes in a variety of forms. Some parents are able to work weekly in their child's classroom. Others help occasionally by chaperoning on field trips and special events. We even have community members who bring their therapy dogs to school to read with students!

While we welcome volunteerism by members of our community, we have an obligation to ensure that adults who work with our students are positive role models. For these reasons, we are asking anyone interested in working with our students to fill out the attached volunteer form and return it to the principal. If we need to meet with you, we will be in contact with you.

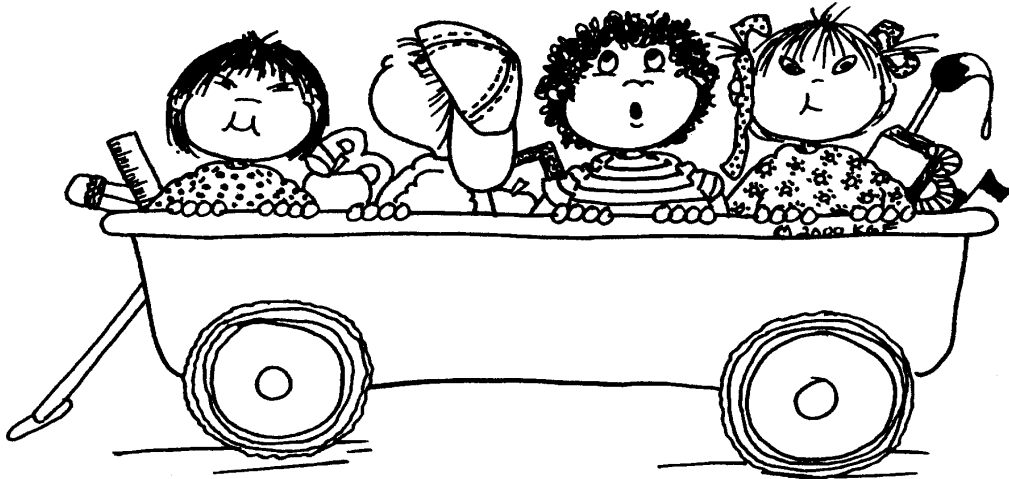
Each teacher has special guidelines for working in the classroom and for field trip chaperones. We ask that you follow the teacher's guidelines, ask questions if you need more information and refrain from using tobacco whenever you are in the company of students.

Thank you for your willingness to work with our students. If you have any questions, please do not hesitate to contact me.

Sincerely,
Nancy S. Frenette, Principal

Reading ♣ Respect ♣ Responsibility

"EDUCATION IS A LIFE-LONG JOURNEY..."



*WE PREPARE OUR CHILDREN TODAY
FOR
A BETTER TOMORROW!"*