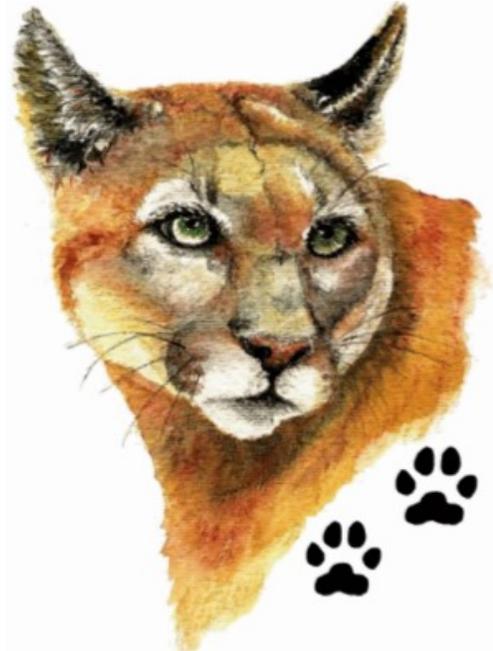


Braintree Elementary Family & Student Handbook 2022-2023



66 Bent Hill Road
Braintree, VT 05060
(802) 728-9373
<http://www.orangesouthwest.org>

Welcome to the 2022-2023 school year at Braintree Elementary!

This handbook is intended to be a resource for you and your family. Please keep it handy for when you need to get in touch or if you need to check on a school policy or procedure. Whenever you have a question or feel that you have helpful input, please give us a call.

This handbook will provide you with basic information about our school that will be useful to you throughout the school year. Keep it handy for quick reference.

The Orange Southwest School District is committed to providing each child with a high quality education. This can only be achieved through an active partnership with the home and school. You are invited to visit the school and consult with teachers and administrators regarding your child’s education. You are your child’s first and most important teacher and your input is critical to their growth.

We are looking forward to a rewarding and successful school year!

Patti Sprague
Principal

Student Hours: 7:45 a.m. – 2:05 p.m.
Front doors open at 7:20 for student drop off.

	Monday	Tuesday	Wednesday	Thursday	Friday
Special	Library	Physical Education and Health	Music	Physical Education and Health	Art
Teacher	Mrs. Branstetter	Mr. Garrow	Ms. Hunt	Mr. Garrow	Ms. Mittler

Braintree Elementary School is part of the Orange Southwest School District

OSSD Administration

24 Central Street, Randolph, VT 05060

802-728-5052

Layne Millington, Superintendent

Robin Pembroke, Business Manager

Kayla Link, Director of Student Services

Wes Gibbs & Bob Worley, Co- Directors of Maintenance and Building Safety

Tina Schiendel, Director of Technology

Danny Bellavance, Director of Transportation

Linda Lubold, Administrative Assistant

OSSD School Board

Ann Kaplan, Chair

Katja Evans, Vice Chair

Rachel Gaidys, Vice Chair

Brian Baker

Ashley Lincoln, RTCC Board Chair

Chelsea Sprague

Hannah Arias, Clerk

Megan Sault

Braintree Elementary School Faculty and Staff

Patti Sprague, Principal

Rachel Bent, Administrative Assistant

Michelle Kluskiewicz: Kindergarten & Grade 1

Sara Richards: Grades 1 & 2

Heather Robinson: Grade 3

Janni Jacobs: Grades 4, 5, & 6

Emma Janicki-Gechoff: Grades 4, 5, & 6

Harriet Hart: Preschool Teacher/Director

Abi Gershon: Interventionist

Amy Barrett: Interventionist

Julie Maccarone: Special Education

Kate Branstetter: Library/Media

Lyndley Mittler: Art

Dakota Garrow : Physical Education & Health

Brooke Naylor: School Nurse

Corrine Scoppe: School Counselor

Deb Chamberlain: Special Education Paraprofessional

Ray Merrill: Special Education Paraprofessional

Tammy White: Preschool Support Staff

Gwen Tremblay: Preschool Support Staff

Sandy Ryll: After School Program Manager

Joe Bent: Custodial Services

To contact any staff member, please call the main school number at (802) 728-9373.

Staff email are the first initial and last name followed by @orangesouthwest.org

SCHOOL AND PARENT COMPACT FOR LEARNING

Created by parents and school personnel

Adopted September 2006

Orange Southwest School District is committed to working with all parents in the best interests of their children. The purpose of this agreement is to provide guidance on the development of an effective partnership between school personnel and parents. Research shows a strong link between parental involvement and academic success for children. Together, we can assist each student to achieve high standards, as delineated in the Vermont Framework of Standards and Learning Opportunities (these standards identify the essential knowledge and skills that should be taught and learned in school), and to develop the ability and desire to learn independently. The cornerstone of the parent-school relationship is communication. Thus, the school commits to conducting a minimum of two parent conferences each year – one in the fall to learn from you about your child and to share early observations. The mid-year time is devoted to parents and teachers with specific concerns or questions about student progress. Spring conferences are to review student work and to set end of the year goals. The school will communicate frequently through other means such as class and school newsletters, telephone calls, and additional conferences as necessary. Also, the OSSD reporting system ensures communication regarding student progress. School personnel will make themselves available to parents who have questions or concerns and will attempt to work together with parents to resolve any issues.

Parent participation in the goals of this compact is essential. It is important to acknowledge that parental involvement can be achieved in many different ways. Parents are welcome to visit classrooms to observe, volunteer, and otherwise participate in their child's education. Being involved really means making sure that your child gets a clear message that learning is important to you. Parents can accomplish this in a variety of ways. Each family can find its own best way of being involved. Below are some suggestions for how to be involved with your child's education in positive ways.

RESPONSIBILITIES

Each staff member, parent, and student is encouraged to pledge to this compact according to their role:

As a staff member, I will strive to:

- Provide a safe, pleasant, and caring learning atmosphere, helping students learn to resolve conflicts;
- Encourage students and parents by providing verbal and written information about the current school programs and about student progress;
- Invite parents to visit classrooms, volunteer, and otherwise participate in their child's education;
- Help each child achieve academic and social success in his/her school experience;
- Make a deliberate effort to get to know and value each child;
- Demonstrate professional behavior and a positive attitude.



As a parent/guardian, I will strive to:

- Support my child, the staff, and the school;
- Let the school know when I have a concern so that we may address it together;
- Talk with my child about their academic and social successes and challenges;
- Talk with my child about the importance of school and life long learning;
- Promote learning at home by encouraging reading, problem solving, and writing.

As a student, I will strive to:

- Show respect for myself, others, and the environment;
- Cooperate with other students and adults;
- Ask for what I need to be successful;
- Take responsibility for my actions, words, and attitude;
- Always do my best.



Educational Mission Statement

The schools of the Orange Southwest School District will work collaboratively to provide an educational program, which will enable all students to have the knowledge, skills and tools to be prepared for the next stage of their lives, which justify the resources invested by the community.

Further, our core focus is on the following:

Critical Thinking: Students creatively apply experiences and critical analysis to solve problems and make informed decisions.

Foundational Knowledge: Students possess comprehensive knowledge of a core curriculum in the following areas: reading, writing and communication; mathematics; science; social studies; life skills; the arts.

Ability to Adapt: Students are adaptable, resilient and can manage change

Information Technology: Students use and apply information and technology appropriately, effectively and objectively.

VISITING THE SCHOOL

All Visitors: We ask that, for security purposes, all visitors sign in and check in at the office to complete all necessary forms. If you are not a “familiar face” you will be asked to wear a visitor tag so that school personnel will be assured that you have checked in. Our school door is locked during the day. Visitors must ring the bell in order to be let into the school.

Parents/Guardians: Occasionally, parents need to stop by before school to touch base with their child’s teacher or another staff member. This is understandable and manageable as long as it is infrequent. Obviously, if it happens often it interferes with the staff’s ability to get the day off to a smooth start.

- please check in at the office-we will contact the teacher to see if they have time to meet with you
- remember that children come into the building by 7:20 –staff is on duty and generally available after the arrival of the first bus at 7:20

- if the teacher or staff member indicates that it would be better to meet at a different time, please respect that request
- it is best if parents/guardians say good-bye to their children at the front doors and not come into the building or go down the hallway in the morning

If you need to stop in during the day, please state the reason for your visit. In an effort to keep class interruptions to a minimum, we will try to help you first. If you are dropping something off, we'll deliver it at an appropriate time.

If you are picking your child up during the day, please press the buzzer at the front door and we will phone the room to get your child. Only parents/guardians (or those authorized by the parents/guardians) may pick up children. It is always helpful if you let us know ahead of time that your child will be leaving early.

If you are picking your child up at the end of the day, please follow the guidelines under "Dismissal" in the Attendance section. If you arrive early and park, please wait in your car, outside the front doors or in the lobby of the building. This is a particularly busy time for teachers, with many important details that require their attention. Visits to the classroom at the end of the day are not permitted.

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

- All volunteers and chaperones must fill out the Volunteer Enrollment form prior to the event
- Treat any information regarding students as confidential
- Report disciplinary issues to the supervising staff member
- Conform to the school district policies, which forbid the use of tobacco, alcohol or drugs by students or adults at school or at school related events.
- Report information of a personal nature or information which relates to child safety to the supervising staff member or Principal
- Use appropriate and respectful language/behavior
- Seek answers to questions and advice from the supervising staff member
- Understand that we do not permit younger siblings of our students to be chaperones or to attend school field trips

ENROLLMENT OF STUDENTS

Required documents for enrollment:

- A copy of the student's birth certificate
- A copy of the student's social security card
- A current immunization record
- A Release of Records to request files from the previous school
- Two pieces of proof of residency is required for all incoming students

Any or all of the items below may be requested to prove residency:

- The first page of their most recent IRS Tax remittance.
- A signed affidavit stating their domicile is located within the school district's boundaries.
- An authorized Town document demonstrating the parents' names are on the voting list.

- A copy of the parent's current driver's license showing the proper address.
- A copy of a current utility bill (or other bill statement) showing the proper address.

ATTENDANCE

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

Valid causes for absences include illness, observance of religious holiday, death in the family, family emergency, situations beyond the student's control as determined by the superintendent (or designee), or other circumstances which cause reasonable concern to the parent or guardian for the health or safety of the student and are confirmed in writing or verbally by the parent or guardian to the student.

When it is necessary for a child to be absent from school, the administrative assistant should be informed by phone, or email. When calling the school, please do so before 8:15 AM. You are welcome to leave a message on our voice mail system.

For the safety of the students, if a child is absent and the school has no communication from home, the school will call home or each parent's place of work to verify the absence.

VACATION ABSENCE

Parents of children who miss school due to vacation plans not aligned with the school vacations are asked to notify the school by filling out a planned absence form, providing as much advance notice as possible.

TARDINESS

All students are expected to arrive on time. Delay of buses due to circumstances beyond the control of the student is an acceptable excuse for tardiness. Families providing private transportation are expected to understand that their children need to arrive on time to school. Chronic tardiness is a barrier to learning and a disruption to the entire class and teacher. If a student arrives after the start of the school day they should stop at the office to check in.

DISMISSAL

The end of the day can be a stressful time for students if they do not know if they are to take the bus, walk, be picked up or attend the After School Program. **Parents and children should make these arrangements before the start of the school day.** If your arrangements vary from what the teacher has been told, please send in a note or call the office. In the event of an emergency, please call us by 1:30 and we will let your child know of any changes. Please help us keep these last minute arrangements to emergency situations only.

If your child's after school procedures vary in any way, such as waiting for a parent when he usually rides the bus, or riding to a friend's on a different bus, you must send in a note.

INSTRUCTIONAL SUPPORT

The Orange Southwest School District (OSSD) is committed to supporting all students in meeting or exceeding state and local standards expectations. OSSD schools participate in the Federal Title I program. This program provides supplementary reading and math instruction to students who are not at grade level based on authentic assessment, teacher observations and other data. Title I services are designed to supplement, not replace, classroom instruction..

FIELD TRIPS

Parents should be aware that classes from time to time will leave school grounds as part of their academic program. This may include a trip to the High School for a rehearsal or performance, a visit to Chandler Music Hall or a local business, or in pursuit of a natural resource. Teachers will inform parents of these trips in their newsletters, but may not seek advance permission. We are aware that some parents would rather have the opportunity to grant permission for each excursion from the building. If you would like to use this alternate procedure, please call the school.

ASSESSMENT

Assessment and testing has a role in a student's life at school. We believe that assessment should be ongoing, should demonstrate growth and achievement, and should highlight areas of learning which drive our instruction.

We use a variety of assessments to help us understand what students know and in what areas they need to grow. Authentic assessments in reading, math problem solving, and writing assist teachers in understanding what students are able to do. Teachers can then design instruction to help students increase their performance in the basic areas of the curriculum.

In addition, federal and state regulations require that our students complete a number of assessments, including the SBAC (Smarter Balanced Assessment Consortium) in the spring.

OSSU has developed a reporting system that helps parents and students understand each child's progress in learning basic skills as well as growth in social/emotional development. The district has a reporting system, which will be sent home in December, March and June. These report cards focus on skills acquired at each grade level. Student self-assessment is an important part of this reporting system. Children are encouraged to reflect on the quality of their work during the learning process.

HOMEWORK GUIDELINES

We believe that a planned introduction of homework as a child progresses through the elementary grades will serve to benefit the development of good study habits. This will hopefully avoid any sudden "crunch" at the upper elementary or junior high grades. On the other hand, we believe that young children need time to be just that and thus we want to avoid overdoing homework. We believe in a balanced approach to homework introduction. Your child's classroom teacher will inform you about their specific expectations.

TRANSPORTATION

It is our goal to maintain a transportation system that is both safe and efficient and to make sure each student has a safe, comfortable ride to and from school. In order to do this, each student riding a school bus shall follow the expectations listed below:

- Be at the bus stop on time. Bus drivers are not required to wait for a tardy child.
- Load the bus in an orderly manner.
- Take a seat immediately and remain seated.
- Keep aisles clear.
- Talk in low voices, using proper language.
- Keep hands, head, and all other body parts inside the bus.
- Do not eat or drink on the bus.
- Do not be destructive.
- Keep the bus clean.
- Students may be assigned seats.
- Fighting and fooling around on the bus or while waiting are not allowed.
- Students should not have trinkets hanging off their backpacks that could accidentally hit another student or get caught in the bus doors.
- Cooperate with the driver and observe classroom conduct.

Bus Disciplinary Procedures:

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

1. Upon receipt of a written report from the bus driver, the principal and/or other staff member will discuss the incident with both the driver and the student involved.
2. The principal and/or other staff member will warn the student and notify their parents in writing that a second report will mean a bus suspension for up to five days. Upon issuance of a second report, the student will be suspended from riding the bus for up to five days.
3. Should a third report be issued, the principal will suspend the bus riding privilege for up to 20 days.
4. Should a fourth report be issued, the principal will suspend the bus riding privilege for the remainder of the school year.

It is the responsibility of the parents or legal guardians to ensure the safety and well being of their child until they enter the school bus each morning and to again resume that responsibility when the child leaves the bus at the bus stop after school each day.

Students must have a note from their guardian if they would like to ride a bus to a location other than their usual drop off.

At the discretion of the bus driver, music may be played on your child's bus. Maintaining a safe, positive environment for the children is our goal.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Learning how to be a successful member of a diverse community is one of the most important elements of a child's public school education. At Braintree Elementary, we have embraced the principles of PBIS. This approach to helping students to be successful at school is based on the idea that children benefit when expected behaviors are taught explicitly, just as we teach academics, and that we respond to behavior errors in the same way that we respond to academic mistakes. In short, we are clear about what successful behavior looks like and we reteach, model, and support students who are having difficulty achieving the expected behavior.

Just as we would never punish a student for spelling a word incorrectly, punishment has no place in teaching children to understand how to learn from behavior error through reflecting, making amends if necessary, and planning what to do moving forward so that the same error isn't repeated. ALL students make behavioral errors at times. It is a learning process.

At times, there are appropriate consequences imposed for repeated behaviors when a child is struggling to put "good citizenship" rules into practice or is intentionally ignoring those expectations.. For example a child who is repeatedly inappropriate with peers during soccer games at recess, despite many discussions and second chances, may be "benched" from playing soccer for a period of time in order for them to understand the need for good sportsmanship. Parents will always be informed of repeated behavior concerns or serious consequences. However, the vast majority of minor behavior-learning situations are simply part of growing up and learning how to be a friend. Your child's teacher is your best resource for concerns about your child's specific behaviors or if your child shares a concern with you regarding a classmate's behavior.

Tapping into the symbolism of our school mascot, the Braintree Catamount, we have created an acronym to help our students remember our school wide behavior expectations - "PAWS", which stands for:

- P - Prepared for Success
- A - Attitude of Respect
- W - Willing to Help
- S - Showing Responsibility



As you will see below, every area of our building has specific behavior expectations aligned with this acronym to help create consistency and common understandings for adults and children alike.

	Prepared for Success	Attitude of Respect	Willing to Help	Showing Responsibility
All Settings	<ul style="list-style-type: none"> * Be prepared to follow instructions * Be aware of yourself and what you need to do 	<ul style="list-style-type: none"> * Respect yourself * Respect others * Respect Property 	<ul style="list-style-type: none"> * Look for opportunities to be helpful 	<ul style="list-style-type: none"> * Take care of your own materials * Take care of school materials * Follow rules!
Hallways	<ul style="list-style-type: none"> * Focus on where you are going * Be aware of what you need to do * Listen for directions 	<ul style="list-style-type: none"> * Walk at all times * Keep your hands and body to yourself * Quiet 	<ul style="list-style-type: none"> * Pick up items on the floor * Report any concerns to a teacher 	<ul style="list-style-type: none"> * Walk directly to your destination
Playground Recess	<ul style="list-style-type: none"> * Wear appropriate clothing * Go to the bathroom before recess * Know the playground rules 	<ul style="list-style-type: none"> * Include everyone; be kind; share * Respect personal space * Be a good sport 	<ul style="list-style-type: none"> * Be a problem solver * Help younger students * Pick up items left behind 	<ul style="list-style-type: none"> * Follow recess rules * Use structures as designed and safely * Take care of equipment
Cafeteria Pick up here	<ul style="list-style-type: none"> * Use the bathroom * Wash your hands * Bring what you need to lunchroom 	<ul style="list-style-type: none"> * Use Level 2 voices * Sit in one place * Ask permission if you need to get up or leave 	<ul style="list-style-type: none"> * Use good table manners * Clean up your table area even if you didn't make the mess 	<ul style="list-style-type: none"> * Eat your own food * Take your lunchbox and water bottle with you after lunch
Buses	<ul style="list-style-type: none"> * Be on time at the bus stop * Know the bus rules and follow them 	<ul style="list-style-type: none"> * Use Level 2 voice * Stay in your seat * Allow the driver to focus on driving 	<ul style="list-style-type: none"> * Help younger students follow the bus rules * Pick up any trash or lost items * Report any 	<ul style="list-style-type: none"> * Take care of your materials and make sure you don't leave anything on the bus

			bullying or other behaviors	
Bathrooms	* Ask to use the bathroom * Knock before opening the door	* Keep the bathroom clean * Flush	* Report any problems you find in the bathroom * Leave the bathroom cleaner than you found it	* Wash your hands after using bathroom * Quietly return to your next activity
On Computer or Online	*Wash hands prior to using computer *Know password *Wait for instructions	*Carry laptop in a hug *Keep water bottle on the floor *Place the computer on a level surface	*Report any problems *Offer to help others	*Respect passwords - yours and others *Follow online rules *Take care of the computer
Dismissal Room	*Have all of your materials with you and be ready to go *Be ready when your bus is called	* Sit at assigned table * Level 2 voice * Listen for directions	*Be ready to help younger students *Pick up anything left behind	*Follow adult directions cheerfully *Take care of your own materials

Certain behaviors are considered totally unacceptable and we recognize that consistency is the best approach to helping children learn from their actions. The following Behavior Rubric was developed to provide consistent consequences for those serious behaviors:

Behavior	First Time	Second Time	Third Time
Physical Aggression: Pushing, hitting, punching, grabbing, kicking, throwing objects that could harm someone or similar behaviors that result or could result in someone getting injured	<ul style="list-style-type: none"> • Reflection and Process • Complete Student Success Plan • Student phone call home • Time may be spent out of the classroom for a period of the day 	<ul style="list-style-type: none"> • Reflection and Process • Complete Student Success Plan • Student phone call home • In-school suspension the rest of the day and possibly the following day 	<ul style="list-style-type: none"> • Reflection and Process • Complete Student Success Plan • Student phone call home • Suspension the rest of the day and the following day • Team meeting with the parents/guardian
Bullying: Bullying means any overt act	<ul style="list-style-type: none"> • Reflection and Process 	<ul style="list-style-type: none"> • Reflection and Process 	<ul style="list-style-type: none"> • Reflection and Process

<p>or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:</p> <p>(A) is repeated over time;</p> <p>(B) is intended to ridicule, humiliate, or intimidate the student; and</p> <p>(C)(i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school-sponsored activity; or</p> <p>(ii) 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.</p>	<ul style="list-style-type: none"> • Complete Student Success Plan • Student phone call home • Time may be spent out of the classroom for a period of the day • Bullying reported to the VT Department of Education (DOE) 	<ul style="list-style-type: none"> • Complete Student Success Plan • Student phone call home • In-school suspension the rest of the day and possibly the following day • Bullying reported to the VT Department of Education (DOE) 	<ul style="list-style-type: none"> • Complete Student Success plan • Student phone call home • Suspension the rest of the day and the following day • Team meeting with the parents/guardian • Bullying reported to the VT Department of Education (DOE)
<p>Harassment:</p> <p>Harassment” means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, gender identity, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating,</p>	<ul style="list-style-type: none"> • Reflection and Process • Complete Student Success Plan • Student phone call home • Time may be spent out of the classroom for a period of the day • Harassment reported to the VT Department of Education (DOE) 	<ul style="list-style-type: none"> • Reflection and Process • Complete Student Success Plan • Student phone call home • In-school suspension the rest of the day and possibly the following day • Harassment reported to the VT Department of Education (DOE) 	<ul style="list-style-type: none"> • Reflection and Process • Complete Student Success Plan • Student phone call home • Suspension the rest of the day • Team meeting with the parents/guardian • Harassment reported to the VT Department of Education (DOE)

hostile, or offensive environment.			
Vandalism: Causing damage to or destroying school or another individual's private property, using graffiti on school and or private property	<ul style="list-style-type: none"> • Reflection and Process • Complete Student Success Plan • Student phone call home • Student retribution 	<ul style="list-style-type: none"> • Reflection and Process • Complete Student Success Plan • Student phone call home • Student retribution with consequences 	<ul style="list-style-type: none"> • Reflection and Process • Complete Student Success Plan • Student phone call home • Student retribution with consequences • Possible involvement of law enforcement

Consequences may be more severe depending on the severity of the actual behavior and may include criminal charges.

If your child is involved in a school discipline problem, your role as a parent becomes very important. Helping children to understand and deal with the consequences of their actions and behavior can help them grow up to be responsible adults and citizens. Students who are able to avoid the consequences of their behavior may find it difficult to acquire a real sense of responsibility.

The Philosophy

Maintaining good discipline in our elementary school is very important. When behavior in the school is positive and responsible, students learn more and teachers are able to teach better. OSSD believes the following principles create a strong framework for school expectations:

- The right of all to learn and teach
- Emotional safety for all
- Physical safety for all
- Respect for school and personal property
- Responsibility for attendance, work completion, and cooperation in the classroom and other school environments

Student Rights

All students have the right to learn in an environment that promotes:

- Intellectual development
- Emotional safety
- Physical safety
- Social development

PROTOCOL FOR ADDRESSING SCHOOL/STUDENT PROBLEMS

Parents at times will ask us who to talk to if there is a serious question, concern, or complaint regarding their child. First, please call sooner rather than later. Don't let your concerns or anger fester. Our school, as part of the Orange Southwest Supervisory District, has a step-by-step procedure in place to help you through this process.

How to address a serious school concern regarding your child:

For a concern regarding a classroom/playground/cafeteria issue, speak first directly with the supervising teacher. Ninety-nine percent of parent concerns are resolved at this step! Call as soon as you have the concern!

If your concern is not resolved, or it is a bigger issue outside of your child's classroom, have a conversation with the principal. The principal may include teachers or other staff members to participate in this discussion. Transparency and trust are critical to all of us working together as a team to support your child.

If you still do not feel your concern has been adequately addressed, the next step is to set up a meeting with the Superintendent of Schools, Layne Millington. Before meeting with you, he will speak with the principal and any other relevant staff members to understand the scope of the problem and to be sure the previous steps have been followed.

If, after speaking with the superintendent, you still feel that your concern has not been addressed, you would then request that the superintendent set up a meeting with the School Board chair to further discuss the issue.

HEALTH SERVICES

School Nurse

A school nurse visits Braintree every Monday, Wednesday, and for a half day on Friday. Her office is located in the main office suite and is well equipped for routine school health care. Minor health issues (band aids, aspirin, etc.) are handled by the Administrative Assistant in the nurse's absence. The school nurse or Administrative Assistant sees many students each day for chronic health needs, illnesses, injury and medication administration. The School nurse does vision and hearing screenings each school year. She also checks for communicable disorders such as head lice. The nurse visits each classroom each year to discuss personal safety. She also conducts human growth and development classes on puberty with 5th and 6th graders. The school nurse welcomes parents to call or visit to consult and discuss any health concerns they may have regarding their child. The American Academy of Pediatrics recommends your child have a wellness visit once a year with their primary care physician.

Medication

If your physician requests that your child receive medication at school, the

medication needs to be in the original pharmacy container (the pharmacy can give you a second bottle for school) and accompanied by a Prescription Medication Order Form signed by your physician. An adult must transport to and from school the medication. On field trips, individual doses will be packed by the nurse and sent with the classroom teacher or individual assistant to administer. These adults will receive complete instructions on the medication and its administration. Non-prescription medication may be administered if the parent/guardian completes a Non-prescription Medication Permission Form and returns it to us with the desired medication.

Immunizations

Vermont's immunization law requires vaccination of all children enrolled in childcare or school. Immunizations protect both individuals and the community. An official immunization record must be presented to the school upon admission.

During the 2012 legislative session, changes were made with regard to Vermont law that allows for immunization exemptions. In order to claim a medical exemption, the child's health care provider must complete a medical exemption form annually.

When to Stay Home

- **If your child has COVID or flu-like symptoms please stay home and contact your child's physician or the school nurse. If your child tests positive they should stay home for five days and then mask for the next five days at school.**
- We are all responsible for the health and safety of our students. Please reference the following list of symptoms that will help determine whether your child needs to be kept home from school:
 - Fever >100.4 degrees, currently or within previous 24 hours
 - Diarrhea or vomiting, currently or within previous 24 hours
 - Persistent sore throat with fever or enlarged tonsils/glands
 - Undetermined rash
 - Red, itchy eyes with drainage
 - Severe persistent cough
- Please do not send your child back to school until they have been symptom-free of the list above for at least 24 hours. Adhering to these guidelines will help to keep all of our students and staff members healthy throughout the school year.
- Children learn their best when they are well rested, feel well, and have eaten a healthy meal. Children who have a fever, symptoms of vomiting or diarrhea, acute viral symptoms or severe persistent cough will be sent home to rest and receive care by their families.
- If you have any questions, please take a look at the [Vermont Health Department Guidance](#) for more helpful information on prevention, testing and protocols if you have tested positive.

Head Lice

Head lice can be a nuisance but they have not been known to spread disease. Our goal is to educate and support families in controlling and eliminating head lice, decrease school absenteeism related to lice management and to maintain student privacy.

Procedures For Head Lice Detection And Management At School

When a student is found to have live lice:

- The parent/guardian will be notified by phone, the student may remain in school to the end of the day and a letter will be sent home regarding treatment.
- The parent/guardian will be instructed that the student should be treated before returning to school.
- Parents/guardians are reminded to remove nits as possible and retreat 8-10 days or as suggested by manufacturer's labels.
- Follow up head checks will be done by the school nurse to conform lice management efforts.

When a student is found to have nits present (no live lice detected):

- The parent/guardian is notified and encouraged to remove nits as possible and monitor for live lice.
- Information about head lice will be sent home with the student.

*Full Classroom screenings for head lice are NOT done: "Current evidence does not support the efficacy and cost-effectiveness of classroom or school-wide screening for decreasing the incidence of head lice among children " (CDC, May 2007).

Notification Procedures:

- Notification of nits or live lice will be given to the parent/guardian of the affected student.
- Classroom Notifications are NOT done with typical head lice cases. (NASN Position statement)
- In unusual cases, the school nurse and in consultation with the school principal, may consider sending a classroom notification letter for a high number of identified cases of head lice.

School Health Clinic

Our school health clinic, in partnership with Gifford Medical Center, is staffed by Gifford nurse practitioner Kathleen Bryant and the school nurse. The purpose of this program is to provide quality healthcare in a friendly setting, at a time that is convenient to the student and family. The OSSD School Health Clinics are open and available to ALL students, including sending school students. The clinic will be available on a rotating schedule a few days a week in each school.

Health Hub Dental Van

HealthHUB is a nonprofit organization with a mission to improve access to healthcare. HealthHub's Dental Hygiene trailer, in collaboration with Gifford Health Care, will be visiting RES twice a year. Students from Braintree would be bused to RES for the following services: dental cleanings, oral evaluation, necessary x-rays, fluoride treatments and sealants. Students are eligible if they have NOT had their teeth cleaned within the last 6 months. Your dental insurance, including Medicaid, will be billed or you may self-pay. The fee schedule is posted on the HealthHUB website at healthhubvt.org.

Injury

Please notify the school nurse of any significant injury your child receives at home. Should your child be injured at school, he/she should report it to an adult. The child will be referred to the school nurse for treatment and assessment. If there is a question of serious injury, the parent will be contacted. If it is an emergency, an ambulance will be called for treatment at our local facility.

Annual Health Questionnaire

Each school year parents will receive an Annual Health Questionnaire. This enables us to have current information regarding your child's latest health needs, who to call in case of illness or injury and whether you would like your child to be able to receive Tylenol should they request/need it. Please help us by filling it out promptly. Parents should also inform the school of a change in phone number, place of employment, or emergency contact so we can reach you in case of emergency.

FOOD SERVICE PROGRAM

Our schools are committed to providing nutritious, well-balanced breakfast and lunch meals to all students.

2022-2023 school year- Breakfast and Lunch are free for all students this year.

Students eating breakfast at school should plan to arrive between 7:20 and 7:40 a.m. In addition to this program, all students are scheduled for a twenty-minute lunch period with their classmates which is connected to a recess period.

Expected Lunch behavior

- Hands are to be washed properly
- Wait quietly in line
- Be polite and use your manners (please and thank you)
- Do not share your food with other classmates (for health and sanitary reasons)
- When you are finished eating:
 - Place your dishes and silverware in the washing bucket or plasticware and paper in the trash
 - Uneaten food is to be placed in the compost

RECESS AND PLAYGROUND GUIDELINES

Recess is a vital part of the elementary school program. It is a time set aside for children to develop social skills in a semi-structured setting. Whenever possible, students go outside for their recess time. Factors such as weather, the outside

temperature, wind-chill and the conditions of the playground are considered before a decision to go outside is made. Students must come dressed appropriately for the weather.

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

EMERGENCY NOTIFICATIONS

OSSD uses the BlackBoard Rapid Notification Service to enhance parental communication. This service allows us to send a voice message to ALL of our students' parents on ALL of their contact numbers within minutes.

We anticipate using this service for

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

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

EMERGENCY SCHOOL CLOSINGS

When conditions warrant it, the Transportation Supervisor travels roads and contacts the town road foreman to help decide whether or not to close school. The superintendent will make the decision by 6:00 AM, if possible, and report to WCVR -- AM 1320/FM 102.1, WDEV -- AM 550/FM 96.1, WSKI -- FM 104.7, and Z97 -- FM 97.1. You will receive notification of school closings from our BlackBoard Rapid Notification Service.

Occasionally, it may be necessary to close school early for various reasons. When this decision is made, it will be reported to these radio stations, and the BlackBoard Rapid Notification Service will be used as soon as possible. Please talk with your children about procedures to follow in case school is closed early. Be sure you have completed an Emergency Early Dismissal form indicating what your child is to do. **It is important to keep all emergency information up-to-date.**

EMERGENCY RESPONSE PLAN

As we have seen in recent years, school violence can happen anywhere, even in rural Vermont. Schools are required to be prepared as much as possible for situations where we may have to act quickly to protect students and staff. Each school creates

a School Crisis Plan to provide specific direction in the event of an emergency. The plan is developed and updated yearly by a team of teachers, administrators, the school nurse, guidance counselor, and our facilities manager. The team gathers information from our local police and rescue as well as planning facilitators provided by Homeland Security, to ensure that the plan is flexible enough to respond to a variety of potential crises – including fires, severe weather events, power outages, chemical spills, or intruders. All school staff are trained to implement this plan.

The experts have taught us that there are three basic initial responses that apply in most crises: Clear the Halls, Secure the Building, and Evacuate the Building. We practice one of these responses monthly to keep our skills sharp. These drills help our students learn how to respond instinctively and without question when an alarm sounds, which may be critical in the event of an actual emergency.

ITEMS NOT ALLOWED ON SCHOOL GROUNDS

Due to their dangerous nature, the following items are not allowed on school grounds: guns, knives or other sharp objects, any kind of weapon, including toys. Parents are requested to assist the school by not allowing your child to take such items to school. These items will be confiscated if found at school and may be picked up by parents.

Weapons, alcohol, tobacco, unauthorized drugs, or other such items are also forbidden in school. Parents and visitors should be aware that the use of tobacco on school grounds is a violation of state law and is therefore prohibited.

TELEPHONE

We are fortunate to have a voice mail system in our school. You may call during the school day or after hours to leave a message for any staff member. If your call is of an emergency nature, please let the receptionist know how she can help. Please keep in mind that we do not want to disrupt classroom teachers while they are teaching. While most often we are able to answer the phone, there may be occasions when you are prompted to leave a message or no one answers the phone. Please feel free to call back in a few minutes when someone has returned to staff the office phone system.

Students are only allowed to use the phones with special permission, and are not allowed to use them to arrange after school visits with friends. We ask for your assistance in helping your child plan ahead.

ELECTRONIC RESOURCES

Students and staff use a variety of electronic resources such as the Internet to support their learning and to enhance their knowledge of information technology. The following are examples of appropriate student activities:

- Searching for information using approved search engines
- Participating in supervised web-based projects
- Using electronic resources and software (digital camera, word processing application) for school projects

- Reading daily news or using other real-time resources

The OSSD has developed a policy establishing guidelines for appropriate use. Use of electronic resources is a privilege that can be taken away if these guidelines are not followed.

ACCEPTABLE USE OF ELECTRONIC RESOURCES

The increasing use of information technology has fundamentally changed the classroom and workplace. The Internet, Intranets, cellular telephones, fax machines, digital cameras and email have transformed data management and communication. Users utilize this valuable resource in many innovative ways.

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

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

There are two usage types: Acceptable and Unacceptable

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

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

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

- Use, copy, or otherwise access anyone else's files without authorization.
- Use the OSSU information technology infrastructure for activities that contravene the law, any existing School District policies, or regulations.
- Use any part of the OSSU information technology infrastructure for personal financial gain.
- Infringe copyright or proprietary rights.
- Access abusive or pornographic Internet sites, or provide information about such sites to others, except to help avoid such sites.
- Permit unauthorized access.
- Create or propagate computer viruses.
- Damage files, equipment, software, or data belonging to others.

- Use or attempt to use unauthorized access methods or abilities.
- Compromise the privacy or personal data of any member of the OSSU.
- Damage the integrity of a computer system, or the data or programs stored on a computer system.
- Bring OSSU into disrepute.
- Disrupt the intended use of system or network resources.
- Put unjustifiable demands on OSSU infrastructure.
- Facilitate unauthorized access attempts on other computer systems.
- Result in the uploading, downloading, modification, or removal of files on the network for which such action is not authorized.
- Unauthorized downloading of anything that requires a fee for any service or program. Persons doing so are liable for any and all charges.
- Use the computer to annoy or harass others.

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

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

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

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

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

PERSONAL ELECTRONIC DEVICES

Students are not permitted to use personal electronic devices for entertainment during the school day (including cell phones, MP3 players, etc.). If a student brings such a device to school, it should be turned off and stored in a backpack. There may be some exceptions to this rule with teacher permission only if these items are used for educational purposes. These devices may be confiscated and returned to parents if they are being used inappropriately. Students do not need a phone at school. They are permitted to use a designated phone in the office if they need to call a parent/guardian.

Personal electronic devices will only be allowed in school if they do not create a distraction. The school reserves the right to ban such items if there is a problem.

Teachers may choose to allow the use of certain devices on field trips when there is a

long bus ride. This is at the teacher's discretion and may include certain rules that must be followed.

The school is not responsible for lost, stolen, or damaged electronics that students bring to school or on a field trip.

CLOTHING EXPECTATIONS

The way students dress when attending or representing the school, affects the opinion of all with whom they come in contact. We expect that student clothing will be clean; cover all private body parts and undergarments; be appropriate for the weather; be safe and respectful of themselves and their school. Clothing with sexual innuendos, violent or offensive language, pictures, or symbols is not appropriate. Hats and sunglasses may not be worn inside the building. If at any time, a staff member feels that an article of clothing does not meet these clothing expectations, students may be required to cover the clothing or change into something that we provide. Your role, as a parent, is to be sure that your child's clothing is appropriate for elementary school.

Your child has recess daily and scheduled PE classes, so please be sure that they wear or bring sneakers to participate in lots of fun physical activity. During the winter months, students are expected to have appropriate outdoor clothing.

LOST AND FOUND

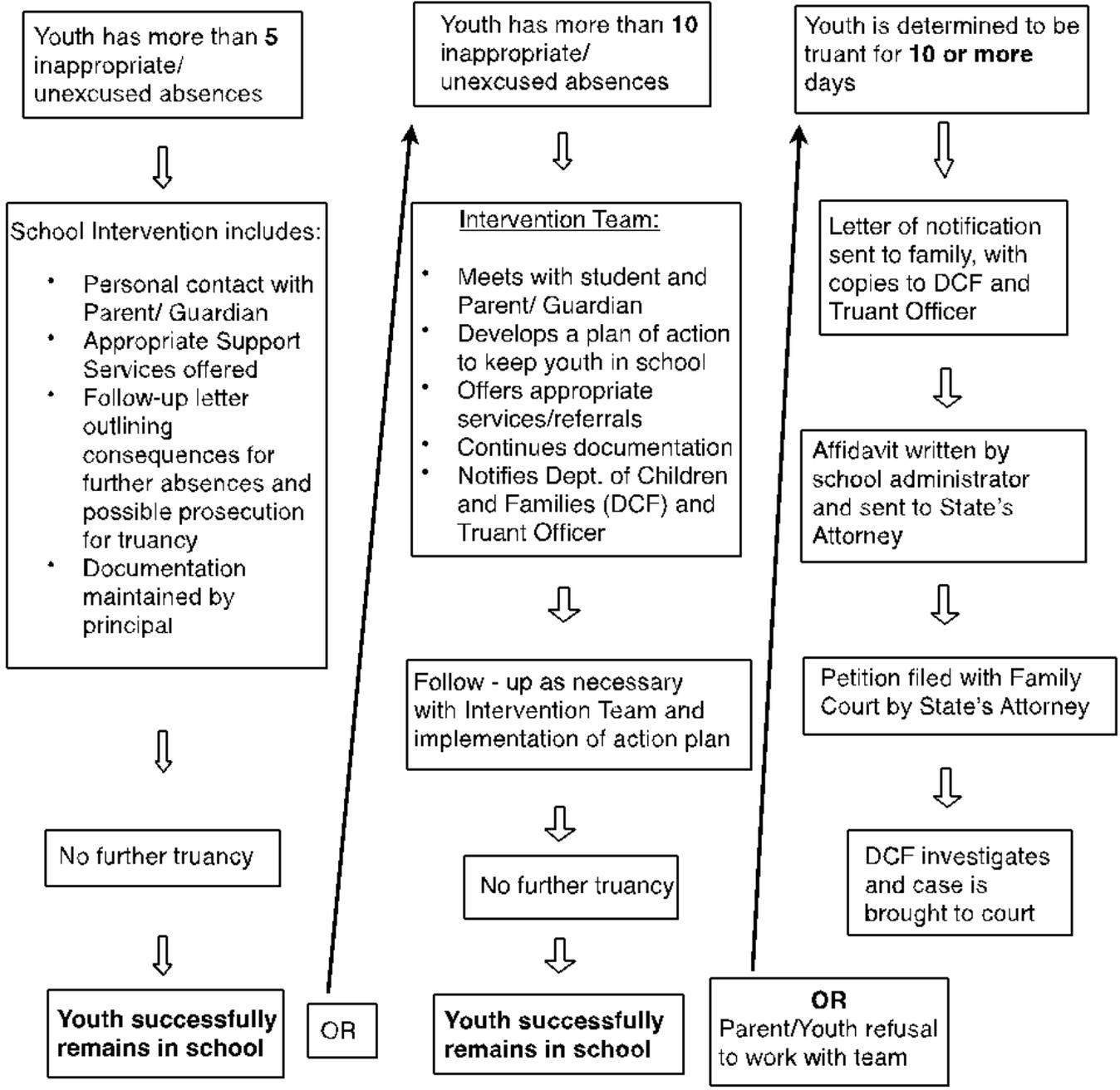
Please mark everything your child brings to school. This helps to prevent loss of personal items. Please check your child's classroom and the Lost and Found bench. Any items not claimed will be brought to the Thrift Shop.

JEWELRY

Jewelry worn by students should be appropriate for school. No spikes or sharp protrusions (including belts). Any jewelry that is a symbol (peace sign, cross, etc.) should be appropriate for school. Students may be asked to remove some jewelry during PE for safety reasons (such as large hoop earrings). Students should not wear or bring expensive jewelry to school. The school is not responsible for lost or stolen jewelry.

ATTENDANCE/TRUANCY PROTOCOL

Staying in school is the first step to a good education. Students cannot learn if they are not in school. Absences from school for any reason (illness, vacation, religious holidays, family deaths and others) affect a student's ability to learn and succeed. Truancy is inappropriate absence from school, which is defined as unexcused or insufficient excuse for absence. After five absences, this procedures will be followed:



*Districts utilize their own interventions and contacts with students and families prior to beginning the process. This ensures that the students and families have been informed of the attendance policy. The onset of this process is left to the individual school's discretion.