



## **ECHO VALLEY COMMUNITY SCHOOL DISTRICT**

**FAMILY HANDBOOK**

**2022 - 2023**

**Respectful, Responsible, Engaged and  
Effective Learners**

### **ORANGE CENTER CAMPUS**

**357 US Route 302**

**East Barre, Vermont 05649**

**Phone: 802.476.3278**

**Fax: 802.476.1389**

### **WASHINGTON VILLAGE CAMPUS**

**72 School Lane**

**Washington, Vermont 05675**

**Phone: 802.883.2312**

**Fax: 802.883.5411**

**Central Vermont Supervisory Union**

[www.cvsu.org](http://www.cvsu.org)

## Orange Campus Staff

Timothy J. Francke	Principal
Abby Smith	Assistant Principal
Susan Barnes	Administrative Assistant
Shawna Badger	Coordinator of Student Support
Darin Nichols	IT Technician
Robin Bonser	School Based Clinician
Chantelle Safford	Nurse
John Desabrais	Custodian
Shannon Chase	Chef
Joe Sweeney	Fifth & Sixth Grade ELA/Humanities
Derek Fulton	Fifth & Sixth Grade Math and Science
Ryan VanDyk	Seventh & Eighth Grade ELA /Humanities
Rebecca Baril	Seventh & Eighth Grade Math and Science
Elisabeth Zwick	Librarian/Capstone Coordinator
Amanda Pugliese	Special Education
Kathryn Threlkeld	Special Education
Jenni Belotserkovsky	Art
James Hamel	Music
Dan Sweeney	Health and Physical Education
Vacant	Spanish
Lynne Satre	Educational Assistant
Dan Sweeney	Educational Assistant
Rachel Branch	Literacy Coach/Interventionist

## Washington Campus Staff

Timothy J. Francke	Principal
Abby Smith	Assistant Principal
Jessi Toffling	Administrative Assistant
Shawna Badger	Coordinator of Student Support
Darin Nichols	IT Technician
Adria Ciampaglia	School Based Clinician
Chantelle Safford	Nurse
Bill Edmunds	Custodian
Karen McMahon	Kindergarten
Tara Sutton	Kindergarten
Angela LaCroix	Math and Intervention
Elizabeth Bevins	First Grade ELA & Social Studies
Katie Greene	First Grade Math & Science
Barbara Dupere	Second Grade
Kathy Gingras	Third/Fourth Grade Math & Science
Taryn Colonese	Third/Fourth Grade ELA & Social Studies
Elisabeth Zwick	Librarian
Jessica Foster	Special Education
Corrie Rilling	Pre-K Speech and Language Pathologist
Jenni Belotserkovsky	Art
James Hamel	Music
Dan Sweeney	Physical Education
Cicely Mackenzie-Baker	Pre Kindergarten
Danielle Palmer	Pre Kindergarten Special Educator
Linda Beede	Educational Assistant
Rita Larkin	Educational Assistant
Abbie Beede	Educational Assistant
Josie Allard	Educational Assistant
Kristi Pulsifer	Chef
Rachel Branch	Literacy Coach/Interventionist

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## **ACCEPTABLE USE OF ELECTRONIC RESOURCES AND THE INTERNET**

Below you will find excerpts from the CVSU Technology Policy. Please familiarize yourself with the requirements of the entire policy. Policies are located on your school's website. It is a priority of the supervisory union to update this document. However, until a new policy has been written and approved by the Board, the current policy is in effect in its entirety.

### **Policy**

It is the policy of the Echo Valley Community School District (EVCS D) to use electronic resources including the Internet to support and enrich the curriculum. The benefits from access to electronic information resources and opportunities for collaboration far exceed the disadvantages for students, faculty, staff, and community members.

### **General Information**

The Board supports access to rich information resources by students, faculty, staff and community members as well as the development of faculty and staff instructional skills to analyze, evaluate and incorporate electronic resources within the curriculum. This policy complies with the statutory requirements of the Children's Internet Protection Act (CIPA) and promotes the safe, ethical, responsible, and legal use of District electronic resources including the Internet to support the effective use of these resources for educational purposes. CIPA requires the installation and use of filtering software or services on all computers with access to the Internet to prevent access to visual depictions of obscenity, child pornography or other materials harmful to minors.

Access to District electronic resources including the Internet, while in the school building, will be available to students, staff, faculty, and community members who agree to act in a considerate and responsible manner and abide by the requirements of this policy.

Violation of this policy and the procedures developed in accordance with this policy may result in disciplinary action up to and including termination, and/or referral to local, state or federal law enforcement officials.

### **User Responsibilities**

During school hours, users may access electronic resources including the Internet for educational purposes only. The term "educational purpose" includes use of the system for classroom activities, which may involve e-mail communication, career development, and curriculum driven research. The District will provide e-mail access for faculty, staff and may for students. Students, faculty and staff will not use real-time electronic communication, such as chat, instant messaging, or cell phones during school hours unless prior permission is obtained by the Principal or designee.

The complete policy on *Acceptable Use of Electronic Resources & the Internet* may be found at [www.cvsu.org](http://www.cvsu.org) under the tab *Policies*. A paper copy will be provided at your request.

### **Personal Electronic Devices**

Personal electronic devices are not permitted for use by students in the Echo Valley Community School District during school hours. **Devices must be turned off and remain out of sight during the school day. Cell phones cannot be used to make phone calls, send text messages, or for social media during the day. If a student uses any electronic device during the school day, it will be held in the office.** The student's parent(s) will be notified that the electronic device has been taken, and will be sent home at the end of the day. If it continues to be a problem the student's device will be held in the office and not given back to them unless a parent or legal guardian picks up the phone.

### **School Issued Electronic Devices at Home**

Each student will be assigned a 1:1 device with a power cord and bag to use in the classroom and to bring home on an as needed basis.

## **ACT 1**

Act 1 is a law relating to Vermont's sexual abuse response system that was passed in 2009 and took effect in schools as of July 2011. This law came about, in part, due to the shocking statistics that pointed to the widespread nature of child sexual abuse both nationally and across the state of Vermont.

One component of the law requires that all Vermont schools provide sexual abuse prevention education at each grade level (pre-k-12) that is both age and developmentally appropriate. In addition, school faculty and staff will be trained in a number of issues related to child sexual abuse, and similar information will be made available to parents.

In order to meet the mandate and maintain a safe school environment, Echo Valley Community School District will be implementing, **Care For Kids Program** for grades Pre-K to 2 and **We Care Elementary Program** for grades 3-6 and **Safe-T Program** for grades 7-8.

**Care For Kids** curriculum focuses on a variety of topics such as: Boundaries, empathy, communication skills, feelings, and positive interactions.

The **We Care Elementary** curriculum focuses on a variety of topics such as: Boundaries, empathy, communication skills, coping, and healthy relationships.

**Safe-T** curriculum focuses on a variety of topics such as: Social Emotional skills, healthy relationships, risk factors, boundaries (setting and respecting), and age appropriate information on sexual harassment and abusive behaviors.

*\*Most topics for grades 5-8 are covered through our school health curriculum but the lessons and resources from We Care and Safe-T are available to those students and families as well.*

**What this is NOT:** Act 1 programs and curriculum is **about life skills** and not sex. This is **not** "health" nor "sex education."

The listed programs are sponsored through Prevent Child Abuse Vermont and has been the agency that provides training to facilitators and develops the curriculum.

## **ADMISSION**

At registration, parents must present a record of birth, immunization and proof of residency. Vermont Law states that in order to attend public school students must receive the required vaccines, provide a current exemption form, or be provisionally admitted. If you have questions, please call our school nurse, Chantelle Safford RN.

**For Kindergarten Registration on the Washington Village Campus your child(ren) must be five (5) years of age on or before September 1st. Children must be three (3) years of age on or before September 1st in order to register for the Pre-K program.**

## **ANIMAL DISSECTION AND VIVISECTION**

A student in the Echo Valley Community School District (EVCSD) has the right to be excused from participation in any lesson, exercise, or assessment requiring the student to dissect an animal, or to observe dissection of an animal or similar activity as part of a course of instruction. A student, parent, or guardian may request a student be excused from participating in or observing the lesson which would include dissection of an animal by notifying the course instructor and principal in writing upon receiving the course syllabus or course description. EVCSD will provide students with an alternative experience by which to learn and assess their knowledge and skills on material required by this course. These alternative experiences may include but not be limited to films, videos, print, and approved internet websites. No student shall be discriminated against based on his or her decision to exercise this right

## **ASBESTOS MANAGEMENT**

The Asbestos Hazard Emergency Response Act (USEPA 40 CFR 763 (g)(4)) requires written notification be given that the Echo Valley Community School District (EVCSD) have management plans for the safe control and maintenance of asbestos-containing materials found in our building. These asbestos management plans are available and accessible to the public in the administrative offices of the Orange Center Campus and the Washington Village Campus.

## **ATHLETICS**

All athletic events involving Echo Valley Community School District (EVCSD) as sponsor, participant, or spectator, are subject to the general school rules of EVCSD. You are expected to display good sportsmanship and to be courteous hosts or guests always. This rule applies equally to spectators and participants. For co-curricular programming, we plan to have fall (soccer) at Orange Center Campus, winter (basketball) at both Orange Center Campus & Washington Village Campus.

### **Players Code of Ethics**

The Echo Valley Community School District (EVCSD) athletics program is developed to provide the fundamental and advanced level of play as well as learning good sportsmanship and self-confidence. Remember these are team sports. Players must always put the needs of the team ahead of their goals. Each player must be committed and reliable and will be responsible for participating in all the activities involved in the sport when at all possible. Please notify your coach immediately when you become aware that you will not be available for practice or game. Players will show respect to and will pay close attention to the directions of their coach or coaches at all times. You will also need to support and respect each of your teammates. We all make mistakes, but one player should never look down or make fun of another player. One mark of an effective team is the will to work well together toward a common goal. EVCSD players are expected to play hard but fair in all games. Our players will be expected to play within the guidelines of fairness and good sportsmanship even if the opponents refuse to. As much as we all want to win, the true champions in life are those who carry themselves with dignity always. One more thing, HAVE FUN!

### **Student Athletic Code**

The Echo Valley Community School District (EVCSD) athletic programs are provided to complement and supplement students' education. As a member of the school's athletic teams you are a representative of the EVCSD at all times. Your behavior, appearance, and participation should reflect pride in not only yourself, but your school and teammates as well. Students that have discipline or work completion issues will miss playing time at the middle school level. We want all players to be successful and success starts how you conduct yourself during the school day.

## **ATTENDANCE**

Vermont State law, Title 16, Section 1121 requires children between the ages of 6 and 16 to attend school. Students are expected to attend the full number of planned school days. It is critical for the academic, social, and emotional well-being of students that they attend school on a regular basis. Regular and punctual attendance is important in the development of responsible and effective work/study habits. Education needs to be actively supported by parents, teachers and the broader community. Clear expectations regarding student attendance support is a shared responsibility.

Central Vermont Supervisory Union (CVSU) follows the Orange County protocol for monitoring attendance and truancy. See *5.3 Truancy and Attendance Protocol* under the "Policies" tab at [www.cvsu.org](http://www.cvsu.org) for more information.

In order to make Echo Valley Community School District (EVCSD) a learning experience that will build a foundation for a lifetime, daily attendance is required. Students are expected to attend school on time for the full number of days scheduled.

**Parents are asked to call either campus between 7:30 - 9:00 a.m. if their child is going to be absent. The school will attempt to make a “safe” call by 9:30am in the event we have not received a call about your child(ren)’s whereabouts.**

### **Tardiness**

**Students must be accompanied to the buzzer/intercom at the front door and follow sign-in procedures as dictated by Administrative Assistant.**

Students are expected to be on time for school and remain throughout the day for all classes. Please understand that tardiness is very disruptive for the teachers and students. **If a student arrives late, parents must accompany the child to the office to sign him/her in.**

Absences will be considered unexcused unless the school receives a written note or has had contact with the parent by phone. You can easily notify us of your child’s absence by calling our office or voicemail for the Orange Center Campus at 476-3278 or the Washington Village Campus at 883-2312. You can call into voicemail at any time, day or night. Appointments for any reason should be scheduled for after school whenever possible. Although written classroom assignments can be made up, the teacher’s presentations and classroom interactions cannot.

Out of concern for your child’s education, excessive absences may result in a meeting with the principal, the teacher, and the parent. Children absent from school without a valid excuse are considered truant. Public schools are legally required to track and record student attendance data. Teachers and or Administrative Assistants record attendance for reporting by 9:00am. If a call or a note has not come to the school prior to or by 9:00am, your student will be marked as absent.

### **EVCS D Response to student absenteeism**

- Effort will be made to contact parent/guardian by 12:00pm to confirm absence or determine student whereabouts.
- At 7 unexcused absences, a letter from the school will be sent requesting contact with Coordinator of Student Support.
- At 12 unexcused absences, a meeting will be scheduled to make a support plan. This might include intervention services from our Targeted Team members. Failure to communicate or meet and plan with school staff may result in a report to the Department of Children and Families.
- At 20 unexcused absences the school is required to report to the Department of Children and Families and begin Truancy filing with the Orange County Court.

### **Valid Cause for Excused Absence**

A valid cause for absence may be illness, observance of a religious holiday, death in the immediate family, family emergencies, and/or situations beyond the control of the student as determined by the principal or other circumstances, which cause reasonable concern to the parent for the safety or health of the student.

### **Arrival**

The school day for **Orange Center Campus**, grades 5-8 begins at 7:45 am. We have different buses dropping students off starting at 7:45 a.m.

The school day for **Washington Village Campus**, grades PreK-4 begins at 8:00 a.m. The bus drops students off around 7:55AM. Students walking to school or being dropped off may NOT arrive before 7:55 a.m. ms.

**Preschool** begins at 8:10 a.m. Drop off for the a.m. preschool students is within the gated entrance to the preschool exterior door.

## **Dismissal**

If you need to pick your child up before the school day is over, parents **MUST** notify the office to sign him/her out and the administrative assistant will call the student from the classroom. Please be reminded that school doesn't end until 2:45 p.m. in the Middle School and 2:55p.m. in the Elementary School. Parents are discouraged from picking up their children before this time as they miss important academic opportunities, announcements, and closure. Please let us know in writing if someone other than yourself is picking up your child. Whenever your child is going home by a different method of transportation a note signed by the parent/guardian should be given to the school verifying the change at the beginning of the school day. If a student at the Orange Center Campus is being picked up at the end of the day (not taking the bus) they will be called by grade to exit from the main lobby/doors. Any changes made to a students' dismissal plan must be communicated to the administrative assistants by 12:00 p.m.

**Children will not be allowed to leave either campus unless picked up by an adult who has express parental permission to accompany the child.**

## **Missed Assignments**

Students who are absent from school will be expected to make up all missed assignments. Teachers will provide assistance to students in making up work. If your child is ill for only one day the child or parent will need to speak to the teacher regarding the assignments missed and instructions on what was discussed in class. Your child will be given extra time to complete their work. If your child is going to be absent for more than one day it is important for parents to call and ask for all assignments missed.

## **Extended Time Off**

Advance notice is necessary for planned absences. Students or their parent/guardian will need to meet with the teacher to arrange for all the missed assignments and dates to be completed. All assignments must be handed in to the teacher the day upon returning to school. Arrangements must be made to make up quizzes or tests when the student returns to school. A copy of the EVCSD Attendance Policy is available for review from the school office as well as our website [www.cvsu.org](http://www.cvsu.org)

## **BREAKFAST**

Breakfast is served on both campuses and is free to all students. Students access the breakfast programs in their school of attendance.

## **BICYCLES**

Children may ride their bikes to school. **Children riding their bike are required to wear a helmet.** Bikes are to be parked in the bike racks on the Washington Village Campus and by the ramp in front of the school office at the Orange Center Campus.

## **BIRTHDAY PARTIES**

Please do not send in invitations for out-of-school parties unless the entire class is being invited. We allow students to have whole class treats on birthdays during their lunch time. Please advise teachers and our nurse, Chantelle Safford if you plan to send in treats for your child's birthday, it must be in an individually packaged container with allergy information provided. We strongly encourage non food celebrations.

## **BOARD OF DIRECTORS**

The Echo Valley Community School District (EVCSD) meets regularly on the second Wednesday of each month, beginning at 6:00 p.m. Meetings are held at the school in the Library at either campus. The Central Vermont Supervisory Union Board meets regularly on the fourth Wednesday of month. All meeting agendas will be posted outside the office on both campuses. These meetings are occasionally subject to change. Please call the school to confirm. All parents and

community members are welcome to attend. Policies are available for review in the school offices at either campus as well as our website [www.cvsu.org](http://www.cvsu.org)

## **BOOKS AND PROPERTY**

Students are responsible for taking care of school property including textbooks, computers / chromebooks, and other learning materials entrusted to them for their use. While normal wear is expected during the course of the year, obvious abuse or neglect will not be tolerated. In such cases, or in the event of a lost item, students/parents may be required to pay for damages to or loss of school property.

## **BULLYING**

The Central Vermont Supervisory Union and its member districts Echo Valley Community School District and Paine Mountain recognize that all students should have a safe, orderly, civil and positive learning environment. Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the severity, will warrant corrective action and/or discipline. Behaviors that do not rise to the level of bullying may still be subject to intervention and/or discipline under another section of the discipline plan or policy.

For the purposes of this policy, “bullying” is defined as any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:

- A. is repeated over time;
- B. is intended to ridicule, humiliate, or intimidate the student; and
- C. either
  - a. occurs during the school day on school property, on a school bus or at a school-sponsored activity; or
  - b. does not occur during the school day on school property, on a school bus, or at a school-sponsored activity and can be shown to pose a clear and substantial interference with another student’s right to access educational programs.

Examples of bullying include:

- Name-calling and verbal / non verbal taunts
- Physical threats or actual physical harm
- Off-campus text messages or social media posts that ridicule or intimidate to the extent that the targeted student is not able to fully access the school’s programs.

In order to be “bullying”, incidents such as the ones described above **must be repeated over time, directed at a particular student, and intended to ridicule, humiliate, or intimidate.**

The complete Policy on the Prevention of Bullying of Students, including procedures concerning reporting and investigating bullying, as well as possible disciplinary actions, may be found at [www.cvsu.org](http://www.cvsu.org) under the tab Policies. A paper copy will be provided at your request. Please contact either campus.

Echo Valley Community School District (EVCS D) is committed to providing a bully-free environment for our students. If you believe your child has been a victim of bullying, please contact:

Timothy Francke, Principal, Orange Center Campus, at 476-3278 or [tfrancke@cvsu.org](mailto:tfrancke@cvsu.org).  
Abby Smith, Assistant Principal Washington Village Campus, at 883-2312 or [asmith@cvsu.org](mailto:asmith@cvsu.org).  
Shawna Badger, Coordinator of Student Services, at numbers above or [sbadger2@cvsu.org](mailto:sbadger2@cvsu.org).

These calls should be made as soon as possible.

## **BUS ROUTES**

Bus routes and schedules are reviewed annually and revisited as necessary. Copies of the Echo Valley Community School District (EVCSU) transportation policies are available from the school office on either campus as well as our website [www.cvsu.org](http://www.cvsu.org)

### **Bus and Safety Expectations**

Please refer to the Multi Tiered Systems of Support Rules and Expectations Across School Settings

## **CHILD ABUSE AND NEGLECT REPORTING**

It is the responsibility of the teachers and staff of Echo Valley Community School District (EVCSU) to notify the principal as soon as any case of child abuse or neglect is suspected. State law mandates that we report suspected child abuse to the Department for Children and Families (DCF) or its designated unit, in accordance with the regulations outlined in Vermont's Child Abuse and Neglect Reporting Statute, 33 VSA, Chapter 14. District employees shall be notified annually of this statute by the school principal. School personnel reporting such abuses or neglect shall be entitled to confidentiality vis-à-vis the school administration as well as vis-à-vis parents. DCF investigators are allowed to interview a child without parent permission in the presence of a school district employee designated by the principal.

## **CLOSING OR CANCELLATION**

When the Superintendent of Schools feels that road conditions are not safe, there may be a delay, cancellation or early release of school. School cancellations, delays or early releases due to weather or other emergencies within the Central Vermont Supervisory Union (CVSU) for the Echo Valley Community School District (EVCSU) will be communicated through Blackboard Connect Systems, over local radio stations, and television channels. It is crucial that we have your updated emergency contact information so that we can get hold of you in the event of a cancellation, delay, early release or other emergencies. Students will be sent home as requested by parents in the first day emergency forms. Questions about emergency closings, delays or cancellations may be addressed with each Principal at either campus.

## **COMMUNITY USE OF FACILITIES**

If anyone would like to use our school gyms for any reason, please stop by our office at the Washington or Orange campus to fill out a facilities request form.

## **COMPLAINTS**

Parents and community members are encouraged to share any concerns they have regarding Echo Valley Community School District (EVCSU) policy, procedures, programs or personnel. Parents or school district residents who have complaints should meet with the staff member involved first. Timothy J. Francke, principal, Abigayle Smith, assistant principal may be contacted next. If the complaint cannot be resolved with the teacher or principal, then contact should be made with Matthew Fedders, Central Vermont Supervisory Union Superintendent of Schools. In all instances, respectful interactions should prevail. Requests to meet with the School Board should be made through the Superintendent and only after all other steps have been taken. Failure to follow this chain of command may result in delaying a solution to the problem.

## **CONCUSSIONS**

The Central Vermont Supervisory Union (CVSU) and its member districts Echo Valley Community School District and Paine Mountain, are committed to the health and safety of its students. Concussions are one of the most commonly reported injuries in children and adolescents who participate in athletic and recreational activities. Therefore, in accordance with Vermont State Statute (16 V.S.A. §1431) students will not be permitted to continue to participate in any training session or competition associated with a school athletic team if the coach has reason to believe that the student has sustained a concussion or other head injury during the training session or competition. The student must be examined by and receive written permission to participate in athletic and academic activities, from a health care provider licensed and trained in the evaluation and management of concussions and other head injuries.

## **CORRESPONDENCE**

Notices, newsletters and announcements are sent home via email throughout the year from both campuses. If a family needs paper copies, please put in a request at the office. Additionally, check in with your child(ren) on a regular basis about notices from school (Elementary Home/School Folders).

## **CRISIS DRILL PROCEDURES**

Echo Valley Community School District (EVCSD) follows the State of Vermont recommended guidelines for school safety and emergency procedures. These drills are practiced monthly throughout the school year on both campuses. Drill information is posted in each classroom showing important information such as fire exit(s) and emergency commands. During crisis drills staff and students must be able to exit the building (or remain in a designated area) in a safe, silent, and orderly manner unless given other directions. Staff members will remain with the students until the drill is completed. There will be verbal notification from the principal to signify a return to classrooms. Fire alarm pull boxes and fire extinguishers are located throughout the school building.

## **CURRICULUM**

Echo Valley Community School District (EVCSD) supports a variety of learning and teaching styles as all children learn differently. Classrooms may vary in the routines, materials, and methods they use. We also support the need for consistency and continuity in the learning of all students. The common link which holds the curriculum or learning of programs together is the continuum of skills in each academic area. Through parent conferences, student work, and interaction with your child, you should get a good idea of the various components that make up a student day. Speak directly to your child's teacher about details of what your child is expected to learn this year.

### **MTSS (Multi Tiered Support System)**

In the Echo Valley Community Schools, we recognize that students have various learning needs and that meeting them requires the use of differentiated instructional materials and approaches. Assessment also plays a key role in helping students be successful in their learning. Our teachers assess student progress on a regular basis. We also engage in supervisory union-wide common assessments and state-level testing. EVCSD also administers the required SBAC assessments in grades 3-8. The SBAC is aligned to the Common Core State Standards (CCSS) and assesses students' proficiencies toward the grade level standards in Reading, Writing, and Mathematics. The results from these tests will be published and will determine whether our school meets the criteria set forth in the Every Child Succeeds Act (ESSA).

Echo Valley Community Schools provide learning opportunities that meet the Vermont Education Quality Standards. Instruction is provided in the areas of English language arts, mathematics, social studies and science. Students also benefit from taking classes in art and music. Students in K-8 have two classes per week of physical education and grades 5-8 take Health once a week. Students also have time in the week dedicated to using our library and media resources.

We have created a three level system that helps all children to succeed. We have established specific guidelines for each level of the system. Level One includes all students. Level Two uses procedures for helping children that need more help and time to learn. When children need Level Two help in academic areas, such as reading or math, or in social and emotional areas, we focus directed learning on the issue in small instructional groups and learning progress is monitored frequently. Level Three focuses on individualized instruction and assessment for children that require the highest level of intervention. We have support for children in all areas of learning. We continue to refine and evaluate the effectiveness of all types of intervention.

The progress monitoring of student performance is a key to improved results. This assessment data allows us to take a look at each child's performance in basic skills at certain points throughout the year and the information will allow us to

meet each child's needs. If your child is not meeting the target in mathematics or reading we may develop a target intervention plan. If this happens, your child's classroom teacher will contact you. In the same way, if your child is struggling socially or emotionally we will contact you to develop a targeted intervention plan. All plans will be adjusted and revised until we have met the needs of your child. Please know that you are the most important teammate we have and your involvement is crucial.

### **Targeted Support Team (Targeted intervention)**

If there is a concern that a student is not performing to expectations or needs challenges in addition to what is offered in the regular classroom, the classroom teacher will relay his/her concern to the Targeted Support Team. This team consists of teachers, the principal, special educators, and other appropriate staff members, who work with the classroom teacher to develop a plan for the student. This plan may include a different instructional strategy or short term extra help or an enrichment program. The team later checks progress, determines if the plan has been successful, and makes modifications if necessary. Parents are informed of this and invited to these meetings to discuss their child's needs with the Targeted Support Team.

### **Intensive Supports (Intensive support system)**

There are many supports available for children who need intensive interventions such as counseling services, mentoring, contracted services, alternative pathways and alternative placement. One form of intensive support occurs through the Special Education programs and services are funded through monies appropriated by federal, state and local monies. They provide the support needed to implement Individual Educational Plans (IEP) for eligible students. Eligibility is based on the identification of a disability, its adverse effect on a child's educational success and a need for a specialized education.

**\* Please note that receiving Tier Three Intensive support doesn't necessarily equate to Special Education.**

## **DISCIPLINE**

The Echo Valley Community Schools are in year 11 of the implementation of a PBiS (Positive Behavior Interventions and Support Program) at our school. The Focus of PBiS is to create a warm and caring school that promotes high expectations for students in the areas of academics, behavior, social and personal well-being. PBiS schools have a clear expectation for students and adults. They recognize desired positive outcomes and have a set of logical consequences when expectations are not met.

The Echo Valley School District is a respectful and responsible school community where our thoughts, words and actions establish a safe, positive learning environment. We believe that discipline is something children learn over time. To support that learning, teachers and staff seek to do the following as outlined by Responsive Classroom:

- |                       |  |
|-----------------------|--|
| 1) Engaging Academics | 3) Effective Management                |
| 2) Positive Community | 4) Developmentally Responsive Teaching |

### **Proactive discipline: providing structure and teaching clear expectations**

Our broad, school-wide behavior expectations are Respectful, Responsible, Engaged, and Effective Learners. These expectations are described more specifically in a matrix that crosses school settings (see attached matrix). All school adults are expected to teach these behaviors through a combination of discussion, interactive modeling, practicing, and re-teaching throughout the year. We use review and encouragement as part of that teaching, along with additional practice, as needed by individuals or groups of students.

### **Proactive discipline: Developing positive relationships with encouragement**

We know that the best way to inspire students to want to cooperate and follow the rules is by being positive and encouraging. We have a range of ways to acknowledge students' positive efforts, from verbal commendations to visual forms of recognition. We seek to avoid discouraging messages.

### **Proactive discipline: Engaging students and making learning enjoyable**

When students are engaged in lessons, there is more time for learning and less time for students to make poor behavior choices. We seek to use a variety of strategies to hook students into lessons, keep them engaged, and help their learning to be relevant beyond the lesson.

### **Reactive discipline: Setting limits when students are not following behavior expectations**

When children are not following behavior expectations, we use logical consequences as structured learning experiences. Teachers and administrators use a range of logical consequences when responding to misbehavior (i.e. verbal redirection, timeout, loss of privilege, reparation, additional practice of appropriate behavior, office referral, parental involvement, and suspension). When possible, teachers and staff handle behavior issues in the setting in which the behavior has occurred. (See accompanying flowchart)

All office referrals will be documented. While this documentation is not filed as part of the student's educational record, it may be used in making adjustments and creating plans to assist that individual child. Parents can expect the school to partner with them, and to respond to reasonable requests for information about events involving their child.

**Respectful Learner:** Demonstrates knowledge of traits and attitudes relating to healthy interpersonal relationships. Takes responsibility for actions, perseveres, and demonstrates honesty. Cares for own physical and mental wellness, keeps safe physically and emotionally, and shows self-control. Applies problem solving strategies to responsibly manage daily academic, environmental and social situations. Knows and applies strategies to peacefully resolve conflicts individually and within a group. Identifies and actively pursues interests in preparation for lifelong learning and growth.

**Responsible Learner:** Has clarity about purpose and intent, sets reasonable short-term and long-term goals, and makes plans to achieve goals. Demonstrates flexibility to learn, unlearn and relearn by changing focus and goals as the situation demands. Completes individual and group work using organizational strategies according to deadlines and expectations. Seeks and accepts feedback to reflect on progress and experiences in order to revise and improve. Uses digital media responsibly to demonstrate learning and to access, manipulate and learn from information. Contributes to the welfare of the classroom, school and community, and participates in school and/or community service.

**Engaged Learner:** Asks questions, seeks to understand why and values multiple perspectives. Generates new ideas and pursues alternative solutions supported by evidence. Recognizes and evaluates bias and point of view in the search for solutions. Utilizes inquiry to support ideas, conclusions and solutions with valid evidence from active speaking, listening and reliable texts or media. Reasons logically, looks for connections, compares and contrasts, finds patterns, makes inferences and determines importance. Synthesizes information from a variety of sources and experiences into new understanding; applies knowledge and skills.

**Effective Learner:** Adjusts communication to suit the audience, context and purpose. Demonstrates organized and purposeful communication in a variety of ways. Works effectively with others to advance learning. Demonstrates the essential communication skills of reading, writing, speaking, and listening required for living in a global society. Identifies opportunities for innovation and collaboration. Demonstrates confidence in communication of newly acquired ideas, knowledge and understanding.

### **Proactive Discipline: Teaching School-Wide Behavior Expectations**

Process for teaching rules/ expectations and procedures for different settings

1. Explain expected behavior, including why it is important
2. Model/ demonstrate expected specific steps to behavior
3. Ask students what they noticed
4. Invite one or more students to model.
5. Again, ask students what they noticed.

6. Have all students practice.
7. Provide feedback
8. Revisit and provide more practice, as needed
9. Next time behavior is expected, provide brief rehearsal, e.g. “Who can tell us (or show us) how this goes?”

**In addition.** Expectations are created by classroom teachers in each classroom every year AND are actively taught to students throughout the year.

**Voice Levels:**

0 - off	1 - whisper, partner talk	2 - speaking	3 - presentation	4 - outdoor
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**Rules/ Expectations across school settings**

<b>Settings</b>	Respectful Learner (Personal Development)	Responsible Learner (Work Ethic)	Engaged Learner (Critical Thinking)	Effective Learner (Communication)
<b>All (including classrooms and community)</b>	Separate Bodies (Keep hands, feet, and bodies to self)  Use kind and appropriate language  Demonstrate honesty  Follow the directions given by adults  Maintain safety of self and others  Be inclusive	Ask for help at the appropriate time.  Take care of your own belongings and all materials.  Be a positive and safe role model	Demonstrate active listening and participation.  Persevere	Communicate your needs and concerns.  Demonstrate understanding of learned skills.
<b>Hallway</b>	Walk with hands at your side  Stay with your class with separate bodies  Level 1 voices	Go directly to your destination	Demonstrate awareness of what is going on around you.	Communicate concerns with adults as needed.
<b>Meal Times</b>	Quiet conversations (Level 1 voice)  Wait quietly	Only eat your food  Clean up your eating space	Sort your own food and trash materials.	Appropriate conversation

	Demonstrate table manners			
<b>Bathrooms</b>	Maintain privacy for self and others	Flush the toilet, wash hands, dispose trash  Clean up after yourself	Take care of yourself in a timely manner	Seek adult help if necessary
<b>Playground</b>	Keep self and others safe  Line up quickly with a 0 voice level	Use and take care of play equipment appropriately  Stay within boundaries  Dress appropriately for the weather	Demonstrate good sportsmanship	Seek help from an adult when necessary
<b>Bus</b>	Sit in assigned seat  Listen to driver  Voice level 2 or as directed by the driver	Keep aisles clear	Demonstrate awareness of what is going on around you.	Address bus issues with appropriate staff as soon as possible

### Responsive Discipline: Flowchart for responding to misbehavior

Minor	Possible Interventions	Majors	Possible Interventions
Unacceptable items in class  Property misuse  Technology misuse  Misusing instructional time  Unpreparedness  Tardiness  Disrupting during instruction	<p><b>Firm verbal message</b> <b>If behavior is corrected, reinforce If behavior continues, firm action message, such as:</b></p> <p><i>Abuse it; lose it</i> Temporary loss of privileges, equipment, items and activities</p> <p><i>Incomplete work</i> Finish at break time or another appropriate time during the day</p> <p><i>Misusing instructional time</i> Make up time - possible 5-10 minutes of recess time or Preferred Activity Time (PAT)</p>	<p><b>Intensive-level problems that require back-up support (OFFICE REFERRAL):</b></p> <p>Perceived threat of safety</p> <p>Extreme defiant behavior</p> <p>Dangerous or destructive behavior</p> <p>Angry or emotional outbursts and tantrums that affect classroom</p>	<p>Principal-determined consequence</p> <p>Principal or designy follows through on consequences and parental contact</p> <p>Principal or designy provides teacher with follow-up information and feedback</p> <p>Possible consequences:</p> <ul style="list-style-type: none"> <li>● In-school or out of school suspension</li> </ul>

<p>Treating others disrespectfully</p> <p>Non-compliance</p> <p>Physical contact</p> <p>Being destructive</p> <p><b>Mid-level problems that may require back-up support:</b></p> <p>Repeated behavior problems including: playground, bus or in lunchroom, that persist despite ongoing use of proactive and limit-setting strategies</p> <p>Recurring disruptive behavior in the classroom that compromises the education of others</p>	<p><i>Disrupting during instructional time</i></p> <p>Separation from group; peace place</p> <p><i>Disrespectful behavior</i></p> <p>Separation from group; peace place</p> <p><i>Failure to master skills</i></p> <p>Additional practice procedures &amp; routines, such as lining up, entering/exiting room, walking, raising a quiet hand</p> <p><i>Destruction; making messes</i></p> <p>Clean-up, repair, reparation</p> <p><i>Misbehavior on the bus</i></p> <p>Bus academy</p> <p><i>Misbehavior on the playground</i></p> <p>Recess academy</p> <p><b>*Continual minors within a three week time period must be referred to the targeted/intensive team meeting.</b></p>	<p>environment</p> <p>Violent or assaultive behavior; verbal and/or physical</p> <p>Technology violation</p> <p>State Education Code violations, e.g.</p> <p>--Bullying or harassment</p> <p>--Theft or vandalism</p> <p>--Illegal substances</p>	<ul style="list-style-type: none"> <li>● Loss of privileges</li> <li>● Lunch suspension</li> <li>● Bus suspension</li> <li>● Community service</li> </ul> <p>Possible follow-up:</p> <ul style="list-style-type: none"> <li>● Referral to targeted/intensive team</li> <li>● Individual behavior plan</li> <li>● Ongoing parental involvement</li> <li>● Re-entry procedure or meeting</li> <li>● Counseling</li> <li>● CSP</li> <li>● Restitution</li> <li>● Restorative Circle</li> </ul>
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## DRESS CODE

All students in Echo Valley Community School District (EVCSD) in grades K-8 are expected to dress in a presentable/respectable manner that does not distract from the educational process. While families are generally free to determine their children's appearance, in school there are items of clothing and accessories that are not acceptable. The purpose of the dress code is to ensure that students are dressed comfortably and show respect for the learning environment of the classroom. Footwear should be worn in school buildings at **all times**. Heavy winter boots **should not** be worn indoors for extended periods. Clothing & hats with inappropriate slogans, logos, words or designs are not acceptable. Please see that students wear clothing that fits appropriately and covers their body. Students with inappropriate clothing will be asked to cover it up, have other clothing brought in to school, or be sent home to change clothes. Soft black-soled sneakers may leave nasty marks on our floors. Please try to have your child wear non-marking sneakers and shoes. Heelys (shoes/sneakers with wheels) are not allowed in school, due to potential injury. On days when students have Physical Education classes, parents are asked to be sure their children wear athletic shoes and appropriate comfortable clothing. If there is any question about the appropriateness of clothing, please do not wear it to school. In cases of doubt as to the suitability of a particular student's appearance or attire, the school principal may discuss the matter with the student and/or parents /guardians and may request that the student change into something more appropriate. Interpretation and enforcement of dress code regulations shall be the responsibility of the principal.

Students are responsible for dressing appropriately; items of clothing inappropriate for school include those which:

1. Promote the use of alcohol, tobacco, weapons or illegal drugs.
2. Depict in words or graphics messages that demean, harass, exploit, or ridicule others.

3. Contain hate speech, profanity, or violence in words, graphics, obscene gestures, actions, or messages.
4. Are excessively revealing. Such items include but are not limited to those which expose the chest, abdomen, navel, buttocks, or underwear.

### **DRUG USE (TOBACCO, ALCOHOL, & OTHER DRUGS)**

If a student is found distributing, possessing and/or using alcohol, other drugs, or substances illegally the following actions will be taken:

- a. The school administration shall be notified immediately. The administration will take action as necessary (i.e. contact parents, summon medical assistance).
- b. All other procedures taken by the administrator shall be within their confines of the law and school board policy. These may include, but are not limited to, notification of appropriate law enforcement agencies, referral to mental health personnel, school nurse, and/or referral to appropriate out-of-school agencies.

Students are clearly prohibited from the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as part of any of its activities. Disciplinary sanctions consistent with Board policy, State and Federal law, up to and including expulsion and referral for prosecution will be imposed on students who violate the Standards of Conduct. A disciplinary sanction may also include the completion of an appropriate rehabilitation program. Information about drug and alcohol counseling and rehabilitation and re-entry programs is available to students from the Coordinator of Student Support. **State law prohibits smoking and/or vaping on school grounds.** Copies of the Echo Valley Community School District (EVCSD) Drug/Alcohol policies are available for review in the school office on both campuses, as well as on our website [www.cvsu.org](http://www.cvsu.org).

### **EMERGENCY INFORMATION**

Each fall our administrative assistants and school nurse are required to update emergency information forms. The Tyler SIS system allows parents to view and update their child(ren)'s information electronically. The information we request includes address, phone numbers, emergency phone numbers, family doctor, etc... Please complete your child(ren)'s forms online or request a paper copy and return to school promptly. **It is vital that we have this information on file and that the information be up-to-date should we need to contact you or someone you designate in case of an emergency.**

Please update your information online anytime there are any changes to your home address, email address, or any of your phone numbers.

### **FALSE ALARMS (BOMB THREATS, FIRE ALARMS, 911 CALLS, ETC.)**

Bomb and other terrorist threats, falsely pulled fire alarms, and prank 911 calls will not be tolerated. Our buildings may be evaluated and searched. Students may be sent home per our emergency closing procedures. School time will be made up with days added to our calendar. Consequences may include parent conference, immediate suspension, and referral to law enforcement agencies. There are serious criminal penalties associated with bomb scares. Violators of this policy are subject to expulsion, long term suspension, and restitution.

### **FIELD TRIPS**

A field trip is an exciting educational experience and we believe that field trips play a valuable role in the development of every student. It is important to remember that all school rules and policies apply on field trips. For all field trips, parents are required to sign and return a form indicating whether or not their children may participate in this trip. The forms provide parents with details about the trips and secure parental agreement.

Due to the continued rising expense of field trips and the educational goal for our children to spend their time increasing skills, for K-8 grade, field trips should be related to the curriculum. Faculty and administration may plan field trips, which require use of budgeted funds, or monies raised through fundraising when approved by the school principal. It is required that the principal approve all field trips, as well as, expenditures of funds, regardless of whether the funds come from fundraising and/or from the budget.

Parents are frequently asked to volunteer to accompany a group of children going on a field trip. Parents attending a field trip must first complete our volunteer application form and complete a background check through VCIC. See either administrative assistant for details. Faculty and administration arrange field trips to supplement classroom instruction. It is understood that any adult who chaperones a field trip will not use alcohol beverages, illegal drugs, or use tobacco products during this trip. Since chaperones may be responsible for a group of children, participation of siblings should be discussed with the classroom teacher and/or principal. Please read the policy on field trips for further requirements. This policy and procedure pertains to all field trips including end of school year field trips as requested by the faculty (i.e. eighth grade advisor for his/her students).

### **Field Trip Lunches**

The Abbey Group is available to make bag lunches for any trips. Your child(ren) will be asked to place their order through the classroom teacher three (3) days before the trip. The price is the same as for lunch.

## **FOOD SERVICE**

The Abbey Group strictly follows portion sizes, food quality and nutrition standards set by the USDA for the National School Lunch and National School Breakfast Programs. We utilize special technology, internal controls and audits to ensure our adherence to these requirements. Additionally, the USDA mandates external program audits to reaffirm our efforts. Menus are available monthly on their website [www.abbeygroup.net](http://www.abbeygroup.net) for each school location. Menus are also available on the school website and on social media. It is in our interest to prepare meals that students want to eat which is why we use quality ingredients and offer many daily meal options.

Lunch & Breakfast (for following day) choices are made at the start of the school day.

Every day students of the Echo Valley Community School District will now have access to:

- Main Menu
- Deli Menu
- Soups
- Breakfast program with many different selections offered every day

All items served meet and exceed nutritional and caloric guidelines for students. A majority of the meals we serve are homemade with simple ingredients. We utilize local products and develop local farmer relationships to incorporate into our programs. We have a 10% local purchase guarantee for your school. Students have unlimited access to fruits and vegetables as a part of programs. Many traditional dishes are enhanced with vegetables in unexpected ways. All of our menu nutritional information is available upon request. We provide alternative meal options for students with allergies. As a part of our Tyler P.O.S. system, parents can track student meal history online for free and add money to their accounts for a nominal fee. This is available at: [www.k12paymentcenter.com](http://www.k12paymentcenter.com).

## **Free / Reduced Lunch Program**

At the beginning of each year parents should review the income eligibility guidelines to see if they qualify for free lunch. Should income change during the year, you may fill out the eligibility form by calling one of the administrative assistants. We encourage parents to fill out the necessary paperwork in order for their child(ren) to receive either a free breakfast or lunch.

## **Promotions**

The Abbey Group entertains events throughout the year such as holiday meals, barbecues, and family related activities. We encourage parents and other family members to join their child(ren) and us for these fun filled occasions. The prices and days for these lunches are advertised on their menu with details being sent home in our newsletters.

## **GUM, CANDY, CHIPS, & SODA/ENERGY DRINKS**

Students are encouraged not to bring candy, chips, & soda to school. Students may not bring energy drinks to school (including Monster, pre-workout powders/supplements, 5-hr Energy, RockStar, etc). Gum chewing is allowed for our middle school students. We understand the choking hazard of chewing gum on the buses and highly recommend students spit their gum out before boarding their bus. Students may not eat or drink on the school buses unless indicated by a medical diagnosis.

## **HANDBOOKS**

The Universal and Leadership Teams shall annually prepare handbooks for family use. They shall contain pertinent information regarding the operation of the school such as:

1. Procedures and protocols
2. Dress code
3. Academic information
4. Report card and parent conferences
5. Conduct

Handbooks will be posted on the EVCSU webpages. Parents may request a paper copy by contacting one of our administrative assistants.

## **HARASSMENT OF STUDENTS**

### **Policy**

The Central Vermont Supervisory Union (CVSU), which includes Echo Valley Community and Paine Mountain School Districts are committed to providing all students with a safe and supportive school environment in which all members of the school community are treated with respect. Harassment is a form of unlawful discrimination as well as disrespectful behavior which will not be tolerated.

### **General Information**

It is the intent of the Districts to apply and enforce this policy in a manner that is consistent with and protects students' rights to free expression under the First Amendment of the U.S. Constitution. The District respects and promotes the rights of students and others to speak freely and to express their ideas, including ideas that may offend the sensibilities of others. The purpose of this harassment policy is to prevent conduct or communication that is directed at a person's particular characteristics as defined (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) and that is likely to substantially disrupt the educational environment or interfere with the rights of others. Nothing in this policy shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment as defined here, otherwise violates one or more of the Board's disciplinary policies or the District's code of conduct.

### **Reporting**

It is the express policy of the Central Vermont Supervisory Union, Echo Valley Community and Paine Mountain School Districts to encourage student targets of harassment and students who have first-hand knowledge of such harassment to report such claims. Students should report incident(s) to any teacher, guidance counselor, director of student services or school administrator. Students may choose to report to a person of the student's same sex. Any adult school employees who witness, overhear, or receive a report, formal or informal, written or oral, of harassment are required to take action to stop the conduct and to prevent its recurrence and report it in accordance with procedures developed under the *Harassment of Students* policy.

The complete policy on Harassment of Students may be found at [www.cvsu.org](http://www.cvsu.org) under the tab **Policies**. A paper copy will be provided at your request. Please contact the school.

### **HAZING**

#### **Policy**

It is the policy of the Central Vermont Supervisory Union, Echo Valley Community and Paine Mountain School Districts that all its schools provide safe, orderly, civil and positive learning environments. Hazing has no place in the District's schools and will not be tolerated. Accordingly, the District adopted the following policy and procedures to prohibit hazing and will ensure its enforcement.

#### **Definitions**

Hazing means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization which is affiliated with the District; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds.

#### **Examples of hazing include:**

- A. Any type of physical brutality such as whipping, beating, striking, branding, electrical shocks, placing a harmful substance on or in the body, or other similar activity; or
- B. Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or other activity that creates or results in an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; or
- C. Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects a student to an unreasonable risk of harm; or
- D. Activity that induces, causes, or requires a student to perform a duty or task, which involves the commission of a crime or an act of hazing.

The complete policy on **Hazing** may be found at [www.cvsu.org](http://www.cvsu.org) under the tab **Policies**. A paper copy will be provided at your request. Please contact either campus.

## **HEALTH**

It is policy of the Echo Valley Community School District to assure that an awareness of the physical health of the entire student body exists through the instruction of programs, which provide for the appropriate training as well as early identification of health problems. Therefore, it is our aim to protect and promote the health of every child. Our school nurse Chantelle Safford RN, in cooperation with the administrative assistant and under the direction of the principal shall be responsible for the implementation of required standards and procedures. Routine illness and accidents occurring at school are handled by the school nurse, administrative assistant or other designated staff. Many school staff are trained in first aid and CPR. Cases of major illness or accident are brought to the immediate attention of the parent and if necessary the local rescue squad. If a child is in school, he/she is expected to attend all scheduled classes for the day. If a student is unable to participate in an activity because of injury, a note from the parent will allow the child to observe while remaining with the class.

### **Allergy Aware**

Snacks that contain allergy ingredients not labeled “peanut safe” will not be shared. Fresh fruit/vegetable snacks will continue to be offered to all students. All parents are directed to coordinate all *shared* party food with classroom teachers, so the safety needs of all students can be ensured. Snacks can not be shared with classmates unless checked by a staff member. Snacks that are intended for sharing with the entire class **MUST** have labels, so that ingredients can be checked for safety. If a *shared* party food has **no** label, it will be set aside. There is an ‘allergy-safe table’ in the cafeteria. You may send any food item for your *own* child to eat for lunch.

### **Illness**

## **I NEED TO STAY HOME IF...**

<b>I have a Fever</b>	<b>I am Vomiting</b>	<b>I have Diarrhea</b>	<b>I have a Rash</b>	<b>I have Head Lice</b>	<b>I have an Eye Infection</b>	<b>I have been in the hospital</b>
						
Temperature of 100.4	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice.	Redness, itching, &/or crusty drainage from eye	Hospital stay &/ or ER Visit.
<b>I AM READY TO GO BACK TO SCHOOL WHEN I AM...</b>						
Fever free for 24 hours without the use of fever reducing medication. i.e. Tylenol, ibuprofen	Free from Vomiting for at least 2 solid meals	Free from diarrhea for at least 24 hours	Free from rash, itching or fever. I have been evaluated by my doctor if needed	Treated with appropriate lice treatment at home and information is provided to school nurse	Evaluated by my doctor and have a note to return to school	Released by my medical provider to return to school

### **Medication**

All prescription medication should be brought to the school nurse or the main office in the pharmacy container with specific instructions as to its dispensation along with a letter from your physician stating that the medication must be

administered during school hours. All over-the-counter medications that are brought to school need to be turned in to the school nurse or front office. The use of over-the-counter medical substances without following the above procedures will be considered as “wrongful use of a substance” and will result in disciplinary action.

## **HOME SCHOOL RELATIONSHIP**

The home and the school are the two major factors in the complex educational life of children; therefore, the home and the school should have a relationship of understanding and cooperation that establishes a mutual respect for the responsibilities they share in the well being and educational growth of children. Parents and staff are encouraged to communicate with each other in order to provide for the best interest of our children.

## **HOMEWORK**

Homework is considered work that is done outside of school hours/instruction. It is the practice of Echo Valley Community School District (EVCSD) that homework will not be assigned to students. Our teacher’s will offer Challenge by Choice for those students or families that wish to have homework.

## **IMMUNIZATIONS**

Pursuant to provisions of the Vermont Immunization Law Title 18 VSA, Chapter 21, Subchapter 4 (which requires all new and transfer students to be immunized before school entry unless exempted from immunizations for medical, religious reasons): and Section 1125 of the same law (which allows extension of that requirement to other grades), all students of the Echo Valley Community School District (EVCSD) are to present an immunization record from their medical provide .  
[Vermont Department of Health Requirements](#)

## **INCENDIARY ITEMS**

Students may not have fireworks, lighters, or matches in their possession on school premises or on the buses. Violation of this rule on the premises of either campus may result in suspension. Violation of this rule on any of our buses will result in appropriate bus discipline with the possibility of suspension from the bus.

## **KINDERGARTEN REQUIREMENTS**

Kindergarten students must be five years old on or before September 1st in order to enroll in kindergarten on the Washington Village Campus. Kindergarten registration takes place every spring and each parent is asked to provide a birth certificate, record of immunizations and proof of residency in order to enroll their child(ren).

## **LINKS**

School social media sites, school website (would like to see a link that has embedded curriculum/schedule per class here)

[EVCSD Elementary School Website](#)

[EVCSD Middle School Website](#)

[EVCSD Instagram](#)

[EVCSD Elementary School Facebook Page](#)

[EVCSD Middle School Facebook Page](#)

## **LOST AND FOUND**

Any items found in school, on the bus, or on the playground should be turned in to the office. Persons having lost something should inquire at the school office. At the end of each trimester, lost and found items will be displayed downstairs near the gym on the Orange Campus and in the front lobby of our Washington Campus. The items that are not claimed will be donated.

## **NOTIFICATION OF VIDEO SURVEILLANCE**

It is the policy of the Echo Valley Community School District to use security cameras in facilities and on grounds to protect school district property and assets from theft and vandalism, through deterrence and video documentation. Cameras are installed in both interior and exterior areas where there is a legitimate need for video surveillance. Cameras shall not be installed in classrooms, restrooms, athletic locker facilities, or staff rooms. It is the policy of Echo Valley Community School District to use audio and video security cameras on the school buses to ensure safety and the protection of property. **The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal or undesirable activities which may occur, although any information obtained may be used as evidence in such cases.** The use of security cameras shall be conducted in a professional, ethical and legal manner, and recorded data shall be handled in compliance with state and federal law, including the Family Educational Rights and Privacy Act (FERPA) where it applies.

## **NONDISCRIMINATION POLICY**

In accordance with the Title VI of the Civil Rights Act of 1964, and Title IX of the Higher Education Act of 1972, and the rules and regulations promulgated by the Secretary of Health and Human Services, it is the policy of the Echo Valley Community School District (EVCSD) that no person, upon the basis of race, ability, color, national origin, creed or faith, sex, or age shall be excluded from participation in, denied the privileges of, or be subjected to discrimination in any educational program or activity at the school. If a student believes that he/she has been denied an opportunity to be in a class or program for which he/she is eligible, that information should be reported to the principal.

## **ONWARD!**

ONWARD! Will be available Every Day

- Elementary School - 2:55 - 5:00
- Middle School - 2:45 - 5:00

The Central Vermont Supervisory Union (CVSU) Afterschool Program offers a safe, fun, and stimulating after school experience. Our programs are aligned with Common Core standards and 21st Century learning skills. We are educators who believe in building great relationships with and among students; helping students to recognize and realize their potential; and giving kids the opportunity to express themselves in a variety of interesting and enriching activities.

This Family Guidebook provides our procedures and important information about the program that you may need or wish to know as we begin our year together. Please feel free to contact us with your questions or concerns.

### **Contact Information:**

**Cara Sargent, Afterschool Program Director, CVSU 802-485-7755**

[csargent@cvsu.org](mailto:csargent@cvsu.org)

**Tyler Beede, Afterschool Site Coordinator, Washington Village School 802-883-2312 [tbeede@cvsu.org](mailto:tbeede@cvsu.org)**

**Katja Puig, Afterschool Site Coordinator, Orange Center School 802-476-3278 [kbpuig@cvsu.org](mailto:kbpuig@cvsu.org)**

## **ENROLLMENT**

Families must fill out and submit to the Site Coordinator or Program Director:

1. Registration Form once per school year and once per summer
2. Transportation Form once per school year and once per summer (update us as needed)
3. Fee Determination Form once per school year and once per summer
4. Project Enrollment Form each session your child(ren) attend(s) CVSU Afterschool.

Forms are due before the beginning of each session. Dates are listed near the end of this Guidebook. Space is limited each session and slots are filled on a first-come, first-served basis.

On the Registration Form, families fill out a “pick-up list” of people authorized to pick up their child(ren). A child will not be released to any other person without advance written permission from the child’s parent/guardian. Photo ID may be required for pick-up. Early pick-up is permitted; please let your child’s Site Coordinator know in advance. You must give permission on the Registration Form for your child to walk or ride the bus to a specific stop. (See “LATE BUS”.) A written note is required to change the transportation plan established on your child’s Transportation Form.

### **LATE BUS**

Bus routes are determined by the general home locations of enrolled students and are intended to provide transportation opportunities to as many students as possible. Be sure to let us know right away about address changes. During the school year, K-2 students must have a parent or authorized adult meet them at the bus stop. When an authorized adult is not present at the bus stop, the student will remain on the bus and be returned to the school for parent pick-up. Parents will be notified of their child’s location as soon as the Site Coordinator is notified by the bus driver. Repeated incidents of not meeting your child at a stop as agreed will result in loss of late and summer bus use privileges. Because the available stops are different from the school day stops and students are being dropped off after dark during the winter months, we encourage parents of students in all grades to meet the bus each day. During the school year, students older than grade 2 will be dropped off regardless of a parent’s presence at the stop. During the summer program, all students will be let off the bus, regardless of a parent’s presence at the stop. Bus drivers reserve the right to hold a student on the bus if they have concerns for a child’s safety at the stop.

### **FEES**

No child will be turned away for an inability to pay. Fees collected from families are an important source of income for CVSU Afterschool and help to support quality programming, from project supplies and enrichment activities to transportation and snacks. Fees are determined using the Fee Determination Form and are based on household income. We understand that not every family has the ability to pay the determined amount; limited scholarships are available. In order to be eligible for the sliding scale and scholarships, families with children attending WES, WVS, and NES must also submit a Child Care Financial Assistance Application to the State of Vermont Child Development Division. Co-pay amounts are based on the tiers of the Fee Determination Form and scholarship awards are determined by the Program Director

### **PARENT TEACHER ORGANIZATION (PTO)**

The PTO is an organization, which works closely with both of our campuses as a partner of education. Parents (with or without children in school), community members, and teachers are invited to join. Support of the PTO is yet another opportunity for parents to be involved in their children’s education. If you have questions concerning PTO activities, feel free to contact any PTO member or the school offices on either campus. Their meetings are held at the Washington Village Campus and posted in our newsletters.

### **PETS**

Pets and other animals may not be brought to either campus without the permission of the principal. This is for the safety of students as well as the animals. Special permission may be given by a principal for a student to bring an animal for display in class (e.g. a hamster, guinea pig, etc.). If pets or other animals are brought in without authorization, a parent

will be called to come and remove them. Dogs should be kept from following children to school. Repeated incidents may cause us to contact animal control to remove the dog.

## **PICTURES**

Each Fall and Spring students have their pictures taken at school. Parents will be notified in advance of “Picture Day” and will receive a package with portrait options, which they may choose to purchase. Parents may also choose not to buy any of the pictures in which case they will be returned to the school office. The company also offers a “retake” day if you would like your children to have their picture taken again.

## **PLAYGROUND**

Echo Valley Community School District (EVCSD) playgrounds are available to students and programs during the school day and/or after school activities. At those times when school is not in session, the playground is available for community use, **except** from 9:00 p.m. until 7:00 a.m. The EVCSD is not liable when the playground is used after hours. EVCSD personnel do not supervise the playground after hours or during vacation periods.

## **POLICIES**

Please contact either school office (476-3278 or 883-2312) if you would like to review any of our school board policies or visit our website at [www.cvsu.org](http://www.cvsu.org)

## **RECESS / PHYSICAL EDUCATION**

Recess / Physical Education are important aspects of the school day. It is both physically and mentally invigorating to take a break and get some exercise and fresh air. Please be sure to wear clothing appropriate for the weather conditions. Orange Center Campus students will be going outside for recess unless the wind chill or temperature is ten (10) or below. Washington Village Campus will be going outside unless the wind chill or temperature is ten (10) or below. All students are to participate in recess / physical education unless excused for medical reasons or because of being assigned to recess academy.

## **RECORDS**

Echo Valley Community School District maintains several kinds of records on each student including, but not limited to, academic reports, attendance, health, parental correspondence, speech and language, in-school reports, etc. These records are kept and maintained on each campus. Under the Family Education Rights and Privacy Act and the Education of the Handicapped Act, you have certain rights related to confidentiality and maintenance of records. Upon request, you have the right to review and/or have copies of any records kept by the school pertaining to your child as long as you have a legal right to do so. With written permission, you may have a representative review the records for you. To request inspection and review or to ask any questions concerning your rights in this matter, contact one of the principals.

## **REPORT CARDS AND PARENT CONFERENCES**

Parents are encouraged to be in close contact with their child’s teacher regarding school progress. Promptness on your part helps to make the conference days go smoothly. If more time is needed, please schedule another time so as not to interfere with other scheduled conferences. If needed, conferences may be scheduled more often at the parent’s/teacher’s/student’s request. This provides students and teachers an opportunity to review skills needed in order to be successful. Parents may request a meeting or conference with any school personnel at any time during the school year

by calling the school office. Graduation Proficiencies will be given to parents at their parent teacher conferences. If you are not able to attend they will be sent home with your child(ren). The final Proficiency Profiles will be mailed home at the end of the year.

EVCSD Proficiency Profiles are aligned with the Common Core Standards and Proficiency Based Learning. The Common Core is a set of high-quality academic standards in mathematics and English language arts/literacy (ELA). You will be hearing more about this as the district rolls out these regulations. These learning goals outline what a student should know and be able to do at the end of each grade. The standards were created to ensure that all students graduate from high school with the skills and knowledge necessary to succeed in college, career, and life, regardless of where they live.

Parents are encouraged to contact teachers with any concerns. We actively seek out any information as a means of meeting all the academic needs of our students.

## **RESPONSIBILITIES OF STUDENTS & PARENTS**

Echo Valley Community School Districts primary purpose is to provide an environment for learning. Students should apply themselves and do their best in order to prepare themselves to lead a productive life. Every student, with parental support, has the following responsibilities:

- To attend school daily (except when ill) and to be on time
- To come to school prepared with their books, charged chromebooks, pencils, and completed work
- To be aware of all rules, regulations, and expectations defining student behavior. Each student should conduct themselves accordingly
- To be willing to volunteer information in disciplinary cases should they have knowledge
- To allow other students to learn in a physically and emotionally safe environment
- To become involved actively in their education after an absence, including completing assignments that may have been missed.
- To develop the best school record of which they are capable
- To help maintain a clean and pleasant atmosphere in the buildings and on the grounds.

## **RIGHTS OF STUDENTS**

- Expect that the school be a safe place to gain an education OR learn and grow
- Be treated with respect and dignity by teachers, other students, and other adults.

## **SPECIAL SERVICES**

Special education services, Act 504 disability services, and educational support services are provided to all Echo Valley Community School District students who meet the eligibility requirements. School age children may qualify for these services. If you think your son or daughter should be considered for any of these services, contact one of the principals.

## **STUDENT CONDUCT AND DISCIPLINE**

It is the policy of the Central Vermont Supervisory Union and its member districts Echo Valley Community and Paine Mountain School Districts to maintain a safe, orderly, civil, and positive learning environment. In order to ensure that the schools are free from hazing, harassment, bullying and other disruptive misconduct, a system of classroom and school management practices, supported by consistent, clear and fair disciplinary procedures, will be utilized.

Consequences for inappropriate behavior need to be natural and logical whenever possible and designed to teach the individual student appropriate behavior. Consequences are not purely punitive and are always aimed at maintaining the student's dignity. The teaching and modeling of respectful, responsible behavior, social skills and character, is the job of all district employees.

The goal of this policy is to create an environment where the rules for student behavior are clearly stated, are understood and accepted by students and staff, and are applied in compliance with due process requirements. This policy is to be applied in conjunction with the schools' overall discipline plans developed pursuant to 16 V.S.A. § 1161a.

## **STUDENT RESPONSIBILITIES**

It is the responsibility of each student to contribute to a safe and productive learning environment in the school by demonstrating respect and consideration for fellow students and adults. This includes complying with all policies and rules of conduct of the School Districts and individual classrooms at school, on school property and at any school-sponsored activity away from or within the school.

The complete policy on Student Conduct and Discipline, including procedures and possible disciplinary actions, may be found at [www.cvsu.org](http://www.cvsu.org) under the tab *Policies*. A paper copy will be provided at your request. Please contact either school.

## **TELEPHONES**

The school telephone is for official school business. It is to be used by students for emergency situations, at the discretion of school staff. Students are expected to take care of such business as inviting friends home, getting permission to stay after school or go to a friend's house etc., before coming to school. It is particularly important that students arrange for participation in athletic games, practices, and after school activities before coming to school.

## **USE OF RESTRAINT AND SECLUSION**

It is the policy of the Central Vermont Supervisory Union (CVSU) and its member districts Echo Valley Community and Paine Mountain School Districts that students not be subjected to inappropriate restraint or seclusion as defined by Vermont State Board of Education Rule 4500. It is our intent to create and maintain a positive and safe learning environment, and promote positive behavioral interventions and supports in district schools. This policy is further intended to assist in creating a common understanding within the district/supervisory union of appropriate interventions by district and local staff.

Positive Behavioral Interventions and Supports means an approach to preventing and responding to targeted behavior that:

- a. Is based on evidence-based practices;
- b. Is proactive and instructional, rather than reactive;
- c. Can operate on individual, group, classroom, or school wide levels;
- d. Includes a system of continual data collection; and
- e. Relies on data-driven decisions.

Physical Restraint means the use of physical force to prevent an imminent and substantial risk of bodily harm to the student or others. Physical restraint does not include:

- a. Momentary periods of physical restriction by direct person-to-person contact, accomplished with limited force and designed either
  - i. to prevent a student from completing an act that would result in potential physical harm to

- himself/herself or another person; or
- ii. to remove a disruptive student who is unwilling to leave the area voluntarily;
- b. The minimum contact necessary to physically escort a student from one place to another;
- c. Hand-over-hand assistance with feeding or task completion; or
- d. Techniques prescribed by a qualified medical professional for safety or for therapeutic or medical treatment.

In the event that it is necessary to restrain or seclude a student according to policy, parents/guardians will be notified. All concerns and complaints should be placed in writing and delivered to Timothy Francke or Abigayle Smith, building Co-Principals. The procedures for resolving complaints require that any complaint regarding the use of restraint or seclusion is investigated and written findings are issued within thirty (30) days of the complaint's receipt. If a complaint regarding the use of restraint or seclusion is unresolved at the school building level, it shall be directed to the superintendent.

The complete policy on The Use of Restraint and Seclusion may be found at [www.cvsu.org](http://www.cvsu.org) under the tab *Policies*. A paper copy will be provided at your request. Please contact either campus.

## **VANDALISM & PROPERTY DAMAGE**

Echo Valley Community School District (EVCSD) buildings exist for the entire community. Students (or others) who destroy or vandalize school property may be required to pay for losses or damages. Students may also be required to make repairs to damaged property. Students may also be held responsible for damaging or destroying property of other students. EVCSD environment needs to be a place where respect is shown at all times for school property, displays of student work, and students are trustful and respect each other's personal property.

## **VISITORS**

We welcome and encourage anyone to visit either campus of the Echo Valley Community School District (EVCSD). However, for safety reasons, we require that you stop by the office to SIGN-IN when entering the school. We welcome visitors/volunteers to come into classrooms, but please schedule an appointment with the classroom teacher before coming. Students from other schools are not encouraged to visit classes. Special arrangements may be made with one of the principals. A copy of the Echo Valley Community School Districts Visitors Policy is available for review in the office on either campus, as well as on our website [www.cvsu.org](http://www.cvsu.org).

## **VOLUNTEERS**

To become a volunteer, you must fill out the Central Vermont Supervisory Union (CVSU) volunteer application available in the office of either campus. Depending on your level of volunteering, you may be required to be fingerprinted. One source of enrichment for our schools is the willingness of parents and members of the community to come in and relate special experiences, knowledge or skills that they have for the benefits of our students. EVCSD considers parent and community volunteers a special resource. You are encouraged to help with classroom programs and extracurricular activities. There are a variety of ways you can help us at school. Volunteer assistants can help in the offices, libraries, playgrounds, and in various classes. Please contact your child(ren)'s teacher or either school office if you have time to donate to make our schools a better place for the students to learn and grow.

A copy of the Echo Valley Community School Districts Volunteer Policy is available for review from the school office or visits our website at [www.cvsu.org](http://www.cvsu.org).

## **BACKGROUND CHECKS**

Parent volunteers and chaperones are required to complete background checks through Central Vermont Supervisory Union (CVSU) (433-5818) before participating in those capacities. Parent volunteers and chaperones will be reimbursed by the Echo Valley Community School District (EVCSD) office, upon submission of any receipts for required background checks. Pick up a volunteer packet at the Orange Center Campus or the Washington Village Campus to begin this process.

## **WEAPONS**

It is the procedure of the Echo Valley Community School District (EVCSD) to comply with all federal, state and local laws/policies related to weapons on school grounds. It is our intent to maintain a safe environment for the education of our students. A person who carries or has in his/her possession a dangerous object shall be reported to the principal for appropriate action.

A copy of the Echo Valley Community School Districts Weapons Policy is available for review in the school offices of either campus, as well as on our website [www.cvsu.org](http://www.cvsu.org).