



Thetford Elementary School

Handbook

for Parents and Students

2022-2023

www.thetfordschool.org

www.teschool.org

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Thetford Board of School Directors:

- Julie Acker, Board Chair
- Megan Snider, Board Vice-Chair
- Greta Marchesi, Board Member
- Donna Pluta, Board Member
- Nicholas Cook, Board Chair

School Board Email-----schoolboard@thetfordvermont.us

Orange East Supervisory Union

Bradford Vermont

802-222-5216

- Randall Gawel -----Superintendent ext. 108
- John Barone -----Assistant Superintendent ext. 102

Thetford Elementary School

802-785-2426

- Bernice Mills ----- Principal ext. 202
- Bridget Veracka-----Administrative Assistant ext. 201
- Cynthia Odell-----Administrative Assistant ext. 205

School Board Meetings

Regular meetings of the Thetford School Board are held on the second Tuesdays of each month beginning at 6:30. Agendas and minutes are posted in the school lobby, in the Town Clerk’s office, and at the Thetford Hill Post Office. Parents and community members are encouraged to attend.

The school board's function is to maintain a policy and oversight role. The school board policy provides the superintendent and principal with the necessary direction to operate the school. The school board is responsible for, but is not limited to, providing leadership in the following categories:

- Establishing policies and procedures,
- Overseeing the sound administration of schools
- Managing and maintaining school property
- Maintaining an adequate financial system, including proper accounting and reporting
- Employing professionals and staff

Executing contracts and applying for grants

It is important to emphasize that the board provides policy oversight and does not involve itself in the daily operations of the school.

Mission

Thetford Elementary School is a collaborative community that cultivates the whole child.

Vision

TES promotes a balanced approach to personal growth through a vibrant educational environment. We emphasize life-long learning, nurture individual pathways, and foster healthy, contributing global citizens.

We Value

Community. We connect our students to communities both near and far in order to help them to develop into global citizens with strong civic responsibility.

Continuous Improvement. We are committed to ongoing learning through professional learning opportunities and close collaboration.

Positive Environment. We foster a school atmosphere that is physically and emotionally safe where all members are well-known, cared for, and inspired to do their best.

Engagement. We create authentic learning experiences through an interdisciplinary approach towards state and national standards.

Individuality. We meet each student where they are and provide challenges appropriate for growth.

Creativity. We encourage our students and staff to express themselves, innovate, and approach curriculum in novel ways.

Sustainability. We encourage choices that contribute to a healthy body and mind. We strive to make TES a positive contributor to our environment by modeling sustainable practices.

TES School Hours

The school day officially begins at 8:15 a.m. This is when we expect all children to be in their classrooms ready to learn. Children may be dropped off between 8:00 a.m. and 8:15 a.m. The school day ends at 2:45 p.m.. Please make sure your child knows their after-school plans and that those plans are communicated to school personnel well in advance of dismissal.

Academic Program

Thetford Elementary School is a collaborative community that cultivates the whole child. Our vision is to create value for life-long learning, nurture individual pathways, and foster healthy, contributing global citizens. We use a variety of research-based methods and instructional practices to maximize student progress toward state and national standards.

Vermont is one of forty-two states to have adopted the Common Core State Standards (CCSS). This set of K-12 national standards is research-based and designed to provide clarity and consistency across state lines. The CCSS allows flexibility for educational experts to customize and deliver instruction most suitable to their student's learning styles. The Common Core State Standards come complete with their own standardized assessment known as the SBAC (Smarter Balanced Assessment Consortium). If you would like more information regarding the Common Core, or to view the standards, please visit www.corestandards.org.

Next Generation Science Standards were adopted by the State of Vermont in June 2013. The NGSS is based on the "Framework K–12 Science Education" that was created by the National Research Council. They have three dimensions that are integrated into instruction at all levels. The first is core ideas, which consist of specific content and subject areas. The second is science and engineering practices. Students are expected not just to learn content but to understand the methods of scientists and engineers. The third is cross-cutting concepts: key underlying ideas that are common to a number of topics. The NGSS gives equal emphasis to engineering design and to scientific inquiry. In addition, they are aligned with the [Common Core State Standards](#) by grade and level of difficulty.

A partial list of instructional techniques used at TES:

- Project-Based Learning
- Responsive Classroom
- Foundations
- Reading and Writing Workshops
- Place-Based Learning
- Outdoor Education
- Sustainability
- Mindfulness

Arrival

Student drop-off time begins at 8 a.m. There is no adult supervision provided before then. Students dropped off by car should be done so from our school parking lot and nearest to the playground entrance. **Please do not use the front circle as it is reserved for bus drop-off and is closed to car traffic. Upon arrival, students should immediately report to their classrooms.** Students arriving after 8:15 are considered tardy and must check in at the office before heading to classrooms.

Dismissal

Students are dismissed at 2:45 p.m. – Bus students board buses from the front entrances of the school. Pick-up students are dismissed from the basketball court. In the event of heavy rain, the parent pickup spot will be moved inside the cafeteria.

Parents are more than welcome to park their vehicles, socialize with other parents, and let their child(ren) play on the playground. For safety and accountability reasons please let the teacher know you are taking your child.

Students not picked up by 3:00 p.m. will be brought to the office to wait for an arriving adult.
Attention: There must be a written note from a parent or guardian explaining any change in the regular pickup routine. (Please see additional expectations in the section on Bus and Transportation Expectations.) Please notify the school of changes as early in the school day as possible. Children who are released from school to someone other than the parent needs written or direct personal consent of parents, and the person picking up the child will be asked to provide TES staff with a photo ID.

Attendance

Students are expected to attend school for all the days and hours in session (177 school days). Please contact the TES front office as soon as possible to report any absences/delays in arrival/early pick-up.

The State of Vermont has a truancy law that states that any unexcused absences count will be counted as an absence. Parents will be alerted when a child has missed ten school days. The Superintendent will be notified after a student has accumulated fifteen absences and may involve the local truancy officer. Please note that our policy includes not only “days school is in session” but “hours school is in session.”

Please make every effort to have your child to school on time, well-prepared, and in attendance for the duration of the school day.

Class Placement

In making class placements, the staff considers academic and social strengths and attempts to create balanced class groupings of students as outlined in the TES Student Placement Policy. Parents are invited to complete a Parent Input Form to share any information about their child that would be helpful in making placement decisions. However, final placement decisions are at the discretion of the school administration.

Dress

While there is no formal dress code at Thetford Elementary School students should be dressed appropriately. This includes clothing that accommodates seasonal changes and physical activity. Children should wear athletic footwear for Physical Education. In winter, children are expected to wear jackets, hats, boots, and mittens. Adults on recess duty can make a judgment call and require extra outerwear at any time. It is best for children to always come to school prepared. We also expect that children will come to school clean and dressed in clean clothes. Staff may ask students to remove any clothing/jewelry that may be offensive or distracting to the learning environment. The school has a supply of clothing and footwear that students may borrow to fully participate in program activities.

Extra-Curricular Activities and Special Programs

Each year, there are special programs and events at school. These include times during school, after school, and events in the evening. Notice of these events are communicated to parents through the principal's newsletter, weekly electronic announcements, and classroom updates. Our arts program provides opportunities for a creative expression of student learning through performance. In addition, we bring authors and artists to the school, sometimes in residence, for special programs. TES offers a concert band program for students in grades 4-6. There are a variety of instruments to choose from including Flute, Clarinet, Saxophone, Trumpet, Euphonium, Trombone, Bass Guitar, and Percussion. Parents/guardians are responsible for instrument rentals. Scholarships are available for families in need.

In addition to school-related programs, Thetford Elementary School partners with local organizations to provide a number of community activities for children. Among these are the following offerings:

Winter Ski Program: Which includes alpine skiing, snowboarding, and cross-country skiing at the Dartmouth Skiway. This program is run by the Thetford Recreation Program. For more information about this program, please contact the Recreation Coordinator, Amy Fahey, at. 802-785-2922 ext.four or recreation@thetfordvt.gov.

Thetford After School Program (TASP) is a fee-for-service after-school program for K-6 graders. It is based in the TES cafeteria and operates from 3:00 - 5:30 PM. Monday through Friday. For further information, please contact Alan Palmer, Program Director at directortasp@gmail.com

Field Trips

Thetford Elementary School recognizes the value of learning experiences that cannot be provided on campus. All field trips are designed and approved on the basis of educational value, feasibility, safety, and liability in accordance with our Field Trip Policy. An approved field trip is considered an integral part of the educational program at TES. As such, students are expected to attend. There may be fundraising or a fee attached to a field trip. However, no child will be excluded from any such trip because of the inability to pay.

Parents/Guardians will be notified ahead of time of trips off campus and permission slips will be sent home. Please make certain that permission slips are signed and returned to school in time. If we do not receive a signed note and are unable to contact you, the teacher will make alternative arrangements for your child while his/her class is away. If you have concerns about a trip, please talk with your child's teacher.

Food Service

Students need healthy meals to learn. Thetford Elementary offers healthy meals every school day. **In School Year 2022-2023, all students will receive free breakfast and lunch at school.** The State of Vermont has provided money to do this for one year through the Universal School Meals Act. **We need your help to keep providing free meals to all students in future years. Please fill out the application for free and reduced-price school meals. . If many families fill out and return this form, we will get more money from the federal government for free school meals now and in the future. We will also get more money for other school programs. Filling out this form also helps our community provide free summer meals to all kids and free meals to kids in childcare.**

Health Office

Our Health Office is open five days a week. The school nurse delivers appropriate medical care and screenings for students throughout the school day. Severe problems will be referred to appropriate medical professionals. We consult with parents, when necessary, to determine the severity of a child's condition. If a child is injured, every attempt is made to contact parents immediately. We take appropriate steps to assure the child's health and safety. **At least one *current* emergency contact (person and phone number) must be provided for each child.** In the event that school personnel have decided that a child should not be in school for health reasons, it is the responsibility of the parent to make arrangements for transportation within one hour of notification.

Homework

The purpose of homework is to develop responsibility for task completion and to reinforce classroom instruction through practice. Homework is assigned at the discretion of the teacher and is appropriate to the level of the student. Our teachers will provide clear expectations for homework assignments so that the students can be successful. We suggest that students in the upper grades keep an assignment book or other system to help them with organization. If a student is absent, it is his/her responsibility to check with the teacher(s) regarding any missed work.

Teachers coordinate their expectations for shared students so that no student is given an unreasonable amount of work on any given night. Each teacher sends home a statement specifying homework expectations, including the frequency of homework assignments and consequences for incomplete or late work. Concerns about homework assignments should be brought directly to the teacher.

Medication and Medical Information

If a student has a health condition which requires medication to be given during school hours, or requires emergency medication to be on hand, it shall be kept in a locked cabinet in the health office. We cannot dispense any medication unless it is in the original prescription bottle with written instructions from the prescribing doctor and we have written permission from a parent or guardian. These instructions should include the name of the medication, it's strength, how often the dose should be administered. Please only send the dose(s) needed at school. Doses for off-school hours should be retained at home. The nurse will keep a medical log. All medical information will be kept in confidence and will be available only to personnel who need to know.

Parent Conferences and Reports

Parent conferences are scheduled twice per school year in accordance with our trimester schedule (see school calendar). Classroom teachers will contact each family to set up a meeting time. School staff will make every reasonable effort to accommodate your schedule needs. Additional conference times can be scheduled with teachers at the request of families or the school. Parent-teacher conferences are a vital part of your child's success in school. This is a time to learn about curriculum and instruction, review student work, and discuss student successes and challenges.

Student report cards are completed three times throughout the year, coinciding with the end of each trimester (see school calendar). Our reporting system is standards-based, which means that students are graded on their progress toward end-of-year standards. Please contact your child's teacher or school administration for more information on our reporting system.

Parent Involvement

The Thetford School Board believes that parents should have an opportunity to become involved in the planning, and implementation of their child's learning program. To that end, parents are informed at parent conferences, Open House and at special conferences. Teachers are accessible to parents, at mutually convenient times, to further discuss programs. Parents are also encouraged to observe school programs and to participate whenever their schedules allow. Please make arrangements with the classroom teacher if you would like to observe classroom programs.

Parent Involvement Continued

Parents are notified in a timely manner when school personnel are thinking of tailoring a special program to a child's individual needs. This can be as specific as participation in the Reading Assistance Program (RAP), special education, or special enrichment opportunities. It could also mean working in a small group with the librarian or the art teacher or as a "Peer Partner" with a special needs child. Parents are always welcomed to the decision-making team.

Personal Property

Each student is provided with a desk or cubby in which to store personal belongings. There are no locks. Except on special occasions, valuables should not be brought to school. Electronic games or devices are not allowed at school without permission from the classroom teacher. When something special is brought to school, it may be left with the teacher. Items such as lunch boxes, backpacks, boots, mittens, and coats should be clearly marked. Lost and found items are collected and stored in the gymnasium corridor.

Policies

School Policies

The Thetford Elementary School District maintains school policies that are regularly reviewed by the Board at meetings. All policies (including Facilities Use, Student Records, Harassment, Pupil Privacy Rights, and Hazing policies, as well as information on FERPA (Family Educational Rights and Privacy Act) can be viewed in the school library and are available electronically on our district website, www.oesu.org.

Protocol for Discussing Concerns

Thetford Elementary School staff and administration work hard to promote open communication with families. If a parent has a concern with a student, teacher or teaching issue in a classroom, the protocol below should be followed:

1. Parent should speak with the appropriate classroom teacher. In the case of a social-emotional issue, then the counselor or advisor may be the appropriate contact. If unresolved,
2. Parent should speak with the Principal. If unresolved,
3. Parent should speak with the Superintendent. If the situation is still unresolved, after following all of these steps,
4. Parent may ask for consideration by the Thetford Town School District School Board.

Playground

The objective of recess time is to allow for exercise and explorative and cooperative play. Recess has been a favorite time of day for generations of school children. Navigating social interactions is a skill often learned during recess. For children to be successful on the playground, they must follow the basic rules of thoughtfulness, fairness, and kindness. Behavior expectations are discussed in classrooms. Staff members on duty are there to monitor safety and reinforce healthy play.

Students should always be appropriately dressed for the season and weather. Temperature and wind chill are monitored to ensure children are not sent out in dangerous weather conditions. Please know that if the temperature is above ten, including the wind chill factor, the children are likely to go outside for recess. Please label all outdoor clothing with your child's name.

In the spring and fall, our playground can become quite muddy. The messy places are often among the children's favorite play spaces. There may be times when children are restricted to certain areas due to field conditions and appropriate attire. Our Health Office has many clothes that children may borrow if necessary

Please be aware that the welfare of children who arrive early or stay after school to play is the responsibility of parents. Our playground is a public park used by many visitors. Please remind your children to respect it as a public space.

School Closings

The OESU Superintendent coordinates weather-related school closings with Thetford Academy, the Thetford Road Commissioner, and our bus company. The major concern is always child safety. If it is deemed unsafe for school buses to operate on the roads, the school will be closed for the day.

Families will be notified of delays or cancellations through our automated communication service by phone and email. We also broadcast school cancellations or delayed starts through the Vermont Broadcasters' centralized system on both the radio and television.

School Safety

To provide a safe environment for staff and students our doors will be locked during the school day (8:15 A.M.– 2:45 PM). Visitors to the school may gain access using our buzzer system located at the lobby entrance. All visitors must check in at the main office. Visitor passes will be distributed to guests to let our staff know that you have registered at the office.

Fire and Emergency Drills: Each month an emergency drill is held to practice emergency evacuations or lock-down scenarios. The first two will be held with advance warning for the younger children. This safety measure is required by law and is practiced to teach good emergency techniques.

The **BUS DROP OFF AREA WILL BE CLOSED FROM 8:00 – 8:45 AND FROM 2:45 – 3:15.** Remember to drive and park safely and respect “no parking” and handicapped parking spaces. Please be sure that you do not park in the designated "Fire Lanes" (including in the front driveway of the school) where we must be able to bring in emergency vehicles. We work collaboratively with the Thetford Police to ensure that all safety regulations and laws are enforced.

Sensitive and Controversial Curriculum

Thetford Elementary School recognizes that some of the material covered in our curriculum may be sensitive for some individuals or families. Public schools, however, are charged with the responsibility to educate children broadly for a diverse society. Within that responsibility, we believe that parents/guardians have a right to inform us of aspects of their value system which may be compromised by such a charge. Furthermore, we believe that parents have a right to ask that their children not participate in particular content if it is in conflict with their values.

We have established the following procedures to help with communications so parents are aware of topics under discussion and can communicate if there is a concern.

1. Teacher Communication: Teachers will make a concerted effort to keep parents/guardians informed of classroom affairs. They will inform parents/guardians of upcoming lessons that might be sensitive.

2. Prior Notification: If you can anticipate an area that might cause you or your child significant distress, please send us a letter stating the concern. We will keep your letter in your child's permanent file for subsequent teachers to review.

3. Informational Meetings: In the case of units where we can realistically predict parental concerns, the school will hold informational meetings about the topic and the instructional approach. These meetings provide parents with an opportunity to ask questions and to review materials.

4. Permission to Participate: For material that is considered a potentially controversial addition to the regular curriculum, we will ask parental permission. In these cases, if we do not receive permission, students will not be allowed to participate.

5. Right NOT to Participate: You may ask to have your child withdrawn from a particular lesson or unit. We will usually try to speak with you about our reasons for including the material in the curriculum but will respect your final decision.

6. Parental Appeal: As with any school concern, parents should follow the “chain of command” listed on page 13.

Specials

Students at Thetford Elementary School participate in the following “specials” classes. This includes direct instruction with specialist teachers a minimum of

Physical Education – 45 minutes 2x/week

Library/Technology – 45 minutes 1x/week

Art – 45 minutes 1 x week

Music - 45 minutes 1 x week

Spanish - K-2: 45 minutes 1x week

3-4: 45 minutes 1x week

5/6: 45 minutes 1x week

Special Education

Thetford Elementary School abides by all laws and regulations pertaining to the education of students with disabilities. Please contact school personnel to learn more about special education programs and requirements. For information that may not be available through school personnel, contact Randall Gawel, Superintendent, or John Barone, Assistant Superintendent at Orange ,East Supervisory Union headquarters in Bradford, Vermont.

A Nondiscriminatory School: Section 504

It is the policy of Thetford Elementary School not to discriminate in educational programs, activities or employment practices on the basis of race, language, sex, or handicapping condition under the provisions of Title VI of the 1972 Educational Amendments; Section 504 of the Rehabilitation Act of 1973; and the Individuals with Disabilities Education Act (IDEA) of 1997. For a complete version of this policy, you may visit the U.S. Department of Education Website at

<http://www2.ed.gov/policy/speced/leg/edpicks.jhtml?src=ln>

Student Records

All of your child’s records are available for inspection. If you wish to see them, you may arrange for a time when someone can go over them with you and answer any questions you may have. Please know that school records are held in strict confidence and only personnel with a legitimate educational interest has access to them. We **do not** share any of these files with other schools or with outside professionals, such as doctors or therapists, without written consent from parents/guardians.

Student Services

Thetford Elementary school employs a full time school counselor and school psychologist. Our counselor visits TES classrooms weekly to lead social skills instruction. Student Services employees provide consultation on student planning teams and are available for crisis intervention. Individual and small group counseling can be arranged with parental consent. Please call our guidance office if you have concerns about your child’s emotional or social welfare. This is also a valuable resource if you would like confidential help with a parenting difficulty.

Testing

The State of Vermont requires that elementary students in grades 3-6 participate in the state testing program. This includes the Smarter Balanced Assessment Consortium (SBAC) spring assessments for

grades 3-6 in reading and mathematics. You can check out the Thetford results of state testing by looking in the annual Thetford School Report or by logging on to the Vermont Department of Education website. www.education.vermont.gov

Transportation

Bus Routes: Busing is available for all TES students. A schedule of bus routes will be provided to families at the beginning of the school year.

Changes in Bus Drop Off: If children are to be dropped off at a stop other than their regular stop they must have a signed note with specific instructions from the parent/guardian. Notes need to go directly to the child's classroom teacher and will be passed on to bus drivers.

Bus Violations: Riding the bus is a privilege, not a right. Safe and appropriate behavior is expected of students at all times.

With some flexibility for the age of the child and severity of the offense...

First Offense: A warning notice describing the incident will be sent home. This must be signed by the child's parent and returned to the principal. A first offense of sufficient seriousness may, at the principal's discretion, be treated as a second or third offense.

Second Offense: A warning notice clearly labeling the offense as a second offense will be sent home. The child will be suspended from riding the bus until the parent, child, and principal have met in order to address the incident.

Third Offense: A third offense notice (so labeled) will result in the suspension of the child's bus privileges for a period of time to be determined by the principal, up to the balance of the school year.

Kindergarten, first, second, and third grade students who ride the bus in the afternoon must have an adult in sight or the bus driver will not leave the child. They do not have to be at the bus stop, just visible and able to wave to the bus driver so the bus driver can see them. If the bus driver does not see an adult, he/she will bring them back to school.

Idle-Free-Zone: TES is working to maintain an "idle-free zone" around the school and we ask for your help in doing so. Please observe this protocol by shutting off car engines when they are parked on school property. "Remember the Rule- No Idling at School. We'll all breathe a little easier! " Thank you for your support of this.

Visitors

We recognize the value of constructive school visits and want to encourage them. Such visits must be planned in advance to coordinate with the daily schedule. All visitors must report to the school office upon arrival and are invited to address comments and questions to the principal at the conclusion of their visit. Children who are visiting must obtain the permission of both the teacher and the principal before the day of the visit.

Volunteers

We truly appreciate volunteer help. Volunteers, however, are not expected to replace or do teachers' work. The intent is to provide enhanced opportunities for children and to utilize the many talents available in the community. Expectations surrounding behavior in a professional community and federal law regarding confidentiality require that we impose certain limitations on volunteering in the school. If you are interested volunteering, please visit the OESU website <https://www.oesu.org/about-us/volunteer>.

Please note that all volunteers need to go through the background check process which includes fingerprinting.

What Can I, as a Parent, Do?

General

1. Ask questions. Don't let small problems grow into giant ones. If you have a problem or concern, talk directly to the person(s) involved. Use the chain of command if necessary. The chain of command is: classroom teacher, principal, superintendent, school board.
2. Visit and participate in classroom activities whenever your time permits. The more familiar your child's program becomes the better you and your child's teacher will be able to communicate about strengths and weaknesses.
3. Let us know what we can do to help you.

Specific

1. Find ways to work on schoolwork with your children at home.
2. Visit school for special activities.
3. Volunteer, if you can.
4. Join committees.
5. Participate in the PTO.
6. Attend school board meetings.
7. Run for the School Board
8. Vote
9. Reach out to other families in the community.

The Three Level System PBIS Discipline System

The three level discipline system recognizes that consistent adult responses to low level challenging behaviors (e.g. noncompliance, disruption, etc.) produces a positive school climate in which more serious infractions will be minimized.

Level One Behaviors: Primary
Responsibility – Teacher or
Supervising Adult

Student Behaviors:

- Off task or inattentive to work
- unprepared for class
- minor to moderate disruption
- rough play resulting in possible harm to others
- inappropriate verbal interactions such as name calling, teasing, putdowns
- intimidation (verbal or physical)
- swearing (not directed at a person)
- misuse of, or damage to, property

Teacher Behavior:

- Redirection
- stop the behavior
- planned ignoring
- interact (privacy, eye contact, proximity)
- Reflective/empathetic listening
- supportive guidance back to task
- Segue from supportive behavior to directive behaviors.

Consequence:

- Positive reinforcement for accepting responsibility, task completion or cooperation.
- Failure of lesson
- In class time out
- loss of privileges
- restitution
- possible parent notification
-

Level Two Behaviors: Primary
Responsibility – Teacher and
Guidance Staff

Student Behaviors:

- All Level One Behaviors in which the student remains noncompliant and continues to be disruptive to his/her or others learning or responsibilities:
- threatening physical harm
- sexually suggestive threats
- physical contact with harmful intent
- threatening to use objects as weapons

Teacher Behavior:

- Referral to out of classroom spaces
- work with school support teams

Consequence:

- Parent notification
- removal from situation
- individual plan created for chronic negative behaviors (signed by parent)
- loss of privileges
- restitution
- after school detention

Level Three Behaviors: Primary
Responsibility – School
Administration

Student Behaviors:

- Chronic violation of school or class rules
- serious verbal aggressions including bullying – as defined by school policy
- weapon possession, threat to use, or actual use as defined by school policy
- drug or alcohol possession or use as defined by school policy
- harassment as defined by school policy
- intentional damage to property, resulting in costs for repair or replacement
- serious physical fights
- three or more incidents on level two behaviors

Teacher Behavior:

- Referral to administrator
- Crisis Support Team
- Participation in parent conferences and re-entry meetings
- provide work for in-school suspension
- referral for Functional Behavior Assessment and Behavior Intervention Plan.

Consequence:

- Restitution
- home/school coordination and support
- interagency referral and planning
- short-term suspension – in or out of school
- long-term suspension
- consideration for placement in alternative programs
- expulsion
- school failure
-
-

revised: 12/7/04

Theftord Elementary School Home & School Compact
[Compacts are voluntary agreements between families and schools.]

Our School envisions the "highest level of success for every student." To accomplish this, parents,

teachers, and students must collaborate in a spirit of cooperation and collaboration. The following are agreed-upon roles and responsibilities that we, as partners, will carry out to support student success in school and life.

As a Teacher, I will: Carry out the following responsibilities to the best of my ability:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love for learning.

Communicate regularly with families about student **progress**. Get to know my students and encourage families and students to share out-of-classroom interests, issues, or circumstances that may impact and influence student learning and success. Provide a warm, safe, and caring learning environment. Participate in professional development opportunities that improve teaching and learning and support partnerships with families and the community. Actively participate in collaborative decision-making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families, which helps each student achieve the school's high academic standards. Respect the school, students, staff and families.

As a Student, I will: Carry out the following responsibilities to the best of my ability:

Come to school ready to learn and work hard. Bring necessary materials, completed assignments, and homework. Know and follow school and class rules. Communicate regularly with my parents and teachers about in-school and out-of-school experiences so that they can help me to be successful in school. Limit my screen time and instead study or read every day after school. Respect the school, classmates, staff and families.

As a Parent/Guardian and Family Member, I will: Carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework and monitor TV viewing
- Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for grades 4-8).

Ensure that my child attends school daily, gets adequate sleep, regular medical attention, and proper nutrition. Get to know my child's teacher(s) and share interests, issues, and circumstances that may impact and influence my child's ability to learn and be successful in school. Regularly monitor my child's progress in school. Participate at school in activities such as school decision-making, volunteering, and attending parent-teacher **conferences**. Communicate the importance of education and learning to my child. Respect the school, staff, students, and families.



Orange East Supervisory Union

64 Main Street | PO Box 396 | Bradford, VT 05033

August 2022 Asbestos Management Plan

All affected school facilities within OESU have asbestos management plans available and accessible to the public at the administrative offices of each facility.

2022-2023 Annual Notification

Designation of Directory Information & Right of Refusal

Schools in the Orange East Supervisory Union may disclose designated directory information on students and eligible students* without the prior consent of the parent of eligible students, and without any record of such disclosure. The following types of personally identifiable information have been designated directory information:

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

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

If you are the parent of an eligible student currently attending any of the schools in the Orange East Supervisory Union, you have a right to refuse to permit the designation of any or all of these types of information as directory information concerning your child or (if you are an eligible student) yourself, by providing written notice of your refusal, listing the types(s) of information which you refuse to have so designated, to the principal of the school your child attends (or the school you attend, if you are an eligible student), not later than 15 working days of receipt of Annual Notice Regarding Student Records.

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

August 2022

Special Education Services: Child Find Notice

In accordance with state and federal laws Orange East Supervisory Union, serving the towns of Bradford, Corinth, Groton, Newbury, Ryegate, Topsham, Thetford, and Wells River serves notice that special education and related services are available to appropriately identified individuals between the ages of birth through twenty-one. Any individual wishing to take advantage of these services or desiring additional information may contact Alison Kidder, Director of Student Services at (802-222-5216 x6111)

If there are parents within the school districts who should have this information interpreted or written in other languages, please notify the Orange East Supervisory Union.

August 2022

Educational Support System

All Vermont schools are required to have a tiered system of academic, social emotional and behavioral supports commonly referred to as “MTSS.” Therefore, per policy, all schools within Orange East Supervisory Union must develop and maintain, in consultation with parents, a comprehensive system of education that includes a wide range of layered supports. This system of support is designed to enhance, supplement and intensify classroom instruction resulting in practices that support, to the greatest extent possible, the success of all students in the general education classroom. This approach recognizes that both high quality instruction and additional layers of support may be necessary for some students. The schools of Blue Mountain, Bradford, Newbury, Oxbow, Thetford, and Waits River Valley have developed an educational support system and educational support teams. Parents, teachers and/or students may make a referral to school based teams through their classroom teacher when a student is at risk of failure or requires additional assistance in order to succeed in the general education environment. This system is designed to provide all students with the supports and interventions they need to be successful regardless of eligibility for categorical programs.

Randall Gawel, Superintendent of Schools

"It is the policy of Orange East Supervisory Union not to discriminate in admission or access to or treatment or employment in educational programs and activities, on the basis of race, color, religion, national origin, sexual orientation, sex, gender identity, disability, age, or marital/civil union status under the provisions of Title VI of the 1972 Educational Amendments; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; and the Individual with Disabilities Education Act. Any persons having inquiries concerning Orange East Supervisory Union's compliance with the regulation implementation Title VI, Title IX, ADA or Section 504, are directed to contact Randy Gawel, Superintendent of Schools, 64 Main Street, PO Box 396, Bradford, VT 05033 (802-222-5216), who has been designated by the District to coordinate efforts to comply with these regulations."

1st Day of School: August 25, 2022

Find more Back to School information on our website: www.oesu.org

School	Hours	Principal/Director	Phone	Lunch Prices full/reduced	Breakfast Prices full/reduced
Blue Mountain Union School	7:45 AM–2:25 PM	Scott Blood- PK-6 Bruce Labs- 7-12 (Long-term substitute in place until 12/22. Effective 12/22- Emilie Knisley 7-12 Principal)	802-757-2711	FREE	FREE
Bradford Elementary	7:45 AM-2:45 PM	Marla Ianello	802-222-4077	FREE	FREE
Newbury Elementary	7:45 AM-2:40 PM	Loretta Cruz	802-866-5621	FREE	FREE
Oxbow High School	7:55 AM-2:25 PM	Co-Principals- Ashely Youngheim- Kenneth Cadow	802-222-5214	FREE	FREE
River Bend Career & Tech.	8:00 AM-2:25 PM	Brian Emerson- Dir. Tracy Puffer- Asst. Dir.	802-222-5212	N/A	N/A
Thetford Elementary	8:30 AM-3:00 PM	Bernice Mills	802-785-2426	FREE	FREE
Waits River Valley	8:00 AM-2:50 PM	Carlotta Simonds-Perantoni	802-439-5534	FREE	FREE
Early Education Services	8:00 AM-4:00 PM	Alison Kidder	802-222-5216	N/A	N/A

To: Parents/Guardians of students and eligible students of Orange East
Supervisory Union
From: Randall Gawel, Superintendent of Schools
Date: August 2022
RE: ANNUAL NOTICE REGARDING STUDENT RECORDS

As an eligible student (18 years or older) or a parent of a student enrolled in the Orange East Supervisory Union, you have certain rights concerning the education records, which the district maintains. These rights are afforded by the Family Educational Right and Privacy Act (FERPA), and other legal requirements.

You have the right:

- A. To a list of the types and locations of student education records maintained by the district and the titles and addresses of the school officials responsible for those records.
- B. To inspect and review your education records within a reasonable time after such a request (no more than 45 days after the request is made, and before any IEP meeting or hearing related to the identification, evaluation, or placement of a student with a disability). This includes the right to:
 - i. a response to reasonable requests for explanations and interpretations of the education record.
 - ii. have a representative of your choice (i.e. an advocate, relative, etc.) inspect and review the records on your behalf.
 - iii. a copy of any of your education records free of charge if the established fee effectively prevents you from exercising your right to inspect and review the records.
- C. To seek the correction of your education records through a request to amend them, or through a hearing procedure provided for by law, including the right to a copy of the Orange East Supervisory Union's "Procedures for Request to Amend Information in Education Records".
- D. To review the access log (record of disclosure of personally identifiable information) from your record.

- A. Supervisory Union regarding education records by contacting the superintendent.
- B. To receive this notice in your home language, if it is other than English, or by any other primary mode of communication that you use unless it is clearly not feasible for the district to do so.
- C. To file complaints, regarding the Orange East Supervisory Union's failure to grant these rights by writing to the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4665.
- D. To have information from your education records withheld from disclosure to third parties without your prior written consent, except:
 - i. to school official with legitimate educational interests
 - ii. to official of another school of school system in which you (your student) seek(s) or intend(s) to enroll
 - iii. to federal or state government officials and other authorities, as provided by law
 - iv. in health and safety emergencies
 - v. to comply with a judicial order or lawfully issued subpoena
 - vi. directory information which includes student's name, address, telephone number, current grade enrolled in
 - vii. degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and most recent previous education agency or institution attended, date and place of birth, and major field of study. (*Please see the following resource: FERPA General Guidance for Parents for more information -link below*)
<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html>

NOTE: The education agency is neither required nor prohibited from disclosing personally identifiable information contained in these exceptions. This means that the supervisory union may release the information if it chooses to do so but the fact that the information is included in the exception does not create a requirement that the information be released to a third party. Either parent or an eligible student has the right to inspect, review, and release the student's education records unless the district is provided with evidence of a statute, court order or other legal document that specifically resolves these rights.

In order to request inspection and review of your education records, or if you have any questions concerning your rights in this matter or if you wish to have a copy of the district's policy, contact the principal of the school the student is enrolled in for an appointment.

For a complete copy of Parent's Rights in Special Education please contact Alison Kidder, Director of Student Services, Orange East Supervisory Union (802-222-5216 x6111).