

# Ferrisburgh Central School

56 Little Chicago Road  
Ferrisburgh, VT 05456  
802-877-3463 - (fax) 802-877-6377  
[www.anwsu.org/fcs](http://www.anwsu.org/fcs)

Welcome to the 2009- 2010 school year.

Ferrisburgh Central School is happy to begin its fifty-third year in service to the students and families of Ferrisburgh. What a wonderful legacy for the school and the community. We also welcome in our 2022 graduates this year! There are incredible times ahead for all of our kindergarteners and their parents. Welcome to our school community!

As we all anticipate the coming school year, I am hopeful that this handbook may answer some of your questions and serve as a helpful resource throughout the year. It contains information on just about everything you need to know about the Ferrisburgh Central School. It highlights the important core values and beliefs of the FCS community. They are the foundation of what we strive for each day for every student. FCS has long tradition of respect, responsibility and safety for each individual, for the school, the environment and for each other. You will see these words throughout the handbook and throughout the year in the weekly newsletter, the *FCS Backpack Express*, which will be sent home the last school day each week.

Please take the time to review this handbook and the important information it contains about our programs, policies and procedures. It contains the common expectations for all students as it relates to riding the bus, lunch and recess rules and the discipline process that is used at FCS. It is a handy reference for the school calendar, the school's email and voice mail systems so that we can stay connected and general information about school pictures, basketball, dress expectations, etc. If there are items missing that you feel would benefit others, please feel free to drop a note, or email so that we can continual improve your handbook.

Our doors are open. We welcome all of you to come on in.

I know we will have a wonderful year together.

JoAnn Taft-Blakely, Ed.D.  
Principal

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**Addison Northwest Supervisory Union**

48 Green Street, Suite 1, Vergennes, VT 05491  
802-877-3332 FAX 802-877-3628

Thomas O'Brien .....Superintendent of Schools  
Carol Spencer .....Co-Director of Curriculum and Professional Development  
Elizabeth Lewis.....Co-Director of Curriculum and Professional Development  
Sarah O'Hara.....Director of Instructional Support Services  
Kathleen Cannon.....Business Manager  
Bob Owens .....Director of  
Technology

**Ferrisburgh Central Board of School Directors**

School Board Meetings are held on the 2<sup>nd</sup> Thursday of each month  
In the school library at 6:30 p.m.

Adela Langrock .....Chair  
Wendy Beach.....Vice-Chair  
Sherry  
Carlson.....Clerk  
Timothy Bicknell.....Director  
Kurt Haigis.....Director

## Ferrisburgh Central School Faculty and Staff

56 Little Chicago Road, Ferrisburgh, VT 05456  
(802) 877-3463 FAX (802) 877-6377

Principal .....	JoAnn Taft-Blakely, Ed. D.
Secretary .....	Loretta Lawrence
Kindergarten.....	Joshua Brooks
Kindergarten .....	Donna Rusik
Grade 1 .....	Tifany
Babcock	
Grade 1 .....	Ann
Matteson	
Grade 2 .....	Barbara Bolduc
Grade 2 .....	Lydia Hibbard
Grade 3 .....	Alana Lilly
Grade 3/4.....	Rebecca Weldon
Grade 4.....	Kathy Pudvar
Grade 5/6.....	Kathleen
Douglas	
Grade 5/6.....	Amy
Downing	
Grade 5/6.....	Judy Elson
Grade 5/6 .....	Peter
Stapleford	
Guidance Counselor .....	Judith Danzig
Literacy.....	Sara Blake
Literacy .....	Mary
Shields	
Learning Specialist.....	Alice Walker
Learning Specialist .....	Stacy Valcourt
Nurse .....	Anne Cohn
Speech/Language Pathologist .....	Hannah Lucarelli
Art .....	Alison Parsons
Library/Media Center .....	Deborah Chamberlin
General/Choral Music .....	Jeanne Ross
Instrumental Music .....	William Bowers
Physical Education .....	Anna Wilson
Technology Coordinator/Enrichment .....	Linda Thurber
Paraeducator.....	Karen Brooks
Paraeducator.....	Sandy Clark
Paraeducator.....	Corrie Palmer
Paraeducator.....	Christina Shea
Paraeducator/ Spanish.....	Ligia Stapleford
Paraeducator/Kindergarten.....	Kaci Spear
Paraeducator.....	Andrea
Teer	
Paraeducator.....	Denise Walther
School-Based Clinician.....	Cassandra Corcoran
School-Based Clinician .....	Gina Normand
Custodian (Day) .....	Gerry Blair

Custodian (Evening) .....	Wayne Barrows
Food Service Director .....	Kathy Alexander
Food Service .....	Patti Barnes
Food Service .....	Valli Gebo

## **General Information**

### **After-School Activities**

A variety of activities are offered to students after school. These may be provided by staff members or by volunteers from the community. While some activities are sponsored by the school, (i.e. Ferrisburgh Children's Theater, Odyssey of the Mind, FCS Basketball, activity clubs) others are supported by outside agencies such as the Boy Scout and Girl Scout Programs and the Ferrisburgh Recreation Department. Though the school cannot accept responsibility for the management and supervision of programs that are not approved by the FCS Board, it does encourage and support activities which are in the best interest of its students.

Parents should be aware of the nature of a program, its supervisory structure and transportation arrangements before they permit their children to participate.

If a child is absent from school due to illness, it is not appropriate for her/him to take part in any after school activity that day.

### **Live Y'ers After-School Program**

FCS is a site for the supervised activity-based Live Y'ers after-school program run by the Greater Burlington YMCA. Enrolled students move into the program at the end of the regular school day and stay until picked up by parent(s) or other authorized persons no later than 6:00 p.m. For more information on the program and enrollment information call the YMCA at (802) 862-9622.

### **Attendance**

School attendance is required by Vermont Law unless students are excused for illness or family emergency (VSA, T. 16). Regular attendance is vital for school achievement and in establishing habits significantly impacting later success. Excessive absences or tardiness is detrimental to a child's education and, by law, must be reported to the Superintendent of Schools and the Vermont Department of Children and Families. Letters will be sent from the principal's office to parents when their children are absent more than ten days over the course of a school year that will request a parent conference with the child's teacher and the principal to help with any issues associated with the child's absences. Prolonged health issues, as determined by a physician, may be eligible for tutorial assistance. A copy of the ANWSU Student Attendance Policy (F25) can be obtained from the Office.

**Please call the School Office by 8:00 a.m. if your child is going to be absent or late to school for any reason.** In the event that we do not hear from you, we will contact you regarding your child's absence from school.

### **Tardiness**

Beginning the day at school with other classmates is key to a child's sense of readiness and belonging, and also insures greater awareness (less confusion) about the daily schedule and routine expectations. This is an important skill in the development of key school and work habits. Please make every effort to see that your child arrives at school by the start of the school day at 7:55 a.m. Parents who bring their child to school late must bring the child to the office to check him/her in so that they may receive a pass to enter their classroom. Excessive tardies will require administrative action and collective problem-solving with the parents, classroom teacher and the principal.

### **Early Dismissal**

If your child must leave school early, please send a note indicating the reason, time and the person who will be picking the child up at school. An "early dismissal" pass will be issued at the main office. All authorized adults who come to pick up a child must have parent/guardian permission to do so. They need to check in at the office and sign the child out. There are times when an early dismissal is necessary, but please try to schedule routine appointments outside of the regular school hours whenever possible.

### **Discipline**

A clearly articulated system of school discipline provides the foundation for positive social, emotional, physical and cognitive growth and development. It also fosters the development of a school community that benefits all of its members.

The FCS Core Values preserve the dignity and self-worth of all:

- Respectful and Honest Interaction
- Responsibility and Accountability
- Emotional and Physical Safety
- High Standards and Expectations

Behavior management and discipline are the means of teaching, reinforcing, and maintaining these FCS Core Values which promote respect, responsibility, safety, growth, cooperation, and kindness. The purpose for having a behavior management and discipline program is to provide the skills necessary for all students to be safe within our school community as well as to help them develop their skills so that they learn respectful and responsible, contributing citizenship.

It is critical that behavior management concepts, skills, and content are clearly articulated, systematically taught and practiced, and consistently applied across settings. They are best learned when all feel safe and supported, have ownership in the process, and have positive adult and peer role models.

The FCS community, including staff, students, parents, and volunteers all have rights and bear responsibility for insuring that a positive educational climate and culture exists within our school. Our School Rules therefore foster respect, responsibility and safety for ourselves, others, our learning and our environment.

At FCS, individualized logical consequences for misbehavior are progressive in nature, with the goal of solving problems and/or issues at the earliest possible stage and are always: a) related to the student's behavior, b) respectful of the student and classroom, and c) reasonable and logical in order to help children fix their mistakes and know what to do and what is expected the next time. Each level of the interactive process will offer the student an opportunity to resolve a problem and preclude further action.

Reasonable and logical responses to misbehavior are a part of the educational process. All documentation of violations of school rules will be kept confidential. Only a student, family and appropriate school personnel will have access to this information. Parents and legal guardians will be informed by FCS staff at the earliest possible time, either by phone or mail (if necessary) whenever an issue involving discipline arises, and every effort will be made to work with parents to improve student behavior and support positive social skill development.

### **Searches**

Ferrisburgh Central School reserves the right to search a student's belongings when there is reason to suspect that the student is in possession of any object that violates school rules, state/federal laws or presents a safety risk. Parents will be notified when such a search takes place.

### **Bullying**

Ferrisburgh Central School works hard to be a safe and kind learning environment free from any bullying. Bullying is a form of dangerous and disrespectful behavior not permitted or tolerated within FCS. Bullying incidences are subject to the reporting requirements of the Vermont Commissioner of Education. FCS will collect data on the number of reported and verified incidents of bullying.

#### ***• Definition***

Bullying means any overt act or combination of acts directed against a student by another student or group of students that:

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

Please note that bullying is behavior that can occur on or off school grounds. FCS will take appropriate steps to respond to bullying behavior that takes place off school grounds as it affects the school environment.

- *Reporting Bullying*

If a student feels he/she is being bullied, and it is safe to do so, the person may TELL THAT PERSON TO STOP. Victims and witnesses are asked to report bullying to their teacher, staff members or, if this proves difficult, to the principal. Students may anonymously report acts of bullying to their teachers, counselor and principal. Parents and guardians may file written reports of suspected bullying with the school. Any student or parent/guardian of a student who believes they have been the victim of bullying should report the matter immediately to the principal.

All FCS employees are required to advance reports of bullying to the principal immediately.

- *Consequences*

Bullying will result in the “bully” being disciplined. The disciplinary consequences include the full range of disciplinary consequences outlined in the ANWSU/FCS student discipline policies and the school’s discipline plan (e.g. detention, loss of privileges, suspension). Discipline consequences may also include a recommendation to the school board for a long-term suspension or expulsion.

To the extent permitted by federal and state confidentiality laws, the school may notify the parent or guardian of the student who is a victim of bullying of any action taken to prevent further acts of bullying. The school will also provide clear notification to the parents of the student who commits a verified act of bullying of the school’s response and consequences of any further bullying by their child. Law enforcement authorities may be contacted upon verification of acts of bullying.

It should be noted that some acts of misconduct, while serious, may not meet all the standards of bullying. However, it may be behavior that is subject to the full range of disciplinary actions utilized by the school including but not limited to suspension and long-term suspension or expulsion.

### **Harassment**

Vermont’s Act #120 (7/00, ‘03) mandates that all Vermont educational institutions provide safe, orderly, civil and positive learning environments in which all may learn and grow.

“Harassment, hazing and bullying have no place and will not be tolerated in Vermont schools. No Vermont student shall feel threatened or be discriminated against while enrolled in a Vermont school.”

Any form of unlawful harassment on the basis of disability, mental status, national origin, race, religion, sex or sexual orientation is prohibited. Behaviors deemed sufficiently severe, pervasive or persistent enough to interfere with a student's ability to participate in or benefit from school are unlawful. These include but are not limited to physical aggression or force, demeaning

comments or behaviors, slurs, mimicking, jokes, gestures, name-calling, graffiti, stalking, sexual advances, use of nicknames emphasizing stereotypes, comments on manner of speaking, negative references to customs, and derogatory comments regarding surnames. ANWSU Policy for the Prevention of Harassment of Students (F-20) outlines procedures for all reported instances of harassment. You can request a copy from the office.

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## **Dismissal Procedures**

To insure an orderly and safe end to the school day, FCS uses a two-phase dismissal procedure. As soon as all buses arrive, usually by 3:00 pm., students who leave by bus are called first and escorted down the halls to the front doors (grade 3-6). K-2 “bus” students line up outside on the field side of the lower wing. All other students wait in the hallway (K-2) or in their classrooms (3-6) under supervision. Once all buses have left the traffic circle, usually by 3:05, a second announcement dismisses the remaining students to the front lobby if they are walking home, being picked up by an adult or attending any after-school activities.

***Parking Lot Safety*** – Please help insure pedestrian safety by adhering to the safety signs and one-way traffic flow of the circle in front of the school at all times. **Peak bus drop-off and pick-up times are 7:40-7:55am and 2:55-3:05pm and it is advisable that cars plan on entering the circle outside of those times.** Please use the sidewalk for dropping off and picking up students as per signage. Vehicles cannot be left unattended at this pick-up/drop-off area. If you need to leave your vehicle and enter the school at any time, please park at one of the “Visitor” spaces to the left of the school entry. For the health and safety of our students, FCS is also a “no-idling” zone. We ask that you never leave a vehicle motor on when it is not in motion.

## **Dress/Appearance**

Parents are asked to ensure that children arrive at school with clothing and appearance conducive to a positive educational atmosphere and decorum. Students may be asked to change if dress is seen as offensive to others, promotes alcohol, tobacco or drug use, or exhibits improper or socially unacceptable language, per ANWSU Policy F-48. Examples of inappropriate school attire might include but are not limited to: halter tops, half shirts, fish net shirts, “short” shorts, etc. We ask parent cooperation in this area.

## **Facility Use by the Public**

The FCS building and grounds are widely used by the general public and for many community events. Scheduling as far in advance as possible is recommended to avoid conflicts with school events. It is free of charge or use by the general public when not required for school purposes. Please request application forms and information from the School Office. Terms of use and charges are determined by the ANWSU/Ferrisburgh School Board Policy H-03.

## **Field Trips**

The local and larger communities are important extension resources for many of our instructional programs. Out-of-classroom trips reinforce classroom activities and provide students with a “real world” perspective on their in-class learning.

FCS-sponsored field trips generally fall into one of the following categories:

- Curriculum/Instruction-Based Field Trips
- Club/Organization Field Trips

- Contest/Competition Field Trips

Educational field trips can be taken during the school day, a portion of the day, or as an overnight trip. Although field trips can have significant educational value, they do require careful planning and supervision. The Board expects the FCS administration to screen all field trip requests and base approval or denial on educational value, funding, and the availability of staff/chaperones both going on the trip and remaining at school.

Funding of school-sponsored field trips and other activities bearing a cost shall be borne by the school budget or by contributions and support from grants, the FCS PTO, or other funding sources. In cases when the opportunity to enrich an FCS student's learning experience through attendance on a school-sponsored field trip is dependent upon a small family contribution, families may be asked to help fund the cost of admission tickets, fees, busing (driver's costs and gas mileage), etc. In a limited capacity not to exceed twice yearly, families may be asked by classroom teachers or club/organization sponsors to contribute a maximum of \$5.00 per child per event. Donations from alternative funding sources will be solicited to support families for whom this request is prohibitive. No student will be denied access to a field trip due to an inability to pay any additional cost.

A signed parental permission note is required for all activities occurring off school grounds. Students are expected to conduct themselves in accordance with normal school behavioral standards on all trips. Parent volunteers are often needed to assist with supervision; we greatly appreciate this assistance. In most but not all cases, students who do not participate in trips will be provided with suitable alternative activities at school.

### **Food Service Program**

The goal of the FCS Food Service Program is to offer nutritious and tasty meals to FCS students, including fresh, whole foods prepared in the FCS Kitchen. We strive to create an environment that encourages students to make healthy choices for themselves by offering as many options and providing as many opportunities for nutrition education as possible.

The Food Service Program serves breakfast, snack, snack juice or milk, and lunch every day. The Breakfast Program begins at 7:40 a.m. Students have the option of having breakfast in the cafeteria breakfast area between 7:40 and 7:55 or taking a "Breakfast on the Go" any time between 7:40 and 9:30. Students may order a morning snack to be delivered to the classroom during morning break. Snacks provided at school are low fat, low sugar, i.e. pretzels, cheese and crackers, fruit or yogurt. Students may also order a milk or juice to accompany a snack brought from home. We strongly encourage families to provide snacks from home that are low in fats and sugars and to avoid dessert-type foods such as cookies, cakes and puddings. Suggestions for healthy snack will be offered at the beginning of the school year. Lunch offerings at school typically include a main entrée and an alternate meal, often a vegetarian choice.

A Food Service menu is sent home at the end of each month so families can plan meals for the coming month. A nutrition newsletter is printed on the back of each menu to provide current and relevant nutrition information to families. Parents and guardians are always welcome to join students during school meals. We appreciate a call to let us know you are coming so we can plan accordingly.

The cost of meals is as follows:

Breakfast per meal: Full price = \$1.00	Lunch per meal: Full Price = \$1.75
Reduced = \$.30	Reduced = \$.40
Adults = \$2.00	Adults = \$4.00

Snack program - \$.40      Snack Milk and Juice = \$.40

**Information regarding the Federal Free and Reduced Meals Program will be sent home during the first week of school.** Families are strongly encouraged to review this information to determine if they qualify for this federal program which benefits students, families, the Food Services Program and participation in grant entitlement programs. Applications are accepted at any time during the school year.

Information on program participation and the meal payment system will be sent home in a packet from the Food Services Manager during the first few days of school. Each student has a Food Services Account and families are encouraged to prepay for meals and snacks as much as possible. When a student receives a meal or snack, the cost is deducted from the student's account. Statements for these accounts are sent home twice a month.

Charging meals or snacks without having money in a student's account is discouraged and could result in the need to suspend meal service until the account is paid. School Board policy addresses the specifics of this issue, and can be obtained by calling the office. It is the Food Services Program's policy to make sure issues regarding payment for meals and snacks are discussed with parents/guardians without ever involving students.

### **Lunch Room Expectations**

Breakfast and Lunch time should be an enjoyable and relaxed part of students' social experience at school. Respect for all is supported and reinforced. In order to insure a pleasant dining atmosphere, the following expectations for our students while they are in the cafeteria have been established:

- a. Students should enter the lunchroom in an orderly manner.
- b. Students in K-2 eat with their grade-mates, students in grades 3-6 can choose where they would like to sit.
- c. Quiet conversation is encouraged.
- d. To avoid waste, students are encouraged to select food items from a menu of options. We will attempt to notify parents if we become aware that children are routinely failing to choose sufficient amounts of food.
- e. Rules of conduct in the cafeteria are identical to normal expectations for behavior at mealtime at home and will be reviewed/reinforced with students at various times throughout the school year.
- f. Students are expected to "bus" their trays and utensils after eating and according to a process that has been taught to them, including the composting of certain waste materials.

## **Homework Expectations**

Homework that is meaningful, age appropriate and based on the student's learning stage can be expected at each grade level. We believe that assigned out-of-class work is educationally sound because it helps students:

- develop responsibility
- complete unfinished class work
- practice skills
- promote parent awareness of student work and progress
- promote good study skills and work habits

We expect that homework will be turned in when it is due and that it represents the student's best personal work. It is the responsibility of the teacher to make parents aware of expectations. Parents are asked to monitor assignments each evening. If parents notice that that child is having a particularly difficult time with the make-up of the homework or the time it takes for them to complete their homework, they should contact the classroom teacher with their concerns. No child or parent should become stressed with homework assignments or expectations.

Fifth and sixth grade children are provided with special Student Planners which indicate daily homework expectations. There is also space for communication between teachers and parents. Parent cooperation in checking these is essential to establish positive study habits. It is also important that students are provided with an atmosphere that is conducive to completion of the homework assignment. This should include a regular time for homework in a quiet, well-lit work area for study with access to the supplies and materials necessary to complete their assignments.

The FCS staff encourages and welcomes parent questions and input regarding homework assignments. Please call or communicate with your child's teacher.

On rare occasions it may be necessary for children to remain after school for individual help, to make-up work, or to make-up class time. You will be notified in advance if this should be necessary. We appreciate your cooperation in providing transportation in these instances.

## **Party Invitations**

Distributing invitations for personal, home parties (i.e. birthdays) if all students in a room are invited is acceptable. If not all students are invited, distributing invitations needs to occur outside of school. Selective distribution is disruptive in the classroom and a possible source of great disappointment and unhappiness. While we understand the convenience of having your child deliver party invitations to friends at school, we ask that parents avoid this practice.

## **Personal Electronics, Toys and Trading Cards**

Students may not bring any personal electronic devices, toys or trading cards to use in school. These include: cell phones, radios, personal listening devices (i.e. walkman, ipod, MP3 Player,

etc.), electronic games, trading cards, etc. These are easily lost, damaged, and often a source of distraction in the classroom. They do not add to the educational environment. If these items are used on the bus, they must be kept inside backpacks for the school day or they will be taken away and returned only to a parent/guardian.

## **Recess**

Recess periods are provided for all grades either before or immediately after lunch. While we do stay inside in the event of severe cold/wind chill or heavy rain, children really need outdoor activity whenever possible, both for directed/non-directed social play and as a healthy alternative to being indoors. Proper clothing for seasonal weather conditions is absolutely essential. On cold weather days, please make sure that children have appropriate boots, mittens and clothing for potential outside play. There are additional winter playground rules that will be reviewed with the students and sent home as the weather changes through the *FCS Backpack Express*.

## **School Closing**

School may be cancelled for the day due to inclement weather or due to other unforeseen circumstances. The decision to close school will be made by the Superintendent and conveyed to local radio/television stations as early as possible in the morning. Parents should monitor a radio or television station if the weather is predicted to be potentially hazardous for school buses. On very rare occasions, it may be necessary to dismiss school early due to deteriorating road conditions or facility issues. In the event of early dismissal, every attempt will be made to notify parents. Please remember that we have limited telephone capabilities and personnel, so you can expect delays in contacting the school directly. It is most helpful if parents who transport their children can pick them up as soon as possible.

On rare occasions, it may be necessary to close the school for reasons other than weather. In that case, a parent phone tree will be put into place, so that as many families as possible can be notified.

In the event of a closing or delayed opening (typically one or two-hour), please listen to your radio for information before calling school. Stations will broadcast this information as soon as a decision is reached. These include WFAD(1490), WVMT(620), WSKI(1240), WKDR(1390), WJOY(1230), WEZF(92.9), WOKO(98.9), WNCS (104.7), and WIZN (106.7) as well as the local television stations.

## **School Hours**

School is open for students at 7:40 a.m., with a 7:55 “start” time to the instructional day. Please do not allow children to arrive earlier than 7:40 a.m. as proper supervision cannot be guaranteed. Students who plan to eat breakfast before school must arrive no later than 7:50 a.m.

Students will be dismissed at 2:55 p.m. and buses depart at approximately 3:05 p.m. Students may be picked up after the buses depart. For pedestrian safety reasons, we ask that all drivers respect the bus drop-off and pick-up zone.

Kindergarten students have a half-day of school on Fridays and are dismissed at 11:15 a.m. There is no bus transportation offered for this Kindergarten dismissal time.

## **School Pictures**

School pictures are taken each year, typically in the fall by a commercial photography studio. While buying school photos and/or packages is a very popular program with many parents, the purchase of pictures/packages is solely a family decision and no parent should feel obligated to participate at any time.

## **School Property**

Respecting self, others and our environment (including school property) are core values at Ferrisburgh Central School. Caring for our school building, equipment, texts, resources and materials issued for instructional purposes is an expectation and responsibility of all who are part of the FCS community. When these learning tools are issued, each student is responsible for maintaining their condition throughout the year. If books or materials are lost or damaged beyond normal use, students/families will be required to pay for the cost of replacement. Please discuss these responsibilities with your child at the beginning of the year.

## **Transportation/Busing**

*General Information* - Vermont Statutes T. 16, 1221-1222 and ANWSU Policy E-25 permit transportation of students at the discretion of the local School Board. The Ferrisburgh Board contracts with a private carrier (Bet-Cha Transit) for student transportation. Routes can be obtained from the FCS Office.

*Bus Pick-up and Drop-off Guidelines* - Students will be picked up and dropped off at specific points in the vicinity of their homes for the normal trip to and from school. The School Board reserves the right to establish such points for safety and efficiency. In the interest of safety and security, students will not be permitted to board or exit the bus at other points without the prior written permission of a parent/guardian *and* approval of the FCS administration.

Due to safety and space issues, the following are not permitted on buses: sleds, snowboards, skis, or live animals of any kind. Transporting larger musical instruments may need to be limited at the discretion of the bus driver.

*Student Behavior* - Parents are encouraged to discuss the importance of appropriate behavior on the buses with their children on a regular basis and to reinforce that school bus transportation is a privilege that can be taken away if abused. Misbehavior on the bus is an extreme safety hazard and can not be tolerated. Because of the seriousness of this issue, parents of students who disregard bus safety rules may be called to school to resolve recurring problems. If inappropriate behavior persists, students may not be allowed to use the bus for transportation to and from school.

All students who choose to ride on the buses need to understand and follow these common rules:

- Understand that riding on the school bus is a privilege, not a right.

- Follow the directions of the driver without question.
- Sit in seats or zone areas if assigned to them by the driver.
- Respect all other riders, the driver, and the bus at all times.
- Remain seated at all times. (Students are not to change seats unless directed to do so by the driver.)

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- Refrain from loud, abusive, or inappropriate language.
- Keep hands and body to themselves.
- Not throw objects of any kind inside or outside the bus.
- Know that smoking or the use of drugs or alcohol on the bus is strictly prohibited.
- Not use personal electronic devices (walkman, cassette players, ipods, MP3 Players, etc.) on the bus unless headphones are used. (Personal devices are to be kept in backpacks while in school.)
- Keep all body parts inside the bus at all times and out of the aisles.

No student will be permitted to call a parent/guardian to get permission to ride a bus other than his/her own or to ask to go to a friend's house after school during the school day. Such arrangements should be made prior to the student coming to school.

### **Visitors to FCS**

Parents and other community members are always welcome and encouraged to visit our school, its programs and classrooms. Advance notice of anticipated visits is requested so that the staff can plan accordingly. For security reasons, all visitors must sign in at the Office to receive a visitor's badge prior to visiting within the building. So that we know who is in the building, we ask that you sign out at the end of your visit as well.

### **Volunteering at School**

Community volunteers play an active role at FCS, representing a rich resource for our students. We welcome and encourage parents who wish to volunteer in our school. A wide variety of opportunities exist for those interested in working in our classrooms and supporting programs. Parent volunteers help run many curriculum enrichment programs, offer classroom assistance, and organize fundraising activities and other school programs. Areas of need include: classroom help, individual or group tutoring, America Reads volunteer reading buddies, chaperoning field trips, medical screening, technology lab support, learning center help, etc. You may want to participate on a regular basis, such as a weekly commitment to help with math, science, reading or computers, or to assist the teacher with clerical work (preparing projects, working on bulletin boards, etc.). You can often tailor your volunteering to fit your time and interests. Teachers vary in the amount of parental assistance they desire. To find out more about opportunities within the classroom, talk with the teacher.

Additionally, the PTO recruits volunteers to work on the many activities and programs it runs throughout the year. As we work toward a safe and respectful learning environment, volunteers are asked to sign in and out at the front office, wear a volunteer badge when working in the school or on the playground, honor the privacy of students and allow the necessary time to check in with the teacher/staff to review tasks. If you are unable to be here at the arranged date and time, please notify the teacher.

### **Website**

FCS has a website that offers up-to-date information on school events, School Board Meetings, PTO Meetings and our food services menu. There are also links to several classrooms and the *FCS Backpack Express*. Please be sure to check it out at [www.anwsu.org/fcs](http://www.anwsu.org/fcs)

## **Particularly for Parents**

### **Addison Northwest Supervisory Union** **Schoolwide Family-Student-Faculty/Staff Learning Compact**

It is critical that families and schools work together to help students achieve academic standards. Through a process that includes teachers, families, students and community members, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

Faculty and staff will:

- Maintain open lines of communication with families by listening to your ideas and concerns about your child's education.
- Document ongoing assessment of each child's academic progress and communicate regularly with families about student progress.
- Have high expectations for all students and help every child to develop a love of learning.
- Provide your child opportunities to learn and grow that meet his/her individual needs for support and challenge.
- Provide a warm, safe and caring learning environment that promotes active learning.
- Tell families very clearly about your child's strengths and needs.

Students will:

- Believe that they can learn.
- Try to do their best in work and behavior.
- Come to school prepared and ready to learn and work hard.
- Bring all necessary materials and supplies, completed assignments and homework to school each day.
- Know and follow school and class rules
- Communicate regularly with their families and teachers about school experiences so that families and staff can help them to be successful in school.

Families will:

- Maintain open lines of communication by sharing hopes, ideas, and concerns about their child's education.
- Encourage and work with their child to take advantage of the school program.
- Have high expectations for their child.
- Support a positive attitude toward school.
- Learn about school standards and grade expectations.

## **Communication with FCS Staff**

There are numerous ways to contact FCS staff members. There are telephones in every classroom. Teachers will not be able to answer the classroom phones during instructional times, but please leave a message for a return call at a time of mutual convenience. To leave a voicemail message, dial (802) 877-3463. When prompted, enter the three-digit extension of the person for whom you would like to leave the message. If you do not know the extension, enter the letters of the person's last name until the voice mail system prompts you. Staff members try to check their voice mail regularly for messages. If you have an urgent message, please call the FCS office and speak with our school secretary directly, or leave a written message in the office to be placed in a teacher's or staff member's mailbox.

<b>Staff Name</b>	<b>Voice Mail Extension</b>	<b>Staff Name</b>	<b>Voice Mail Extension</b>
Alexander, Kathy	356	Lucarelli, Hannah	450
Babcock, Tiffany	226	Matteson, Ann	223
Barnes, Eleanor	358	Normand, Gina	230
Barrows, Wayne	355	Palmer, Corrie	366
Blair, Gerry	354	Parson, Alison	210
Blake, Sara	222	Pudvar, Kathleen	214
Bolduc, Barbara	225	Ross, Jeanne	360
Bowers, William	361	Rusik, Donna	227
Brooks, Joshua	226	Shea, Christina	368
Brooks, Karen	363	Shields, Mary	205
Carr, KC	371	Stapleford, Ligia	369
Chamberlin, Deborah	350	Stapleford, Peter	229
Clark, Sandy	351	Stearns, Tammy	364
Cohn, Anne	208	Spear, Kaci	370
Cocoran, Cassandra		Taft-Blakely, JoAnn	202
Danzig, Judy	206	Teer, Andrea	367
Douglas, Kathleen	220	Thurber, Linda	231
Downing, Amy	213	Valcourt, Stacy	215
Elson, Judy	219	Walker, Alice	216
Gebo, Valli	357	Walther, Denise	362
Hibbard, Lydia	212	Weldon, Rebecca	217
Lawrence, Loretta	201	Wilson, Anna	209
Lilly, Alana	218	YMCA (Live Y'ers)	400

## **Emergency Situations**

Ferrisburgh Central School has instituted a crisis management plan that outlines procedures for a variety of crisis and emergency situations, including threats to safety. In an emergency, it may be necessary to institute an early dismissal from school. It is extremely important that children understand where they are to go in the event of a school wide early dismissal. Though every attempt will be made, due to the number of students it may not be possible for us to contact each individual parent.

If any evacuation from the school is necessary, we will do our best to insure that children are taken to a location determined to be safe, given the circumstances (i.e. the Town Offices, Vergennes Union High School), and we will widely broadcast that location to the community.

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Please know that any written, spoken or implied threat to the health and safety of students and/or staff at FCS will be taken seriously, regardless of the age of the alleged perpetrator. This could include referral to the Superintendent of Schools and legal authorities for action, possible dismissal and/or other disciplinary measures.

Parents should also be aware that each month of the school year, FCS is required to perform an emergency drill. This can be in the form of a fire drill, a lock down, or as the year progresses, an evacuation. The first time any of these drills are practiced it is announced to students and staff. Subsequent drills are at the discretion of the administration and are usually weather dependent.

### **Emergency Telephone Numbers**

It is critical that FCS staff know how to get in contact with parents/guardians or other authorized adults during the school day, if additional support is needed for their child. We must have an emergency telephone number on file for each student at all times. If any information including the home and/or work phone number(s) provided on the Emergency Contact sheet (obtained at the beginning of the year) changes, please notify the Office immediately to update your emergency contacts.

### **Federal Education Rights to Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (**FERPA**) affords parents and students over 18 years of age ("eligible students") certain rights relating to student's education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Ferrisburgh Central School to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If FCS administration decides not to amend the record as requested by the parent or eligible student, FCS will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that **FERPA** authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official

committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of **FERPA**. The name and address is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Fundraising by Students**

School Board Policy permits students to participate in fundraising for school activities or charitable causes in limited capacities. School staff will provide coordination and direction on these projects. The safety of our children is a major consideration. Participation in all fundraising events always rests with parents and students. Parents are encouraged to discuss any questions or concerns with the classroom teacher or principal. The complete FCS fundraising policy can be obtained from the principal.

### **Lost and Found**

Unfortunately, children sometimes misplace personal clothing or equipment between home and school. We make every effort to locate and return items but a large number of articles go unclaimed. Parents can help us by clearly marking clothing with the student's name. A "lost and found" box is set up so that lost articles can be identified and claimed by its owner. Calling as soon as you become aware that something is missing is very helpful in the search, identification and return process.

### **Moving ?**

If you are planning to move out of the Ferrisburgh School District during the school year, please notify the school as soon and as early in the process as possible. This permits early contact with the new school and can make the transition much easier for your child and family.

### **Parent Concerns**

We appreciate the opportunity to address specific parental concerns in a direct and forthright manner and at the level which resolution can best occur. If you have a concern with any aspect of the school, we ask that you first contact the person responsible for the program or activity. If the situation is not resolved, please contact the principal or guidance counselor for assistance.

Please feel free to contact the principal at any time to discuss any topic of concern. Ferrisburgh School Board Policy H-13 (1/95) also provides guidelines for the resolution of public concerns.

The following guidelines are designed to resolve problems and complaints.

1. In matters involving interaction between student(s) and a teacher, the complainant shall be encouraged to first bring a complaint to the individual concerned. If the concern cannot

be resolved at this level, the issue should be directed to the principal.

2. Concerns related to the general operation of the school or program should be discussed with the principal.
3. Issues which cannot be satisfactorily resolved at the building/program level may be directed to the superintendent.

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4. Any complaints not resolved at the superintendent's level may be referred to the Clerk of the School Board in written form or audio tape and should include the facts upon which the complaint is based. The complainant's presentation to the Board shall not exceed fifteen minutes. All parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting facts, making further explanations and clarifying issues.
5. The Board will consider the grievance at a regularly scheduled meeting and, after hearing input from all parties involved, including the administration, take appropriate action.
6. It is the intent of the Board that the rights of employees under collective bargaining agreements and Vermont law are protected through the administering of this policy.

### **Parent Conferences**

At least twice yearly, all parent(s)/guardians are invited to participate in an individual or student-involved conference reviewing academic and social growth at school and progress towards specific goal attainment. Often, this involves a portfolio review of work and progress "to date." This is a very important part of a child's education as it provides a unique opportunity for teachers, parents and students to reflect on performance and exchange information supporting each child's opportunity for a successful school experience. If you cannot attend the scheduled conference, please call for an alternate conference time.

If you need to speak with your child's teacher during another time of the school year, please call the school to arrange a meeting a head of time. Given their scope of responsibilities, teachers cannot normally be available for individual conferences during the school day.

### **PARENT CONFERENCE GUIDELINES**

Parent/teacher conferences provide an opportunity to discuss your child's progress and achievement. To help you prepare for the conference, it may be helpful for you to give some thought to what information you wish to obtain. The mid-marking period progress report may help to generate some questions. Other questions you might ask are:

- ✓ How has my child adjusted to the new school year?
- ✓ Does my child work well independently in the classroom?
- ✓ How does my child interact with his/her peers?
- ✓ What is my child's level of achievement?
- ✓ Will the report card give me the information I need to assess my child's progress?
- ✓ How can I help my child do better in school?
- ✓ Is my child passing in assignments on time?
- ✓ Are there ways the school and I can work together to help my child?
- ✓ What are my child's best subjects, what subjects give the most difficulty?

Teachers will also ask that you be prepared to share any information that may be helpful when working with your child. The following information is of particular importance:

- Any updated medical/health information or special health needs.

- Special interests or hobbies your child has participated in or has shown a particular interest in pursuing.
  - Techniques or activities which you have found to be effective in motivating your child.
  - Factors outside the school which may have an impact on your child's performance.
- 
- Any insights on how your child feels about school, class, or self-image as a learner.
  - Past educational experiences which you believe may have had a positive or negative impact on attitude toward learning and school.

We hope that you will make a special effort to come to your parent/teacher conference. Communication is essential in providing an educational partnership with parents. Working together, we can produce the best possible program for your child.

Please contact the school if you have any questions or concerns about your scheduled conference. We look forward to seeing you at your conference.

Other informational notices and tips for parents on how best to maximize the benefits of a parent-teacher (and student) conference will be sent home closer to conference times through the *FCS Backpack Express*.

### **Parent Notification Requirements of No Child Left Behind**

In compliance with the “No Child Left Behind Act” federal law, parents/guardians must be notified yearly of:

1) As a parent of a child who attends a school that receives Title I funds, you have the right to request information regarding the professional qualifications of your child’s classroom teacher. This information could include:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels/subjects taught.
- Whether the teacher is teaching under licensure waiver.
- A teacher’s degree background.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

2) Schools are required to provide upon request of a military recruiter or an institution of higher education, access to secondary school students’ names, addresses, and telephone numbers. Parents may request that their children’s contact information not be released to military recruiters or institutions of higher education. This should be done in writing to the school.

3) Parents have the right upon request to:

- Inspect any instructional material used as part of the educational curriculum.
- Be informed of the administration of any non-emergency, invasive physical examinations, or screenings that are not otherwise permitted or required by state law, including those without parental notification.
- Inspect any third-party surveys before they are administered.
- Be made aware of the collection and use of personal information collected from students for the purpose of marketing that information (except for the purpose of developing educational products for services).

4) Parents are required to give written prior parental consent before minor students are required to participate in any Education Department funded survey, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parent.
- Mental and psychological problems of the student or the student's family.
- Sex behavior or attitudes.
- Illegal, anti-social, self-incriminating, or, demeaning behavior.
- Critical appraisals of other individuals with whom respondents have close family relationships.

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- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, ministers.
- Religious practices, affiliations, or beliefs of the student or student's parent.
- Income (other than that required by law) to determine eligibility for participating in a program, or for receiving financial assistance under such program.

Should you have any questions, please feel free to call the FCS Principal or the Superintendent's Office.

### **Parent Newsletter**

Each Friday, FCS publishes the *FCS Backpack Express*, a combined school newsletter and calendar of upcoming events. It contains important announcements and other information essential to your understanding of FCS policies, programs, events and activities. Non-profit community groups often use the FCS newsletter as a way to publicize child/family-centered events as well. Please check backpacks for the express every Friday. The *FCS Backpack Express* can also be found on-line at our website, [www.anwsu.org/fcs](http://www.anwsu.org/fcs)

### **Parent-Teacher Organization**

A vital Parent-Teacher Organization is critical to the well-being of any school, and FCS is blessed with an active and organized PTO. While the PTO raises funds to support and enhance school activities (i.e. artist in residencies, playground equipment, family learning nights, student group support), it also plays a strong role in sponsoring an array of annual activities. The relationships within the FCS PTO, which includes students, teachers, staff and parents are a vital influence on the success of our children's future. Therefore our purpose is to foster a sense of support, pride and enthusiasm. Through a variety of FCS PTO run activities, we will endeavor to promote positive school/community relationships that will enhance our children's educational future.

Your attendance, participation and support are essential aspects of a rich connection to your child (ren)'s school, other parents and the entire FCS community. The FCS PTO meets monthly. A schedule of our meetings will be sent home via the *FCS Backpack Express*. We encourage and invite everyone to attend and share their knowledge and creativity with us. Officers and committee members are elected the first meeting of the new school year.

### **Surveys**

There are times throughout the school year, where students may be asked to complete a survey. Anytime that such a request is made, a notice will be sent home through the *FCS Backpack Express* or to individual grade level students. If you would like to review the survey, prior to your child taking it, or if you do not want your child to participate in the survey, you will need to contact the office.

## **Programs and Services**

### **Art Program**

All students in grades K-6 receive art instruction one time a week for a period of 40-50 minutes. The main emphasis of the art curriculum is to encourage self-expression and creativity through exploration of a wide range of art media. Lessons expose students to the basic elements of line, form, color and texture and the fundamentals of art criticism through observation of master works. Art work is displayed “gallery-style” throughout the school on a continual basis so that students can take pride in their work and enjoy the work of others. An annual exhibit of selected work from all ANWSU schools is displayed at the Bixby Library in June. Bi-annually, there is a District Arts Festival, a visual arts and music celebration tied together by a central theme. Art instruction and experiences are further complemented by specific project work (i.e. movie- and mural-making) and annual artist-in-residency programs made possible by the support of the FCS Parent-Teacher Organization and other community groups.

### **Educational Support System and EST**

FCS has a number of services and supports to assist our students to become successful learners. We adhere to the provisions of Vermont's Act 117 that requires Educational Support Teams (EST) in all Vermont schools. The Education Support System is a school-based system designed to help all students improve their school performance and help them grow academically, socially, emotionally and physically. It provides a way for schools to offer direct student, staff and parent support and resources to address students' varying level of needs.

The Educational Support Team (EST) is a group of staff members who meet to review referrals for assistance from teachers, parents or other staff members. At the initial meeting, the EST considers what classroom accommodations and interventions have been attempted and assists teachers in planning and providing additional services and accommodations to meet the needs of the individual student. The EST develops a specific plan of action, assigns a case manager and schedules follow-up sessions to monitor each student's progress and the effectiveness of their individual plan. You can obtain more information or discuss a referral to the EST by calling the school and speaking to the Guidance counselor, school nurse or principal.

### **Enrichment/Challenge Program**

The Enrichment/Challenge Program at FCS provides the opportunity for an array of alternative and supplementary learning experiences. Small group activities are structured to allow students to work with a group of peers in an inquiry and discovery learning format. Within the program, students are encouraged to develop higher level thinking skills and tools for advanced problem-solving and creativity. Individual opportunities are also offered for independent study for motivated and advanced students. Meeting times occur during the school day. Any interested student may participate in enrichment activities at some level with the permission of his/her classroom teacher. Students must be caught up on classroom assignments to participate in a Challenge group.

Independent study opportunities are also offered to motivated and advanced students. Meeting times during the school day are scheduled in consultation with the student's classroom teacher. Previous areas of group or individual study have included: art, animation, computer programming, among many other topics of teacher and/or student interest.

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## **Guidance Services**

School counseling services at FCS are based on the premise that each person is unique and entitled to explore his/her potential for self-fulfillment in a nurturing atmosphere. The primary role of the school counselor is to implement a comprehensive developmental school counseling program that will help all students acquire skills in personal, emotional, social, educational and vocational areas necessary for living in a multi-cultural society. All services are delivered with the belief that every student possesses individual worth and the potential for growth. Recognizing that individuals experience definable stages of personal growth and developmental tasks, the goal is to provide all students with a comprehensive, responsive and pro-active school counseling program suited to their developmental needs. As partners in this process, the cooperative efforts of the entire school community are necessary to assist each student's growth and development to promote independence, self-realization and responsible living. The school counselor is part of an educational team working to facilitate each student's learning as well as to prevent and manage crisis situations to further enable students to fully meet the educational mission of FCS.

The counseling program at FCS consists of many activities and learning experiences for students. All students will be involved through classroom meetings, small group experiences or individual meetings with the school counselor. Activities will be centered upon age-appropriate themes and issues such as friendship, children experiencing parental separations/divorce, conflict resolution, teasing and bullying. Guidance assessments can be requested by the parent or classroom teacher.

Promoting leadership experiences for students is another aspect of the guidance program. Two programs for the 5<sup>th</sup> and 6<sup>th</sup> graders offer these opportunities: SPA (Student Prevention Association) and Student Mentoring Program. Students are selected by the classroom teacher to represent the school within the district SPA, whose purpose is to plan school-wide activities to promote healthy choices. The Mentoring Program is a volunteer group. Students interested may sign up with the guidance counselor to mentor a younger student in math, reading or socialization.

The third leadership opportunity that will be available in the 2009-2010 school year is Peer Mediation. Training will be offered to selected 5<sup>th</sup> and 6<sup>th</sup> graders starting in the fall to mediate conflicts with our younger students in first through third grade beginning in January, 2010.

### **School Based Clinician**

In a collaborative agreement between Ferrisburgh Central School and the Counseling Service of Addison County (CSAC), FCS children and families can also be supported in academic and social growth through the services of a school-based clinician. As a member of a child's support team and providing supportive counseling, the school-based clinician can provide case management and home-based services. Parents are part of all referral procedures. For more information about the FCS-CSAC school-based clinician collaboration, please contact the FCS Office.

**Health Services**

All children deserve the best possible health care to insure fulfillment of their learning potential and to allow them to experience the true value of their individual worth. The Health Services Program is designed to meet the needs of children while they are in school but not to replace or supplant the services provided by a child's physician.

Schools place children in close contact with each other for extended periods; it is not desired to expose them to illness. Children should not be sent to school in the morning if they have a fever, exhibit symptoms of illness in any other way, or have experienced diarrhea or vomiting in the past 24 hours.

Routine first aid is provided by the school nurse. We remind parents to check for head lice on a regular basis (see below). Your physician or pharmacist will assist you if a problem develops. We appreciate being advised if children contract contagious diseases as soon as they are diagnosed as this assists our attempts at controlling the spread of these illnesses.

Serious injuries/illnesses while at school will be handled in accordance with the guidance provided by parents on the Emergency/Health Update Form. In these instances, every attempt will be made to contact parents or designated emergency contacts. In cases where this is not possible, the child will be given appropriate care at school or transported to the designated medical facility.

Medication - Medication should be administered at home whenever possible. In exceptional circumstances, the school nurse or principal's designee will administer oral medication subject to the following requirements:

- A.) Written instruction signed by the parent and/or physician will be required to include:
  - (1) student's name,
  - (2) name of medication,
  - (3) purpose of medication,
  - (4) time of administration,
  - (5) dosage,
  - (6) possible side effects, and
  - (7) termination date.
- B. The school nurse will:
  - (1) inform appropriate school personnel of the medication,
  - (2) record each administration,
  - (3) keep medication in a locked cabinet,
  - (4) return unused medication to parent only.

All prescription medications must be accompanied by a doctor's signature for medication to be administered by the nurse at school. Medication must be provided in a container appropriately labeled by the physician or pharmacist. The parent must assume the responsibility for informing the school of any change in the child's health or medication.

The School District retains the right to reject requests for administration of medication.

Screening - Annual health screenings will be conducted for each student for vision, hearing, scoliosis, blood pressure, height, and weight. Evaluations may also be requested by a parent, physician or teacher. If you do not want your child to participate in any screening, please notify the Health Office in writing by September 10<sup>th</sup> of each school year.

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Immunizations - Vermont's Department of Education and Health mandates that all students entering a Vermont school meet the following requirements:

DTP - A minimum of three (3) doses with at least six months separating the last two doses.

POLIO - A minimum of three (3) doses with at least six months separating the last two doses.

MEASLES/RUBELLA (MMR) - Two (2) doses if administered on or after their first birthday with at least 28 days or more separating the two doses.

TETANUS BOOSTER - Every ten (10) years.

HEPATITIS B - Students will need to be immunized or in the process of receiving the three dose series before entering seventh grade.

Children may be exempted from immunization due to medical reasons with a signed statement from a physician that immunization is contraindicated and includes the reason and the length of time the exemption is in force. Exemption requests for moral or religious reasons must be accompanied by a signed statement from the parent that immunization is against their religious or moral beliefs.

### Pediculosis (Head lice)

Head lice tends to be a problem in school-age children, one that is not solely related to personal hygiene. Lice are transmitted directly from one person to another, or by contact with articles (such as combs and brushes, hats, scarves, bedding, and upholstery) that have been used by an infested person. Once infested, head lice multiply rapidly, especially in the school environment where close personal contact is common in the classroom, on the playground and on the school bus.

Parents can aid in the detection of head lice by observing children for intense itching of the scalp especially at the nape of the neck and behind the ears. **If head lice are found, the child should be treated immediately.** There are several over the counter preparations (RID, NIX, A-200) available. It is important that you notify the school as soon as possible so your child's classroom can be checked. If your child is found to have head lice at school, you will be notified so that your child can receive immediate treatment.

### Library/Media Center

The mission of the Hattie Little Library/Media Center at Ferrisburgh Central School focuses primarily on two areas. Students are encouraged to develop the habit of reading for pleasure and personal interest. Children are also taught how to use the resources of the library for information-research. Each student visits the library/media center at a scheduled time with their class at least once a week. Classes also use the center at other times for special projects. Materials are borrowed for one week. Though there are no fines for overdue materials, each child is responsible to return books in a timely manner. Parents may be asked to pay the replacement costs of any books/materials lost or destroyed beyond normal wear and tear. Parents and community members are welcome to visit the library/media center to borrow materials.

### **Music Program**

All students in Grades K-6 receive one period (30-40 minutes) of instruction in general music per week. The music program emphasizes listening skills, singing, exposure to basic instruments, and other activities designed to teach the appreciation of music as an art form. Themed concert programs are held during the year.

Beginning in the 4th grade, students can elect to participate in the FCS instrumental music program which provides individual, small group and Band instruction on instruments of the student's choice. Parents are responsible for providing instruments for their child. If this is not possible, special arrangements can be made. FCS is not affiliated with any specific instrument rental agency but does provide parents with information on options. The opportunity to join the FCS Chorus is also available to students beginning in Grade 4. The Band and Chorus perform at least two concerts yearly and often participate in out-of-school events (i.e. parades, school exchange concerts).

### **Physical Education**

All FCS students have physical education classes two times a week. Classes are held in the FCS multi-purpose gym or outdoors when possible and appropriate and cover a wide variety of activities designed to provide students with the life-long health-related skills, attitudes and interests necessary for physical and emotional growth. In order to permit safe and effective movement, students are required to wear sneakers to class. Short-term requests for non-participation must be accompanied by a note from a parent or guardian. Long-term requests for non-participation must be accompanied by a note from a physician.

### **School Wide Literacy**

School wide supplemental literacy support is available to students from kindergarten through sixth grade. It is individually designed to best meet student's needs. School wide Literacy Teachers provide both in-class support for all students and instruction out of the classroom for students identified using a variety of assessment measures. Booster Groups are a form of support given to small groups of students with similar needs. Classroom teachers and the Literacy Teachers collaborate to provide these supplemental services. Parents of students being considered for Booster Groups will be notified by classroom teachers. Parents of students receiving services through the School Wide Literacy Program are provided with regular progress reports. School wide literacy teachers are also available to parents for consultation about supporting literacy in the home.

### **Math Intervention**

FCS will begin to offer Math intervention services for students at the K-2grades this year. While the program is still in the planning and development phase, a half-time teacher will support

both classroom instruction and work with individuals and small groups of students who may be experiencing difficulty with mathematics.

### **Spanish Language Tutorial**

As part of the general curriculum, a half year tutorial program in Spanish language and culture is offered for FCS students in grades 3-6. The FCS Spanish tutorial provides students with exposure to a second language, supports the development of multi-cultural perspectives and establishes a solid foundation for a more comprehensive language study program in later years.

### **Special Education Services**

Ferrisburgh Central School offers a variety of educational services in order to meet the needs of all students. Students may receive supplemental or alternative instruction in reading decoding, reading comprehension, mathematics calculation, mathematics reasoning, oral and written expression and listening comprehension, behavioral skills and specific related therapy services (i.e. speech/language, physical and occupational) as required by their need for supplemental services.

In order to receive Special Education services, a student is usually referred by a parent or classroom teacher for a comprehensive evaluation in order to determine if the student meets eligibility guidelines as specified by state and federal law. Parental consent is necessary before any evaluation is conducted and before a student may receive any services. If a student is found to be eligible, an individualized education plan (IEP) is developed for the student by a team consisting of parents, school personnel, and others who may have information/interest vital to a student's opportunity to learn. If a student is not eligible for services, recommendations for other remedial instruction may be offered in accordance with Vermont's Act 117.

If you would like more information about Special Education and/or supplemental services, please contact your child's classroom teacher, FCS learning specialists, or the principal.

### **Technology/Computer Lab**

Knowing and applying the tools of technology are necessary learning skills that all students must have as part of their educational journey. These skills are based on the Grade Expectations in Technology from the Vermont School Framework. Students in grades 1-6 are offered a class time weekly to work on these skills and whenever possible, the focus of technology would be to give them the tools to help them in other curricular areas. The computer lab is open and supervised other times of the day for students to work independently or in small groups at the discretion of the teachers.

All students are responsible for appropriate behaviors when using the school's networks. All users of the network need to follow the rules of personal and ethical conduct as they relate to the electronic resources of the school. A copy of the Acceptable Use Policy relating to the safe and appropriate usage of electronic resources is available through the Office.

## **Policies**

**All policies are available in the main office of the school**

### **Act 51 - Drug & Alcohol Education**

All schools are required to teach substance abuse prevention in compliance with the Vermont Drug Education Curriculum Plan (Act 51 and the State Board Rule #4200). At FCS, drug and alcohol prevention-based activities are facilitated by classroom teachers, the guidance counselor, and the school nurse and are directly related to the ANWSU Health Curriculum and its unit objectives: effects of drugs on body functions; use of alcohol and drugs in society; use, misuse and addiction; self-concept, interpersonal skills, communication skills, coping skills, and responsible decision-making.

Currently, FCS addresses these objectives (K-6) through state approved curricula that includes social skill building and drug and alcohol prevention: “Know Your Body” (grades K-2); “Life Skills Training” (grades 3-5) and Start SMART (grade 6). Other support and prevention activities coordinated by student representatives and staff include referrals to the FCS Student Assistance Program, school-wide assemblies, Prevention Council activities and small group work on drug and alcohol prevention-related issues. If you have any questions or concerns regarding drug and alcohol abuse prevention activities, please contact the guidance counselor, the school nurse or the principal.

### **Non-Discrimination Policy**

The Ferrisburgh Central School will not discriminate on the basis of race, color, national origin, ancestry, place of birth, age, sex (including sexual harassment) or handicap/disability in all aspects of admission to, access to, treatment in, application for employment or employment in its programs or activities as required and to the extent provided by Title VI of the Civil Rights Act of 1964 (pertaining to race, color and national origin), Title VII of the Civil Rights Act of 1964 (pertaining to unlawful employment practices on the basis of race, color, religion, sex or national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), the Americans with Disabilities Act of 1990 (pertaining to disabilities), the Age Discrimination Act of 1975 (pertaining to age) 21 V.S.A. Chap.5, subchapter 6 (pertaining to fair employment).

### **Weapons Policy**

In accordance with the Gun Free School Acts of 1994 and Act #35 of the Vermont General Assembly, Ferrisburgh Central School will abide by the following general provisions:

1. Any student who brings a gun to school or to any school-sponsored activity shall be brought by the Superintendent to the School Board for an expulsion hearing. A student found by the board to have brought a gun to school shall be expelled for at least a calendar year. However, the board has the discretion to modify the expulsion if it finds circumstances that would dictate such action. Any student who brings a gun to school shall be referred to a law enforcement

agency, as well. 2. Any student who brings a weapon other than a gun to school or to any school-sponsored activity may be brought to the School Board upon the discretion of the Superintendent of Schools. A “weapon” is any destructive device including, but not limited to, firearms, explosives, or knives. 3. It is also a violation of Vermont State Law (T.13 Sec. 4004) for a person to carry a weapon into a school building.