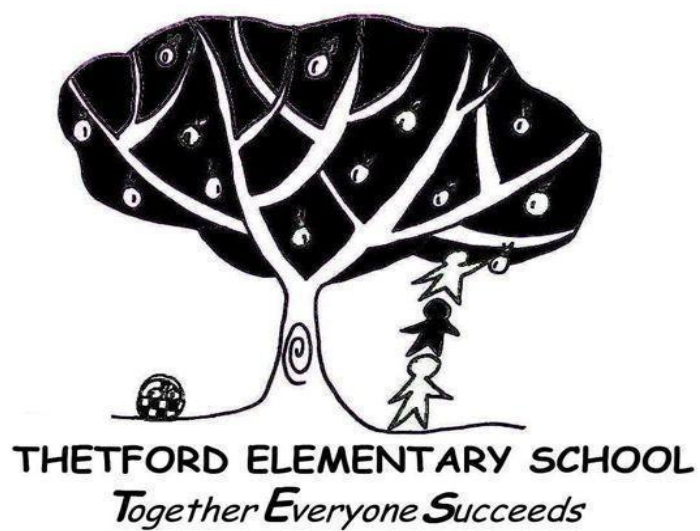


# THETFORD ELEMENTARY SCHOOL



## STAFF HANDBOOK 2022/2023

Updated on 08/24/2022

## Phone Directory

Employee	Title	Ext.	Room	Email Address
Atherton, Sara	Teacher	521	221	sara.atherton@oesu.org
Bailey, Sara	School Counselor	239		sara.bailey@oesu.org
Balch, Ginni	Paraprofessional			ginni.balch@oesu.org
Banning, Joslyn	Teacher	105	102	joslyn.banning@oesu.org
Bemis, Kathi	Paraprofessional	403	403	kathi.bemis@oesu.org
Bradley, Regina	Reading Spec.	537	237	regina.bradley@oesu.org
	Paraprofessional			\
Burke, Brittany	Paraprofessional			brittany.burke@oesu.org
Boardman, Gigi	Paraprofessional			georgianna.boardman@oesu.org
Chaput,, Philip	Phys. Ed	609	309	phillip.chaput@oesu.org
Coulter, Barbara	Special Ed.	232	232	barbara.coulter@oesu.org
Crossett, Alissa	Paraprofessional			alissa.crossett@oesu.org
Crow, Kim	Paraprofessional			kim.crow@oesu.org
Dale, Cynthia (Cindy)	Psychologist	421	121	cynthia.dale@oesu.org
DalPra, Kathryn	Nurse	241	241	kathryn.dalpra@oesu.org
Dawson, Mollie	Special Ed.	531	231	mollie.dawson@oesu.org
Fish, Patricia	Special Ed.	526	226	patricia.fish@oesu.org
Hatch, Kathleen (Kathy)	Paraprofessional			kathleen.hatch@oesu.org
Hill, Kate	Teacher	406	106	kate.hill@oesu.org
Hollander, Kathy	Music	419	119	kathy.hollander@oesu.org
Kendall, Nicole	Paraprofessional			nicole.kendall@oesu.org
Lacasse, Lauren	Teacher	524	224	lauren.lasse@oesu.org
LaRoche, Ben	Teacher	528	228	ben.laroche@oesu.org
McLaughlin, Colin	Teacher	525	225	colin.mclaughlin@oesu.org
Mathis, Alexandra	Art	514	214	alexandra.mathis@oesu.org

<b>Mills, Bernice</b>	<b>Principal</b>	<b>202</b>		<b>bernice.mills@oesu.org</b>
<b>Mousley, Ashley</b>	<b>Teacher</b>	<b>223</b>	<b>523</b>	<b>ashley.mousley@oesu.org</b>
<b>Nunez, Bette</b>	<b>Teacher</b>	<b>401</b>	<b>101</b>	<b>bette.nunez@oesu.org</b>
<b>Odell, Cynthia</b>	<b>Office</b>	<b>205</b>	<b>202</b>	<b>cynthia.odell@oesu.org</b>
<b>Oliver, Meghan</b>	<b>Teacher</b>	<b>405</b>	<b>105</b>	<b>megan.oliver@oesu.org</b>
<b>Piper, Jenney</b>	<b>Cafe</b>	<b>114</b>	<b>114</b>	<b>jenney.piper@oesu.org</b>
<b>Piper, Sheila</b>	<b>Cafe</b>	<b>115</b>	<b>115</b>	<b>sheila.piper@oesu.org</b>
<b>Roby, Jennifer</b>	<b>Spanish</b>			<b>jennifer.robby@oesu.org</b>
<b>Rogers, Susan</b>	<b>Teacher</b>	<b>403</b>	<b>403</b>	<b>susan.rogers@oesu.org</b>
<b>Shain, Mary</b>	<b>SLP</b>	<b>536</b>	<b>236</b>	<b>mary.shain@oesu.org</b>
<b>Sharpless, Laura</b>	<b>Math</b>	<b>538</b>	<b>238</b>	<b>laura.sharpless@oesu.org</b>
<b>Smith, Jamie</b>	<b>Paraprofessional</b>			<b>jamie.smith@oesu.org</b>
<b>Sterett, Darla</b>	<b>Building based Sub</b>			<b>darla.sterett@oesu.org</b>
<b>Stoudnour, Maggie</b>	<b>Teacher</b>	<b>404</b>	<b>104</b>	<b>maggie.stoudnour@oesu.org</b>
<b>Thurston, Megan</b>	<b>Paraprofessional</b>			<b>megan.thurston@oesu.org</b>
<b>Veracka, Bridget</b>	<b>Office</b>	<b>201</b>	<b>201</b>	<b>bridget.veracka@oesu.org</b>
<b>West, Krystal</b>	<b>Paraprofessional</b>			<b>krystal.west@oesu.org</b>
<b>Wunderlich, Mary</b>	<b>Library</b>	<b>535</b>	<b>235</b>	<b>mary.wunderlich@oesu.org</b>
	<b>Music</b>	<b>419</b>	<b>119</b>	
<b>Zack, Mary Beth</b>	<b>Paraprofessional</b>	<b>401</b>	<b>101</b>	<b>marybeth.zack@oesu.org</b>

## **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.

## **School Day**

The school day for paras and professional staff begins at 8:00 a.m. The school day ends at 3:00 p.m. for paras and professional staff. It is important that we begin this year with everyone on time and in the correct location.

Any staff member finding it necessary to leave the school building during contracted school hours will need approval of the Principal or his/her designee. The employee is required to sign out and sign back in if he/she is returning.

**Breakfast-** Breakfast will be served between 8:00 and 8:15.

**Arrival -** Student drop off time begins at 8 a.m. Upon arrival, students will immediately report to their classrooms. Students arriving after 8:15 are considered tardy and need to check-in at the office before heading to classrooms.

**Dismissal 2:45 p.m. -** The dismissal bell will ring at 2:45. Students need to be lined up and ready to exit the building when the bell rings. This is very important because TES is picked up before TA. Buses cannot not be out there waiting for our students.

## **Emergency School Closings**

School closings will be announced via the Infinite Campus automated messaging system. Please keep the office staff apprised of any changes to your contact information. School closings will also be announced over local television stations and will be posted on the school's website ([www/thetfordschool.org](http://www/thetfordschool.org)).

## **Emergency & Fire Drills**

State law requires that emergency drills be conducted during the school year. These drills are important and ensure safety of students and staff in the event of an emergency at the school. Drills are held at the discretion of the Principal with consideration given to the weather, and health. Directions are posted in each room. It is the teachers' responsibility to make sure directions are posted in his/her assigned classrooms and they carry their student roster and RED and GREEN cards with them.

## **TEACHER RESPONSIBILITY**

1. Know posted directions.
2. Instruct students in appropriate directions.
4. Make sure windows and doors are closed and room lights are off.
5. Take your student roster and RED and GREEN cards with you.
6. Be the last person to leave the room.

## Staff Duties

Staff will be assigned duties outside the classroom. **All staff are responsible for making sure assigned duties are covered during planned absences.** Each teacher and paraprofessional will receive a schedule of duties.

## Teacher Responsibilities Before Recess Time

Teachers should provide students the opportunity to use restrooms and water fountains before they go to the playground.

## Recess Duty

The playground consists of four zones. You are responsible for students within the zone you are assigned. Don't get involved with small groups of children, or individual children. Don't visit with other staff. As we all know things happen quickly. If you need to leave the area for any reason, please call for someone to cover your duty before you leave.

**Know the school rules (refer to your school's PBIS matrix).**

## NO CELL PHONE WHILE SUPERVISING CHILDREN

## Procedure for Termination of Play Period

- When the bell rings, students should line up on designated area space.
- When a line is orderly, you may dismiss students to enter the building.
- Students are to go in the building quietly at all times in an orderly manner in a single file.



## Class Supervision

If for any reason you must leave your class be sure that another staff member is covering for you. Do not open your room and then leave to check your mailbox, unless someone is there to watch the students. If it is not possible to find a staff member to do this, contact the Front Office and someone will be sent. *Do not leave students unsupervised.*

**Hallway Supervision:** To ensure student safety, and appropriate behavior it is important that students be supervised while in the hallways. Therefore, an adult needs to be in the hallway when students are in the hallway. We all know that bullying and other unsafe behaviors occur when students are left unsupervised.

**Other Supervision:** Staff members will be assigned miscellaneous supervisory duties as needed by the administration.

## ACADEMICS PLANNING FOR INSTRUCTION

Each teacher will maintain a current instructional planning tool. Plans will be made out at least one week in advance and will include the following minimum attributes:

- What you are planning to teach (learning intention)
- What you want the students to learn - grade level expectations (learning outcome)
- Materials to be used (textbooks, pages, papers, etc.)
- Strategies (explanations, questioning, guided practice, independent practice)
- Assessment of learning Each teacher must keep careful accounting of Student Progress in relation to the Instructional Proficiencies.

It is the responsibility of each teacher to have on hand academic plans and class lists for a substitute to follow and refer to, should you be out. These plans need to be in a binder or folder on your desk and be clearly marked.

**Course Syllabus:** From time to time, you may be asked to produce a course syllabus for the unit or course you are teaching. This can be as simple as a Unit Outline or as complete as a Unit Outline, Objectives, Lesson Plans, etc.

## GRADES/PROGRESS REPORTS

### IMPORTANT ACADEMIC NOTIFICATION DATES (approximate)

Marking Period	Marks Close	Grades Distributed
First	November 23	December 3
Second	March 11	March 17

## Planning Time

1. The negotiated agreement stipulates that each full-time teacher will have 200 minutes of planning time per five day week, except for extraordinary and unusual circumstances of a temporary nature. Teachers will identify this time on their daily/weekly schedule.

## Class Placements (Process for Next Year's Class Placements)

In the spring, grade level teachers, special educators, the school counselor, and the administration work together to create class lists for the next year, with input from paras, UARTS teachers, and other staff. Student placement is a complicated task that the staff at TES takes very seriously. We will look at the whole-child to ensure that we students are placed in a classroom that best meets his/her needs.

An essential part of the process is the input we receive from families. Therefore, prior to any placement decision being made, we will ask parents to provide information to us about their child as a learner, as a thinker, and as a person. We combine this information with all the data that we have to make our placement decisions. Our goal is to place each child in a class where she/he will feel confident and will flourish academically and socially.

## Parent Communications

Regular communication with parents is crucial to successfully working with our students. With this in mind, please be aware of the following expectations:

- Please check your voicemail and email regularly, no less than once per day.
- Please respond to all voicemails and email from families within 2 school days of receipt, preferably within 24 hours.
- When communicating your concerns about a student, please also be sure to include the student's strengths as well.
- When appropriate, never hesitate to invite a parent or guardian to meet in person
- All staff members are strongly encouraged to submit to the Principal any information that would be of value in communications with other staff members, students, and parents. All news releases involving TES activities, meetings, clubs, trips, etc. must be submitted to the Principal for approval. Teachers who are participating in various educational projects are asked to keep the Principal informed.



## **Computer, Email, Cell Phones, and Network Resources**

Staff members at Thetford Elementary School are assigned a user name/password for the TES email system. The district's computer and network resources are the property of the district, including all emails, text, images, or posts may be stored on the school network. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's computers or network resources, including use of social media, personal files, and electronic communications.

**There will be NO use of personal electronic devices in front of students. Do not use cell phones or access any personal electronic devices during school time. Your lunch time is an appropriate opportunity to access personal devices.**

**Employees should not make any inappropriate contact with parents or colleagues using any form of communication (written, verbal, or electronic). This includes participating in social networking sites, texting, emailing, etc. Employees may not communicate with students via email, text, or social networking sites such as Facebook.**

**Please refer any inquiries to the Principal. Be advised that any email sent using a school computer is subject to state and federal laws and can be subpoenaed into court cases involving students and/or the school.**

## **Weekly Bulletin**

**To avoid unnecessary staff meetings I will be sending out a TES Bulletin on a weekly basis. All staff members are expected to read the bulletin as it may be important information that you will need to know.**

## **Staff Meetings**

**Staff meetings will be held on Wednesdays from 3:00 - 4:00. Two of those meetings will be dedicated to PBIS. These meetings and all other meetings will be scheduled in advance. With that said, please be flexible as there may be times when an emergency arises and the administration cannot provide you with an advance notice. Thank you for your patience and cooperation.**

## **Teacher License**

**It is the responsibility of each professional teaching staff to make sure their Vermont certification is current and on file in the Superintendent's Office.**

## **SPECIAL EDUCATION**

**Special Education teachers (case manager,) shall make their colleagues aware of any students identified as having special needs within the regular education classrooms. The classroom teacher and the Case manager will work collaboratively to interpret and administer the student's IEP. The IEP is a legal contract, and must be complied with, to the letter. Classroom teachers are required to attend IEP Evaluation and Planning Team meetings. All information regarding Special Education students is to be held in strictest confidence. All written information must be kept in a locked file cabinet within the classroom.**

## **TRANSPORTATION OF STUDENTS**

Staff members are discouraged from transporting students in their own cars. Should the need arise to transport a student or a group of students, please check in with the Principal to review the transportation policy. All volunteers transporting students for school events must have proof of liability insurance. In addition, those transporting younger students must follow the regulations for safety restraints. Please be sure that Bridget Veracka has a copy of the volunteer's insurance card on file before you allow a volunteer to drive an individual or group of students. Please check the requirements for size and age as regards the requirement for car seats. We have a limited number of car seats available in the office for use by staff.

## **STAFF ROOM**

The staff room is located next to the front office area. Please share in the responsibility of keeping the room clean.

## **TELEPHONES**

Telephones are to be used for school business, however, it is understood that occasionally the phones need to be used for personal reasons. It is the responsibility of all staff members to reimburse the school for any personal long distance. Please see the office staff to find out the amount due. Students requesting to use the school phones should be sent to the office where the school secretary will determine if the student will be permitted to use the phone. Students should NOT use classroom phones.

### **Accident**

In the event that a staff person is hurt or injured the staff person must notify the front office. The front office will assist the employee with filing an electronic claim within 24 hours of the incident. In the event that a student is hurt or injured in school the supervising teacher must file an accident report and notify the school nurse and administration immediately. The accident report must be turned into the main office within 24 hours of the accident. There are specific forms that must be used. Please see the administrative assistant.

## **FIELD TRIP REQUESTS & PERMISSION FORMS**

The Principal must approve all field trips before teachers send student permission slips home. Generally, this would mean 2-3 weeks in advance. Teachers must complete the Field Trip Request Form found at the end of this document. In addition, on the day of the trip, teachers must submit a completed Field Trip Protocol (also at the end of this document) to the school secretary prior to leaving the building. Any staff member taking students on a field-trip must make sure that all students have a signed permission slip on file before going.

## **PROCEDURES FOR REQUESTING REIMBURSEMENT FOR ATTENDANCE AT CONFERENCES, FOR CONTINUING EDUCATION COURSES, OR UNIVERSITY COURSES**

The TES Teacher contract authorizes funding for teachers to take up to 6 credits per year at the UVM rate. Only professional development activities that yield positive outcomes for students related to the teachers current position, or one that move to promote the mission or vision of the school will be approved by the principal. It is expected that learning from all professional development activities be shared with colleagues.

## **Professional development activities must have prior approval.**

- A. The Board shall maintain a pool of money for professional development activities (i.e., tuition, registration fees, and materials for courses, conferences, and workshops) that have been approved by the Superintendent. This money may be used to pay for lodging and food, if approved by the Superintendent. This money shall not cover transportation costs. The amount of the pool and the budget shall be determined annually on or before September 1 by multiplying the number of bargaining unit members times one thousand two hundred dollars (\$1,200).
- B. When professional development pool money is used to pay for professional development activities (i.e. tuition, registration fees, and materials for courses, conferences and workshops), the teacher shall be entitled to payment for one course at the maximum cost equivalent to three (3) credits at the in-state (winter rate) per credit tuition at the University of Vermont, as limited by the pool. Payment shall be limited to actual expenses. A teacher shall be entitled to full or partial reimbursement for additional courses to deplete the monies remaining in the pool at the fiscal year's close. Only requests submitted to the Superintendent before June 1 will be eligible for additional proportional reimbursement. The Superintendent shall not withhold approval for courses reasonably related to the teacher's assignment.
- C. The year for the pool begins July 1 each year. Courses are allocated to the pool established in the contract year during which the courses end. The payment shall be made when the teacher presents the Superintendent with proof of enrollment. The teacher shall provide proof of successful completion of coursework, otherwise the teacher shall be required to repay the District in the form of payroll withholding. Successful completion is defined as receiving a passing grade of 80 or better, or in the case of a pass/fail, the teacher must receive a pass.
- D. In addition to the expenditure of this professional development pool, full reimbursement shall be paid by the Board to teachers for training to implement a curriculum change or additional courses required by the District.

## **Mileage Reimbursement**

With the prior approval of the Principal, teachers who are required by the District to use their personal vehicles for official school business will be reimbursed at the IRS rate for such use.

## **Copier Machines**

Photocopying is the responsibility of the classroom teacher, during non-instructional times. Please do not send students to the office with a request to make copies or to pick up items from the copier.

## **Housekeeping**

By maintaining a clean work environment, we show students that we value our school, and that we value education. Keeping the entire school neat and clean is our collective responsibility. Please do not walk past any floor trash. Set an example. At the end of the day, please make sure that classrooms and other areas are picked up with all materials off the floor, doors and windows closed, chairs stacked or put up on desks or tables, and lights turned off.

## **School Issue/Questions/Concerns**

If you encounter an issue/have a question, and/or concern please email or speak to the principal only. For example, the maintenance department was supposed to install a window screen and you notice it has not been completed. The process is to email the principal and the principal will contact the appropriate person and respond back to you in a reasonable amount of time.

## **Mandated Reporting**

**Mandated Reporting Effective July 1, 2015:** Any mandated reporter who reasonably suspects abuse or neglect of a child shall report in accordance with the provisions of Section 4914 of this Title within 24 hours of the time information regarding the suspected abuse or neglect was first received or observed (33 V.S.A. § 4913(c)). All mandated reporters have an independent obligation to report to DCF even if they have knowledge that a report of the same suspected abuse or neglect has already been made. DCF offers the following guidance:

**Group Reporting:** If more than one individual within an organization needs to make a report about the same information or incident, DCF recommends the following course of action for making a group report (please note that the required 24-hour time limit for making reports applies to both steps below):

The person(s) with the most direct knowledge of the allegation should contact the child protection hotline at (800)-649-5285 to make a verbal report; AND

A written report should be drafted and signed (please print) by everyone with direct knowledge of the information (get the form on-line at [mandatedreporters.vt.gov/](http://mandatedreporters.vt.gov/)).

Please fax the written report to (802) 241-3301. We hope that the start of your school year has been a smooth and happy transition

## **Confidentiality**

The professional educator maintains student trust and confidentiality when interacting with students in a developmentally appropriate manner and within appropriate limits by: Licensing Rules Revised September 2019 Page 39 of 212

1. Respecting the privacy of students and the need to hold in confidence certain forms of student communication, documents, or information obtained in the course of professional practice;
2. Upholding parents'/guardians' legal rights, as well as any legal requirements to reveal information related to legitimate concerns for the well-being of a student; and
3. Protecting the confidentiality of student records and releasing personal data in accordance with prescribed state and federal laws and local policies.

## **Policies**

### **Suspected possession or use of drugs, alcohol or tobacco**

Vermont law prohibits the possession or use of illegal drugs, alcohol, or tobacco on school grounds or at any function or trip. Staff should report any suspicions or observations of possession or use by either staff or students to the Principal immediately.

### **Harassment**

"Harassment" means an incident or incidents of verbal, written, visual, or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment. Harassment of any kind is strictly prohibited in the workplace and school environment. There are many forms of harassment, some of which are outlined in the Parent-Student Handbook.

The TES School Board Policy Book, the State of Vermont Legal Notification poster located in the front office area and the Parent-Student Handbook address the procedure to follow should you feel you are being harassed or if you observe or otherwise become aware of the harassment of either an adult or student. All complaints of Harassment should be reported to the Guidance Counselor or the Principal immediately.

### **BULLYING**

The TES School considers bullying as a subset of harassment. Bullying is any overt act or combination of acts directed against a student by another student or group of students and which:

- is repeated over time;
- is intended to ridicule, humiliate, or intimidate the student; and
- occurs during the school day, on school property, on a school bus, at a school sponsored activity, or before or after the school day, on a school bus or at a school sponsored activity.

### **REPORTING STUDENT HARASSMENT / BULLYING**

**Student reporting:** Any student who believes that she/he has been harassed under this procedure, or who witnesses or has knowledge of conduct that she/he reasonably believes might constitute harassment, should promptly report the conduct to a designated employee or any other school employee. The Thetford Elementary School has designated School Counselor and Principal to receive reports.

- **School employee reporting:** Any school employee who witnesses conduct that she/he reasonably believes might constitute harassment shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee. Any school employee who overhears or directly receives information about conduct that might constitute harassment shall immediately report the information to a designated employee. If one of the designated employees is the person alleged to be engaged in the conduct complained of, the complaint should be immediately filed with the other designated employee or the school administrator.
- **Other reporting:** Any other person, who witnesses conduct that she/he reasonably believes might constitute student harassment under this procedure, should promptly report the conduct to a designated employee.

## **Professional Responsibilities**

### **Professional Conduct**

TES is committed to providing a safe and respectful learning and working environment for all students and staff. Towards that end, TES expects all our employees to demonstrate the highest standards of conduct and ethics in their school relationships and in the performance of their duties. In order to ensure these high standards, employees are expected to abide by the following rules. Nothing stated in this section is meant to prohibit a supervisor from establishing and enforcing other reasonable rules and directives for his/her subordinate employees:

### **Professional Relationships and Communication**

Employees are expected to maintain just and courteous professional relationships with students, parents, staff members, board members and other internal and external constituents of the district. Towards that end, employees shall:

- Respect the dignity and individuality of their co-workers, supervisors, subordinates, students, parents and other internal and external constituents.
- Maintain a climate for friendly and intelligent cooperation between the community and the school system.
- Refrain from publicly criticizing other employees, students, parents, or other school/district constituents.
- Direct any criticism of or concerns about other staff members or of any department of the school system toward the improvement of the school system. Such constructive criticism is to be shared first directly with the staff member. If the concern is not resolved, then communicated directly to the Principal, and then to the Superintendent, if necessary.
- Transact all official business with the properly designated authorities of the school system.
- Respect the privacy rights of students, parents, and other staff and exercise discretion when sharing personally identifiable information, and to comply with state and federal laws and regulations relating to the *confidentiality* of student and employee records, unless disclosure is required or permitted by law and is consistent with policy.
- Use TES provided access to the Internet and other technologies for educational and work-related purposes consistent with policy.

### **Relationships with Students**

Employees are expected to maintain a professional relationship with all students, both inside and outside the classroom, and to make reasonable efforts to protect students from conditions that are harmful to their health and safety. It is equally important that our employees recognize behaviors, actions, gestures, or comments towards students that could have potentially harmful consequences to both the student and the employee. Sexual, intimate, or physical relationships between an employee of the district and a student are strictly prohibited, regardless of the age of the student.







