

CHAMBERLIN SCHOOL

262 White Street South Burlington, Vermont 05403

802-652-7400

Web Site www.sbschools.net

fax 802-658-9048

2016-2017 Family Handbook



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Chamberlin School Mission Statement

*Welcome to Chamberlin School
A Special Place...*

Where the pursuit of lifelong learning is nurtured by the active participation of students, parents, and teachers.

Where caring and concern for one another foster responsible citizenship.

Where everyone is encouraged to be a part of a warm, supportive, growing family.

South Burlington School District

MISSION

The mission of the South Burlington School District, a community committed to excellence in education, is to ensure that each student possesses the knowledge, skills, and character to create a successful and responsible life. We will do this by building safe, caring, and challenging learning environments, fostering family and community partnerships, utilizing global resources, and inspiring life-long learning.

ENDS POLICY

1.0 Global Ends Statement

Students successfully complete their education from the South Burlington School District ready for their next step. They will show cultural and academic competence appropriate to grade and developmental capacity. All graduates will be prepared for college, career, or individually determined next steps. The ends will be met at a cost that the community will support.

1.1 Disposition for Life-long Learning - Students will demonstrate the ability, knowledge, and skills to adapt and succeed by:

1. Demonstrating independent thought, curiosity and creativity
 2. Responding to the varying demands of audience, task, purpose, and discipline
 3. Gathering and analyzing data to construct viable arguments and critique the reasoning of others
 4. Generating alternatives and considering options and different perspectives
 5. Solving problems and making decisions based on knowledge, thoughtful debate, and reason
 6. Cooperating and collaborating, and leading others
-

1.2 Academic Proficiency - Students actively participate in a full and enriching academic experience that includes language and literature, math, science, social sciences, the arts and design, technology, world language, and health and wellness. Students demonstrate proficiency within these courses by:

1. Building strong content knowledge consistent with state-approved standards and district-approved curriculum
2. Comprehending, interpreting, and evaluating a wide range of written material, resources, and information
3. Writing in a clear, concise, and organized manner
4. Actively listening and responding with evidence to ideas, concepts, and opinions
5. Expressing themselves creatively and effectively in a variety of forms
6. Using technology, mixed media, instrumentation as appropriate
7. Effectively solves problems, while attending to precision

1.3 Personal Development - Students will use self-awareness and interpersonal skills to effectively enhance their own performance and collaborate with others by:

1. Developing an awareness of their individual learning style, passions, and interests
2. Clarifying goals, aspirations, and post-secondary plans
3. Building capacity to make informed and healthy decisions/choices
4. Living responsibly with confidence, resilience, and adaptability
5. Demonstrating effective time management and organizational skills
6. Building supportive relationships and respectfully advocating for self and others

1.4. Citizenship - Students will understand the impact of history, government, law and the economy on self and society in order to contribute to their community and participate in local, state, and federal government in an informed manner by:

1. Understanding and expressing how diverse cultures and people enrich the human experience
 2. Engage others with honesty, humility, kindness, and good humor
 3. Demonstrate respect for self, others, and the environment
 4. Supporting, participating, and/or initiating socially responsible actions to benefit the local and global community
 5. Practicing ethical behavior in all environments, including as a participant in the digital community
 6. Being proud of our shared experience and having fun along the way
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SOUTH BURLINGTON SCHOOL DISTRICT
TITLE VI, SECTION 504, TITLE IX
AND ALL FEDERAL REGULATIONS PROMULGATED THEREIN
NONDISCRIMINATION STATEMENT

The South Burlington School Districts will not unlawfully discriminate against nor exclude from participation in, nor deny the benefits of any program or activity to any person or group on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, or marital status. The following Notice shall be published annually by means that provide effective notice.

Notice of Non-Discrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the South Burlington School District, are hereby notified that this District does not discriminate on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, or marital status in admission or access to, or treatment or employment in, its programs and activities.

A person has been designated by the South Burlington School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other non-discrimination laws or regulations. The designated coordinator is:

Joanne Godek, Director of Educational Support Services
South Burlington School District
500 Dorset Street
South Burlington, VT 05403
(802) 652-7392

Chamberlin School 2016-2017 Calendar of Events		
2016		
August 30	Tuesday	School Open House 1:30 pm - 3:00 pm
August 31	Wednesday	First Day of School
September 5	Monday	Labor Day - No School
September 7	Wednesday	PTO Product Fundraiser Begins
September 13	Tuesday	PTO Meeting, 6:00 PM
September 17	Saturday	PTO Harvest Festival 1-4 PM
September 19	Monday	Burlington Taiko Assembly for Artist in Residence
September 19-29	Monday-Thursday	Burlington Taiko Residency at Chamberlin
September 21	Wednesday	PTO Product Fundraiser Ends - orders are due
September 29	Thursday	Artist in Residence Evening Performance at SBHS Auditorium, Time TBA
September 30	Friday	Picture Day
October 5	Wednesday	International Walk to School Day
October 7	Friday	Popcorn Friday -50 cents (5th Grade Fun Day), and Movie Night (7:00 PM)
October 11	Tuesday	PTO Meeting, 6:00 PM
October 13	Thursday	Open House
October 21	Friday	No School - Teacher Inservice
November 2	Wednesday	Early Release 11:30 am - In-service for teachers
November 4	Friday	Popcorn Friday - 50 cents (5th Grade Fun Day)
November 11	Friday	Retake day for pictures, PTO Movie Night - 7:00 PM
November 15	Tuesday	PTO Meeting, 6:00 PM
November 17	Thursday	PTO Coupon Book Fundraiser Begins
November 16-22		Scholastic Book Fair
November 21-22	Monday/Tuesday	No School - Parent/Teacher Conferences
November 23-25	Wed/Thurs/Fri	No School - Thanksgiving Recess
December 2	Friday	PTO Coupon Book Fundraiser Ends
December 2	Friday	Popcorn Friday - 50 cents (5th Grade Fun Day)
December 9	Friday	PTO Movie Night - 7:00 PM
Dec. 23- Jan. 2	Friday, Monday-Friday, Monday	No School - Early Winter Break
2017		
January 3	Tuesday	Return to School
January 10	Tuesday	PTO Meeting, 6:00 PM
January 13	Friday	Popcorn Friday - 50 cents (5th Grade Fun Day)
January 16	Monday	No School - MLK Day
January 20	Friday	PTO Movie Night - 7:00 PM
February 1	Wednesday	Early Release 11:30 am - In-service for teachers
February 3	Friday	Popcorn Friday - 50 cents (5th Grade Fun Day)
February 7	Tuesday	PTO Meeting, 6:00 PM
February 16	Thursday	Family Night and Pasta Dinner
February 27 - March 7	Monday-Tuesday	No School - Winter Break & Town Meeting Day
March 8	Wednesday	Return to School
March 10	Friday	Popcorn Friday - 50 cents (5th Grade Fun Day)
March 14	Tuesday	PTO Meeting, 6:00 PM
March 15	Wednesday	Early Release 11:30 am - In-service for teachers
March 17	Friday	PTO Movie Night - 7:00 PM
April 7	Friday	Popcorn Friday - 50 cents (5th Grade Fun Day)

April 3-7	Monday-Friday	Scholastic Book Fair
April 6-7	Thursday/Friday	Early Release 11:30 am - Parent/Teacher Conferences
April 11	Tuesday	PTO Meeting 6:00 PM
April 24-28	Monday-Friday	No School - Spring Break
May 5	Friday	Fun Run Assembly
May 9	Tuesday	PTO Meeting - Election of Officers, 6:00 PM
May 12	Friday	Fun Run
May 29	Monday	No School - Memorial Day
June 14	Wednesday	5 th Grade Celebration-7:00 pm
June 16	Friday	Last Day of School $\frac{1}{2}$ day dismissal at 10:30

Chamberlin School

Faculty and Staff 2016-2017

Principal

Holly Rouelle

Office

Adam Bagdon, Behavior Facilitator
Sara Kruk, Behavior Facilitator
Rose Dattilio, Administrative Assistant

Health Services

Kerry Farrell, RN - School Nurse
Tami Candib, LPN

Guidance

Dean Melen, Counselor

Classroom Teachers

Tina Brown-K	Kathy Buley-3
Kathy Murphy-K	Chris Provost -4
Nancy Rogers-K	Cindy Tan-4
Renae Preska-1	Suzanne McKegney -5
Jennifer Boudreau-1	Denise Parker-5
Maryanne Routhier-1	
Pamela VandeGraaf-2	
Sally Zimmer -2	
Keelin Simpson-3	

Integrated Arts

Cally Flickinger, Media Specialist
Joannie Wales, Art
Lisa Finlayson, Music
Tommy Hamlin, Physical Education

Student Support Services

Special Educators: Craig LaPine, Glenn Patterson,
Jessica Stevens, Eva Gonova
Speech/Language Pathologist: Krista Shea
School Service Clinician: Amanda Schauwecker
Administrative Assistant: Sylvie Elliott
Literacy Specialists: Jane Dall, Laura Payson
English Language Learning: Jennifer Opel
Mathematics Specialist: Stephanie Hockenbury

Paraeducators/Interventionists

Julie McLane	Suzanne Grocki
Cathryn Blanchard	Nicole Palmer
Karen Jette	Peggy Campagna
Gail Welch	Autumn Rakowitz
Jennifer Hurst	Lisa Rundle
Katie Reed	Michele Donahue
Judy Poor	

Custodians

Diane Lampman, Head Custodian
Ed Parent
Jeff Hendee

Student Supervision

Kristine Rotunno, Recess
Brenda Wells and Corrie Poor, Lunch

South Burlington Board of School Directors

Patrick LeDuc, Chair
 9 Woodbine Street
 South Burlington, VT 05403
 Home: 862-2856

Julie Beatty, Clerk
 59 Dorey Road
 South Burlington, VT 05403
 Home: 862-9627

Bridgette Burkhardt
 18 Moss Glenn Lane
 South Burlington, VT 05403
 660-3648

Martin LaLonde, Clerk
 304 Four Sisters Road
 South Burlington, VT 05403
 Home: 863-3086

Ms. Elizabeth Fitzgerald
 95 Holbrook Road
 South Burlington, VT 05403
 Home: 865-4554

The Board of School Directors meets on the second and fourth Wednesday of each month. Parents and members of the community are urged to attend. A schedule for special meetings is available on the SBSD website, (www.sbschools.net).

Administrators

David Young, Superintendent	652-7252
Stuart Weiss, Director of Instruction	652-7391
John Aubin, Business Manager	652-7055
Joanne Godek, Director of Educational Support Systems	652-7392
Holly Rouelle, Principal of Chamberlin School	652-7401

ABSENCES/TARDIES

It is important to establish a pattern of regular school attendance. **All children should be in school by**



8:05 AM (Students may not arrive before 7:55 AM unless they are having school breakfast which is served at 7:45.) If your child is going to be absent or tardy, please telephone us by 8:00 AM. Dial 652-7400 and press 1 to leave an attendance message or press 2 to get the Admin. Assistant, Rose Dattilio. If we don't hear from you by 8:00 AM, the Admin. Assistant will telephone you to confirm the absence. Your child's safety is our primary concern. *Please inform us in writing if your child needs to leave for an appointment during the day, or has any other change in his/her schedule.*

Any student who is not in his/her classroom by 8:05 AM will be considered tardy. It is very important that all children be in school on time each day. If they are not, valuable learning time is lost. If a pattern of absenteeism/tardiness develops, you will receive a communication from the principal for every 5 days of absence/tardiness, as required by the Chittenden County Attendance/Tuancy Policy. At 20 days of absence, outside agencies are notified (School Resource Officer, Department of Children and Families, etc.). http://education.vermont.gov/documents/chittenden_packet.pdf

AFTER-SCHOOL CARE

"School's Out" is the District's after-school child care program. The program, designed to serve 75-110 children, offers students a wide variety of choices each day. Activities may

include creative problem solving, arts and crafts, traditional and non-traditional sporting games, drama, homework club, and field trips. Vacation and summer camps will be available; they require separate enrollment and fees. **Please contact Al Monniere, at 598-8177 or amonniere@sbschools.net for more details and registration information.** The program is highly desirable; there may be a waiting list at the time you wish to enroll.

ANIMALS AT SCHOOL

Since many animals pose health and safety risks (such as rabies and allergies) to children and adults, *we*



request that you do not bring any animals into the school building or onto the school grounds at any time. The Vermont Department of Health strongly suggests that all schools follow this safety guideline very carefully.

BIRTHDAYS/PARTIES/ SNACKS

Each classroom has its own way of recognizing birthdays. Please check with the teacher if you wish to provide a special snack. Any snacks offered as a community event (birthdays,



class parties, etc.) needs to follow the Smart Snack federal guidelines including less than 200 calories a serving, no more than 35% fat, no more than 10% trans fat, and no more than 35% sugar. Ideal snack offerings must either be rich in whole grains, contain at least a quarter cup of fruit and/or vegetables, have a fruit, vegetable, protein food, or dairy product as the first ingredient, or contain 10% or more of the percent daily value of potassium, dietary fiber, vitamin D, or calcium. You can find more information about our SBSB Healthy Schools program, as well as great ideas on healthy snacks, on the district home page on the side bar under "Healthy Schools" and then "Wellness" from the drop-down menu. Instead of cupcakes or cookies, please consider a healthier muffin or fruit option. ***We ask that you mail after-school party invitations if all class members are not invited. When they are handed out in school, feelings are hurt if not all are included.***

BULLYING & HARASSMENT

All schools in Vermont are required to develop policy (SBSB Board Policy 7.12) that is in compliance with Vermont Statutes, Act 117 and Act 91, the "anti-bullying and harassment" laws.

At Chamberlin School we expect the use of kind words and actions at all times. Disrespectful behavior will not be tolerated. This means no bullying or harassment. Examples of bullying are repeated name-calling, teasing, excluding, or threatening behaviors that hurt someone's feelings. It also includes hitting, kicking, or hurting others physically. Harassment means that someone offends or hurts another person's feelings because they think that a person is different. Examples would be saying hurtful things about skin color, gender, religion, or a disability. These examples could also happen using technology (e-mail, text, social media, etc.), which would be considered cyber bullying or cyber harassment.

If any student thinks that s/he is being bullied or harassed, s/he should:

- Tell the person to **STOP**.
- If it doesn't stop, tell an adult right away. At school, you could tell your teacher, counselor, or principal.
- **DO NOT** keep your feelings and concerns to yourself.
- **DO NOT** try to get back at the person.

All instances of bullying and harassment that impact student learning will be promptly investigated. This may also include events that occur when school is not in session. Reports of harassment and bullying can be made to Holly Rouelle, Principal, or Dean Melen, Guidance Counselor.

BUS PROCEDURES AND RULES

Students should be out at the bus stop 5-10 minutes before bus arrival time and wait for 5-10 minutes after arrival time. Schedules vary due to the number of riders and road conditions.

The bus driver may assign seats at his/her discretion. Objects such as books, backpacks, musical instruments, etc., should be held on the lap or stored under the seat. Students may not bring anything dangerous or disruptive onto the bus. All food should be in proper containers or backpacks.

Serious or repeated disciplinary incidents will be reported, and bus write ups will be mailed home. The behavior facilitator and/or principal will meet with the student and parent/guardian, when necessary, for corrective action. Serious and/or ongoing problems will result in suspension of bus-riding privileges. Three bus write ups will result in a 3-day bus suspension. An additional three write ups will result in a 5-day bus suspension. Parents/guardians may be held responsible for the cost of repairing damage done to the bus by their children.

Basic rules following our school wide expectations, Be Respectful, Be Responsible, Be Safe, are:

1. Stay seated at all times.
2. Keep you hands and feet to yourself and inside the bus.
3. Kind words and quiet voices.
4. Follow the bus driver's directions.
5. Do not eat or drink on the bus.
6. Do not damage the bus.



CLASS PLACEMENT

Our goal is to have a timely process that results in balanced classrooms at all grade levels. Parent and teacher inputs about the needs of each child are gathered in April. Grade level teams (teachers, principal, guidance counselor, and student support services) meet in May to draft class lists. We have a "Step-Up Day" just prior to our last day of school. Children visit their grade level for the

following year. Families will receive letters over the summer naming their children's individual classroom teachers.

COMPUTERS

All K-2 classrooms at Chamberlin School now have 2 - 5 workstations,



and grades 3-5 will have individual Chromebooks for every student. In addition, we also have a computer lab in our library. These computers are Internet accessible. Each classroom will set up its own account so those students can use the Internet as a resource in their program of studies. Our district recognizes that electronic networks are important for student learning. Parents will need to sign a **Permission Form for Student Participation in Internet Projects and Activities** (which will be sent home in the opening day packet). We expect that students will use the Internet responsibly and in accordance with South Burlington School District rules and regulations. At the elementary level, teachers carefully monitor student use of the Internet at all times. Other forms of technology, such as laptops, iPads and SmartBoards, are also used as learning tools at Chamberlin School.

CONFERENCES AND REPORT CARDS

South Burlington School Districts elementary report cards are standards based and aligned with the Common



Core State Standards (CCSS). They are sent home in January and June. Parent/teacher/student conferences occur in November and April. You will be contacted and a conference will be scheduled at a mutually agreed upon time. You may also request a conference at any time by calling your child's teacher. Parent-teacher communication is important in your child's education and we look forward to talking with you to learn more about your child as well as to share information from school.

CURRICULUM, STANDARDS, AND ASSESSMENT OF STUDENT PERFORMANCE

The South Burlington School District and the state of VT have adopted the Common Core State Standards (CCSS) in Mathematics and English Language Arts and the Next Generation Science Standards (NGSS), which demand



rigorous teaching and learning of knowledge and skills for college and career readiness. South Burlington School District staff have high expectations in the following areas:

- WHAT students learn
- HOW students learn
- How to MEASURE student learning.

A plan we create for "what" students learn is called curriculum, and plans for "how" students learn are called instruction (the provision of many and varied learning opportunities). Equally important is the measurement of how much and how well our children learn. These measurements are called assessments.

Setting educational goals and deciding what we will measure provide us with strong guidelines that strengthen student learning. If you have any questions or comments about curriculum, standards, and assessment, please feel free to contact your child's teacher and/or the principal.

DRESS

School dress should be appropriate for the weather and active



lives of young children. Sneakers and pants are best for Physical Education days. Shoes must be worn at all times and should give adequate protection against sharp objects. Many students wear outdoor boots all day in school because they have forgotten their shoes at home. If your child tends to have this problem, you might want to keep a pair of shoes here at school.

Hats, mittens, snow pants (K-2) and boots are required for outside recess during the winter months. A change of clothes in your child's cubby would be appreciated. **Students go outside every day unless the temperature and/or wind chill factors are below zero.** Shorts and tank tops are appropriate for hot weather, but halter-tops, spaghetti straps and shirts that do not cover the midriff are not allowed. **(How to check length of shorts and skirts: your skirt or shorts should be at least as long as your fingertips when your arms are at your side).** T-shirts should display appropriate, respectful language and graphics. Any jewelry (e.g., studded bracelets and necklaces) that could injure another person cannot be worn to school. **Hats will be worn outside only.**

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM - ACT 51

Vermont law requires a sequential alcohol and drug abuse prevention education curriculum be fully implemented in all schools.



Our Skills for Growing curriculum meets Act 51 requirements.

D.A.R.E., Drug Abuse Resistance Education, is presented to all students by the South Burlington Police Department's DARE officers. Grade 5 has weekly lessons for a semester, followed by a DARE graduation.

The School Board has a substance abuse policy that applies to any occurrence on school property or at a school sponsored event. It clearly prohibits the purchase, use, possession, being under the influence, possession of devices specifically or reasonably associated with alcohol or drug use and the refusal of a student to cooperate fully when a probable violation has occurred. Parents are notified immediately in the event of a violation. The full policy is available to parents online at www.sbschools.net. The board policy applies to students, employees and others acting in a capacity such as chaperone or volunteer.

Chamberlin School has a referral procedure for any child who is distressed over a problem that may be drug-related, including the drug abuse of a family member. We can provide information and support to families seeking outside assistance with drug or alcohol related problems.

ENGLISH LANGUAGE LEARNING

See Student Support Services

EXPECTATIONS FOR BEHAVIOR... "THE THREE BE'S"

Chamberlin Expectations

1. **Be Respectful**
2. **Be Responsible**
3. **Be Safe**



All students are expected to act in accordance with accepted standards of good behavior and to help maintain an atmosphere in which all may learn together. We strive to teach responsible behavior and self-discipline to our young children. To do this, we believe in the following:

- School should be a happy, successful place where children want to be.
- Each person has to learn to be responsible for his/her own behavior.
- The enforcement of reasonable rules increases a student's ability to cooperate and associate successfully with others.

In our school community we work to support each student's social, emotional and academic needs. We have developed a school-wide plan to ensure that each student feels safe and respected. Our school-wide plan is based on the principles of Responsive Classroom and

Positive Behavior Interventions and Supports (PBIS). Expectations will be specifically taught and students will be reinforced for positive behaviors through a school wide incentive system. For more information on PBIS, visit www.pbisvermont.org.

School rules apply on school grounds and at any event where students are representing the school. Students are expected to respect one another and staff members at all times. To see the expectations for each school setting, please refer to the Chamberlin School Behavior Expectations matrix that we use for teaching positive behaviors at the end of the handbook.

Misbehavior has been divided into two categories: major and minor. Minor behaviors are addressed in the classroom setting. Major behaviors are referred to the CARE Team (Caring Adults Responding Effectively) which consists of the principal, behavior facilitator, special educators, and guidance counselor. The principal has the authority and responsibility to maintain an atmosphere conducive to learning through fair and consistent application of district policies and procedures. Using a PBIS system, we have developed a range of responses for levels of behaviors, with a focus on natural consequences. Please see the "Responses to Behaviors" chart at the end of the handbook for how interventions are used at Chamberlin School. For major behaviors, students will receive a Behavior Referral Form (pink parent copy) that will be sent home for parents/guardians.

Our school-wide plan has three tiers of intervention: universal, targeted and specialized.

In our universal tier we:

- Teach and model rules and expectations
- Recognize and reinforce positive behaviors
- Provide error corrections for misbehavior
- Refer major behavior errors to the office
- Teach empathy skills through guidance classes

In our targeted tier we have opportunities for students to participate in:

- a check in/check out system (CICO)
- a district wide mentoring program
- small groups that focus on social skills

In our specialized tier we:

- Access district consultants for support
- Provide specialized behavior plans

Your child will talk about earning "Bee Bucks" for positive behaviors. Each adult in the school keeps track of positive behaviors by giving out Bee Bucks. Bee Bucks are "cashed in" for honey cells, and when the school meets our goal by filling our hive in the lobby with honey cells, we have a school-wide celebration.

FIELD TRIPS

Each class takes one or more trips during the year. You will be notified ahead of time of the date, destination and any special requirements.

All fieldtrip chaperones and volunteers must complete a background check. Please check in with your child's teacher or Ms. Dattilio at the front office to receive the appropriate forms to fill out for a background check. The School District encourages the use of buses for transporting students. There are times, however, when staff or parents may volunteer to transport a small number of children for a specific purpose.

Here are general guidelines for anyone who transports Chamberlin School students:

1. The driver must be licensed and insured. If there is an accident, the driver's insurance is primary. The driver is not "covered" by the District.
2. The vehicle must have a seat belt for every child passenger and the belts must be used at all times.
3. Before any child is transported in a private vehicle, the parent must be informed and permission must be secured in writing.

GUIDANCE

The guidance program is based on the assumption that academic learning is greatest when a child has a sense of self-worth and purpose. When factors that interfere with learning are reduced, a child is most likely to be successful.



We know that all children will face problems, disappointments and stress in life. We believe that the models and experiences for problem solving and coping that are provided during elementary school years will be a part of the children's skills for life.

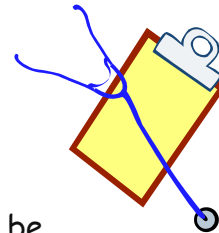
Our counselor works with groups of children as well as individuals, teaching ways to:

- Take responsibility for their own behavior.

- Give and receive friendship graciously.
- Relax and cope with stress.
- Communicate effectively.
- Solve problems and work out interpersonal disagreements.

HEALTH SERVICES

Each school health office is staffed by a Registered Nurse who has a school nurse endorsement through the Vermont Department of Education. In addition, staffing may be complemented by an LPN/Health Assistant. The school nurse works as a team member with the other school staff to maximize learning and wellness in a healthy and safe school environment for every student. In addition, the school nurse provides health education and support for health and wellness.



The school nurse asks families to do the following:

- * Complete and return the Annual Health questionnaire.
- * Notify of any updated immunizations.
- * Inform office staff of any changes in emergency contact information.
- * Notify the health office if your child has any contagious illness.
- * Keep your child home if fever, vomiting, or severe diarrhea occurs.

At the end of the school day there is **NO** nursing coverage at the school. It is each parent/guardian's responsibility to communicate, to the coordinator or coach of the after school activity, any health needs your child may have.

IMMUNIZATIONS:

Students must meet immunization requirements, have a statement of exemption or be provisionally admitted in order to attend school. Proper documentation must be received **PRIOR** to the first day of school. Students **will NOT be permitted** to start school if documentation is not received. Immunization requirements and necessary forms can be found at:

<http://healthvermont.gov/hc/imm/schoolentry.aspx>

Immunizations are required for enrollment in all VT schools in order to prevent spread of infectious disease. We are required to make data on immunizations rates publicly available. Immunizations rates are available at:

www.healthvermont.gov/hc/imm/immsurv.aspx

FIRST AID TREATMENT AND CARE:

The school nurse or health assistant will triage all injuries. Parents/guardians will be notified in case of a serious injury, or if follow-up attention or evaluation is necessary.

CONTAGIOUS DISEASES:

- The school nurse documents cases of contagious diseases and informs families of students who may have been exposed. Please contact the school health office with information regarding the diagnosis of contagious conditions, such as: chicken pox, strep throat, head lice, conjunctivitis, impetigo, Fifth Disease.
- If a child is on antibiotics for any of the above conditions, he/she may return to school following 24 hours of treatment.
- In the case of head lice: once a treatment has been followed, the child may return to school.

WHEN SHOULD YOU KEEP YOUR CHILD HOME FROM SCHOOL:

If you question whether you should send your child to school, feel free to call the school nurse. The following suggestions are intended to help determine when a student should **NOT** attend school:

- Your child has/had a fever of 100 degrees or higher within 24 hours.
- Your child has experienced vomiting or diarrhea during the night or in the morning.
- Your child has a persistent productive cough that keeps him/her from sleeping or engaging in normal activity.
- Your child has a widespread rash.
- Your child has a red, swollen eye with draining pus or the eye is crusted over upon awakening.

MEDICATION PROCEDURES: Guidelines as outlined in the SB Medication Administration Procedures.

1. All medication must be brought to school by an adult, in the original container, with signed form from the parent, regarding administration.
2. The school nurse does not supply over the counter medication for student use.

3. Parents may provide over-the-counter medication. All medication must be in its original container, have a signed form, giving directions and permission for administration.
4. Prescription medication must be delivered in the original container, with a signed order from the provider and signed parent permission for administration. Necessary paperwork must be received prior to any medication being dispensed.
5. Medication order and parent permission may be faxed to the health office.
6. Children are not allowed to have medication with them in the classroom, unless special arrangements are made.

VISION AND HEARING SCREENING:

The school nurse maintains student immunization and health records, as well as provides yearly screening for vision and hearing in grades K, 1, 3, and 5 each year and as requested. Referrals and follow-up evaluations are completed as needed.

ACT 158:

Pursuant to Act 158, South Burlington School District is prepared to provide a safe and supportive environment for all students with a life-threatening allergy or chronic illness. Any student with a life-threatening allergy or chronic illness may be provided with protection under section 504 of the Rehabilitation Act of 1973.

FOOD ALLERGY SAFETY INFORMATION:

We strive to provide a safe environment for all of our children. For a student with a life threatening allergy, an emergency plan is developed specific to the student. The following are some expected safety measures:

- Allergy aware classrooms are those rooms with students who have a life-threatening food allergy.
- Students are reminded of the importance of **NOT SHARING FOOD**, for everyone's safety.
- Students are expected to wash hands before and after eating snack.
- Tables and desks are wiped down after food is eaten in the classrooms.
- Peanut/tree nut products are not permitted at the peanut/nut safe tables in the cafeteria. The peanut/tree nut safe tables are cleaned separately from the other cafeteria tables to limit cross-contamination.
- Student education about food allergies and anaphylaxis is offered each year.
- Staff members have been trained to recognize symptoms of an allergic reaction, use emergency medications, and follow the emergency protocol.

Please contact the Nutritional Services Department for specific questions regarding food provided by the South Burlington School District.

If you are looking for information on VT Wellness Programs, the Agency of Education provides current wellness information at the following link:

<http://education.vermont.gov/health-education/linking-health-and-learning>

HOMWORK

Early in the school year, you will receive detailed information about homework expectations from your child's teacher(s).

Included in this information will be an explanation of the purposes of the work, how often homework is assigned, and how much time should be devoted. Your child should need little, if any, assistance with his/her homework. Homework is generally an extension or review of what has been covered in class. You can best help your child to develop responsible homework habits by providing a quiet time and workspace and checking to see that assignments have been completed.

HOURS

The school day for all children is from 8:05 AM to 2:40 PM. (Please make sure you read



the "Absence/Tardy" section of this handbook.) Our kindergarten program is full-time. ***Children cannot arrive at school before 7:55 AM unless they are having school breakfast. Before school supervision, 7:45 to bus arrival is available in the cafeteria only for students who are here for school ala carte breakfast.***

Dismissal is at 2:40 PM. If you are picking your child up by car, make sure you are here by 2:40 PM. Our parking lot is a challenge during drop off and pick up time - please do not leave your vehicle in any driving lane if unattended and follow the signs for traffic flow. All parents meeting children inside the building need to arrive by 2:40 PM and **wait in the lobby** for walkers to be dismissed. We need your cooperation because congested hallways create a safety issue and interfere with a timely dismissal procedure.

LOST AND FOUND

Lost articles are kept together on a table in the main lobby. Please check regularly for missing items. Unclaimed items are given to a local

charity two times per year: April 1st and July 1st.

Please label coats, boots, lunch boxes and other articles to help us return them.

MEALS

The South Burlington School District Nutritional Services Department is committed to providing the opportunity for all students to have access to nutritious, healthy meals in an efficient, cost effective manner. Lunch menus, rates, hours of operations, and other information about nutritional services may be found on the District Website at www.district.sf.sbschools.net.

We have a computerized access system and each student has a food service account. This means that money is deposited into the account and then the student purchases breakfast and lunch food items using that account. Each student has a customized pin number. New students will receive his/her personal pin number on the first day of school. When students get their breakfast and/or lunch, they will enter their pin number on the pin pad located by the cashier. If there is money in the account, the purchases are deducted. If the student is eligible for the free/reduced meal program, the computer knows the status automatically and charges nothing. Collection calls and mailed invoices are costly, using funds that could be better utilized to improve the program. It is the parent's/guardian's responsibility to maintain a positive balance in their child's lunch account. Parents and guardians are encouraged to use the automatic payment feature in the District's authorize payment system myschoolbucks.com. Prepaid meal accounts enable us to serve students more efficiently, giving students more time to eat and relax. It also gives parents/guardians a record of meal spending, reduces daily stress of looking for lunch money or preparing meals, and provides the peace of mind that lunch money won't be lost.

Families, who may qualify, are strongly encouraged to apply for the USDA free and reduced price meal program. Information may be obtained from the school office, Nutritional Service Director, or by downloading information from the website. All information is kept confidential and students receiving free/reduced meals are not identifiable when they receive their meals. Students eligible for free & reduced meals may receive **one** free breakfast and **one** free lunch per day. Extra meal items, such as an additional milk, are not part of the USDA Free and Reduced meals program and are not allowed to be charged. The student must have money in his/her lunch account to purchase these items.

Nutritional services do not discuss an account with the student unless the student asks for information. Students are not told if the balance is getting low on their account. No student will be refused a reimbursable meal or offered a substitute meal if their account has a negative balance.

Deposit forms (which are available in the cafeteria) need to be filled out when putting money into your child's account. You may pay by cash or check. Make checks payable to *South Burlington Nutritional Services*. Students can turn in their deposits daily in the cafeteria. You can also write one check for multiple students; simply include a deposit form for each student with the single check.

Breakfast. Breakfast is available daily to all students from 7:45 to 8:05 AM at a cost of \$2.00. If your child walks or you drop him/her off, please make sure they are here at 7:45 AM if he/she is having breakfast. Bus students will go directly from the bus to the cafeteria if they wish to purchase breakfast. *Breakfast will not be served after 8:05 AM.*

Lunch. Hot lunch is available daily at a cost of \$3.00. If your child brings cold lunch, milk is available for \$.75. Parents/guardians are always welcome to join their children for lunch. Adult lunch costs \$4.00 and parents may pay by cash or check at serving time.

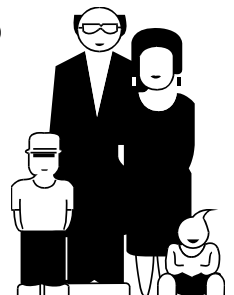
Menus come out the first of each month with our family newsletter. You can also find the menu on the Nutritional Services web page at www.sbschools.net.

MONEY

Students should not bring money to school unless it is for a specific purpose. Whenever a student has more than \$1.00, please make sure that it is in an envelope that is marked with the student's name, amount enclosed, and what the money is for. Reminder: Students should not have more than 50 cents on popcorn days. Popcorn Friday is a 5th grade or grade level fundraiser that sometimes occurs the 1st Friday of the month. Classes might also sell popcorn for snack as a fundraiser, taking the place of our former bake sales. Students can purchase a bag of popcorn for 50 cents for snack.

NOTICES

FRIDAY is the day we send e-mail/notices, newsletters, and all other regular communications, so look for them especially on that day. The family newsletter is also posted on the Chamberlin website, www.chamberlin.sf.sbschools.net under the Principal tab. Important dates are also posted on the Chamberlin home page.



PARENT/TEACHER ORGANIZATION (PTO)

We hope that you will want to become actively involved in the PTO. Your support will enable this worthwhile organization to grow and to continue to enhance our school and community. If you are interested, please contact our PTO

Presidents, Erika Mahaney and Cathy Wisloski at esmahaney@gmail.com and cathybeam@hotmail.com. Meetings are generally on the second Tuesday of the month (with November and February being the exception) at 6:00 pm in the Chamberlin library (refer to the PTO calendar at the beginning of the handbook).

PARKING

There is no parking at any time in the designated handicapped spaces, the bus lane and along the yellow curb. **All vehicles left**

unattended even for a few minutes must be parked in a legal parking space. It is the policy of the district that vehicles in violation will be towed at the owners' expense. Schools will enforce this policy.

PERSONAL PROPERTY/TOYS

In general, your child's teacher will let you know when and if personal items are needed in school. Teachers will make a call home if problems arise. **Cell phones, trading cards, toys and hand-held games (except those brought for**

sharing time) are not allowed at school. If your child needs to have a cell phone for after school contact, it needs to be powered off and stay in your child's backpack during the school day.

We are a "Safe Routes to School" school, so students are encouraged to walk or roll to and from school. *For safety and security reasons, skateboards, scooters, and roller blades are not allowed at school during regular school hours. We would like to discourage children from returning with these items after school since there is a good deal of traffic in our parking lot. Skateboards, scooters and roller blades are not allowed on the cement walkways and entrances at any time.* Students may bike or scooter to and from school if they are wearing a helmet. Bikes may be locked up on the bike rack on the side of the school.

RECREATION DEPARTMENT PROGRAMS

The South Burlington Recreation Department conducts after-school and Saturday programs throughout the year. Flyers about each program come home with Friday memos either by paper or e-mail. **Registrations MUST be**

returned to the Recreation Department, not the school office. Programs include:

- Fall - soccer, art, pumpkin carving
- Winter - basketball, art, holiday vacation program
- Spring - floor hockey, art
- Summer - recreation and specialized camps



Please call the South Burlington Recreation Department at 846-4108 for further information. Other sport programs - youth football, youth hockey, and youth baseball, are sponsored by other community organizations.

RIGHTS AND PRIVACY OF PARENTS AND STUDENTS

The South Burlington Board of School Directors endorse the right of parents and legal guardians to inspect and review any and all official records, files and data related to their children and further endorses the protection

of individual rights to privacy and confidentiality as outlined by Public Law 93-380, Section 513, "Family Educational Rights and Privacy Act of 1974". (See FERPA guidelines at the back of this handbook.)

If parents are separated or divorced, both parents have the same rights to review student records, receive progress reports, etc., unless a court order provides otherwise. If the provisions of your divorce decree limit the rights of the non-custodial parent, please provide the school with a copy. Otherwise, the school will afford the same rights to both parents.

SNOW DAYS - DELAYED OPENING AND EARLY CLOSING

Harsh weather conditions may close our schools. Local radio stations carry this announcement. Since we dislike losing instructional time and sometimes weather conditions improve significantly by mid-morning, a delayed opening procedure will be in effect as

follows:

- If opening at the regular time is inadvisable, but it looks like we can safely run buses later in the day, all bus schedules and school openings will be delayed up to two hours.
- Schools will close at the regular time.
- Many local radio stations will broadcast delayed openings, including: WVMT-620; WJOY-1230; WEZF-933; WXXX-FM95; WQCR-FM99; WDOT-1390.

- A delayed opening depends on improved weather so parents should listen to their radios to be sure school does not close for the day if weather turns for the worse.

Keeping you informed is a top priority at South Burlington School District. We use the ALERTNOW Notification Service which allows us to send a telephone or e-mail message to you providing important information about school events or emergencies. We use ALERTNOW to notify you of school delays or cancellations due to inclement weather. The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately. While ALERTNOW is usually successful, please be sure to refer to local radio and television stations as well for school closings.

STUDENT SUPPORT SERVICES

Literacy Support and Reading Recovery

Our literacy support program provides supplemental instruction in literacy (reading and writing) to children in kindergarten through third grade who need this support to meet our literacy standards.

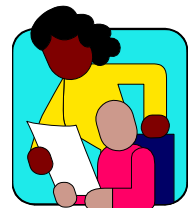


Reading Recovery serves first graders at risk of reading failure. Our two Reading Recovery teachers work with individual children for 30 minutes daily, usually for 12 to 16 weeks.

Educational Support Team (EST)

Chamberlin School believes that a comprehensive system of educational services should be provided to all students to enable them to succeed in the regular classroom. At Chamberlin, a range of effective education services are available to students who are failing or at risk of failing to achieve because of academic, behavioral, or social problems.

Our Educational Support Team is a cross-section of professional staff members which meets weekly to find ways to support a student having difficulty in the classroom. When a student needs support, the classroom teacher has usually discussed the problem with parents. In any event, parents are notified if their child is referred to the EST and informed of any additional support the child is to receive. Parents who believe their child needs additional support may refer their child to EST by contacting the teacher, guidance counselor or principal.



English Language Learning (ELL)

ELL in South Burlington Schools is designed to support students as they transition into an all English learning environment and into the culture of our schools. The program consists of four main areas: Identification, Assessment, Service and Monitoring. All students from a non-English language background are identified upon enrollment with the Home Language Survey as they enroll.

Students' language proficiency is assessed to determine need for ELL services. This is done using a variety of measures including an assessment of oral, reading and writing skills, review of previous school records, classroom performance and teacher observation.

Services are based on the results of these assessments. Appropriate language support is provided and includes content area support. These services are provided by a licensed professional qualified to teach English language learners.

Students' progress is assessed annually. Exit from services is determined by teachers and is based on proficiency, ability to participate in mainstream classes and ability to perform on state and federally mandated assessments.

Special Education Program

The South Burlington School District affirms the right of all handicapped children to a free, appropriate public education. Children living in South Burlington who are learning disabled, learning impaired, visually impaired, hearing impaired, emotionally disturbed, speech/language impaired, health impaired or orthopedically impaired and are in need of special education are entitled to this special education service.

Decisions on the type and intensity of service to be provided by our specialists are made by the basic staffing team. Parents of children eligible for special education should be directed to our consulting teacher/learning specialist, the principal, or Joanne Godek, Director of Educational Support Systems (652-7392).

TELEPHONE AND E-MAIL

The current telephone system features an "automated operator" and voice mailboxes for all staff members. A directory of numbers that you may need to use is included in the "Opening Day Packet".

If no one is in the office, or if the Administrative Assistant is on another call, you will be transferred to the office voice mail to leave a message. *If you have difficulty getting through to the office and it is an emergency, you may call the South Burlington School District Business Office at 652-7055 for assistance.*



Students may use a phone in emergencies and with teacher permission. To encourage children to become responsible, we discourage the use of the phone to ask parents to bring forgotten items such as sneakers or homework. Children do not use the telephone to make after-school social arrangements. These should be arranged the day before.

You can reach all Chamberlin staff members through e-mail. In most cases, it's the first letter of the first name, followed by the last name, @sbschools.net (Holly Rouelle is hrouelle@sbschools.net). There are a few exceptions...feel free to ask a staff member for their e-mail!

VISITORS

You are invited to visit school at any time. **However, ALL visitors MUST be buzzed in and sign in at the office each time they enter the school and wear a "Visitor's Pass"**. If you wish to visit a particular classroom, please notify the teacher ahead of time. If a child of visiting friends or relatives wants to spend time at Chamberlin, please arrange this ahead of time with the teacher. If you wish to join your child for lunch, and would like to purchase hot lunch, the cost is \$4.00. Please let the kitchen know (652-7435) so we can add you to the lunch count. Thank you for your consideration and cooperation.

VOLUNTEERS

We encourage parents and community members to volunteer at Chamberlin. You may want to help with a special activity, to direct a small group project, or to assist the teacher with various classroom responsibilities. If you or someone you know would like to volunteer time, please call our office at 652-7400 and we can refer you to the appropriate member of our staff. All volunteers must agree to fill out forms to have background checks completed.

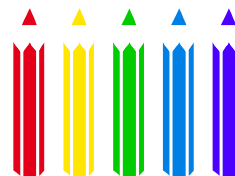
WEBSITE

The South Burlington School District website is www.sbschools.net. It is an exciting website with plenty of information for you and your family. Click on Chamberlin and visit our Math Center, Media Center, Health Office, classrooms, calendar, PTO, Principal Rouelle's Family Newsletter and many other areas of

our school. Events on the Chamberlin calendar are updated frequently, and you can also find announcements and updates on the principal page.

WITHDRAWAL AND TRANSFER

Parents who plan to move from South Burlington or transfer their children to another school should notify the office well in



advance of this withdrawal. This allows the school time to complete the transfer and have the parents sign the "Release of Records Form" so the student can be properly registered in the new school.

Parent Notification of Their Rights under Family Educational Rights & Privacy Act for Elementary and Secondary Schools (FERPA)

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Act 1: An Act Relating to Improving VT's Sexual Abuse Response System

Under Act 1, we are required to provide families with information regarding the signs and symptoms of sexual abuse, sexual violence, grooming processes, recognizing the dangers of child sexual abuse, and the predatory behaviors of sex offenders. The Department for Children and Families (DCF) has created website information for parents regarding sexual abuse for this purpose. If you have internet access, you can find this information at <http://dcf.vermont.gov/stepup>. If you do not have internet and wish to receive a copy of the parent guide, "Step Up: Protect Children From Sexual Abuse," please let us know and we will provide a copy.

Parent Notification of Policy and Procedures on the Use of Restraint and Seclusion

By law, we are required to notify parents annually of our policies and procedures regarding restraint and seclusion.

The Use of Restraint and Seclusion in the South Burlington School District

Section 1. Statement of Purpose

1.1 It is the policy of this school district/supervisory union that students not be subjected to inappropriate restraint or seclusion as defined by Vermont State Board of Education Rule 4500. It is the district/supervisory union's 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 staff.

Section 2. Definitions. The following terms, as defined in State Board Rule 4500.3, shall apply to this policy.

2.1 **Behavioral Intervention Plan** means a plan that details strategies to address behaviors that impede learning, or are ongoing, and do not readily respond to general intervention or classroom management techniques, by teaching pro-social skills and other positive replacement behaviors. The plan may include positive strategies, program or curricular modifications, and supplementary aids and supports required to address problem behaviors.

2.2 **Chemical Restraint** means a drug, medication or chemical used on a student to control behavior or restrict movement that is not:

- a. Prescribed by a student's licensed physician for the standard treatment of a student's medical or psychiatric condition; and
- b. Administered as prescribed by the licensed physician.

2.3 **Functional Behavioral Assessment** means the analysis of a student's behavior patterns before, during, and after rule-breaking or other inappropriate behavior for the purpose of guiding the development of a behavioral intervention plan.

2.4 **Mechanical Restraint** means the use of any device or object that restricts a student's movement or limits a student's sensory or motor functions unless under the direction of a healthcare professional for medical or therapeutic purposes. The term

does not include devices implemented by trained school personnel, or utilized by a student for the specific and approved therapeutic and safety purposes for which such devices were designed including:

- a. Restraints for medical immobilization,
- b. Adaptive devices or mechanical supports used to achieve proper body position, balance or alignment;
- c. Vehicle safety restraints including a seat belt or harness used for balance or safety on a car or bus; or
- d. Seat belts in wheelchairs or on toilets.

2.5 **Parent** means:

- a. A biological or adoptive parent of the child;
- b. A legal guardian of the child;
- c. A person acting in place of a biological or adoptive parent, including a grandparent, stepparent or other relative with whom the child lives, or a person legally responsible for the child's welfare;
- d. A foster parent or developmental home provider who has been appointed the educational surrogate parent by the Educational surrogate Parent Program; or
- e. An educational surrogate parent.

2.6 **Physical Escort** means the temporary touching or holding, without the use of force, of the hand, wrist, arm, or back of a student who is exhibiting minimal resistance for the purpose of directing movement from one place to another.

2.7 **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 reason of safety or for therapeutic or medical treatment.

2.8 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.

2.9 Prone Physical Restraint means holding a student face down on his or her stomach using physical force for the purpose of controlling the student's movement.

2.10 School means a learning environment receiving public funds or over which the Vermont Department of Education has regulatory authority.

2.11 School Personnel means individuals working in schools as defined in 4500.3(10) who are employed by the school or who perform services for the school on a contractual basis, and school resource officers, while acting in that capacity.

2.12. Seclusion means the confinement of a student alone in a room or area from which the student is prevented or reasonably believes he or she will be prevented from leaving. Seclusion does not include time-out where a student is not left alone and is under adult supervision.

2.13 Substantial Risk means an imminent threat of bodily harm where there is an ability to enact such harm. Substantial risk shall exist only if all other less restrictive alternatives to defuse the situation have been exhausted or failed or the level of risk prohibits exhausting other means.

2.14 Supine Physical Restraint means holding a student on his or her back using physical force for the purpose of controlling the student's movement.

2.15 Student means a student enrolled in a school as defined in paragraph 10.

Section 3. Policy

3.1 The superintendent or his or her designee shall develop administrative procedures to ensure district/supervisory union compliance with the requirements of Vermont State Board of Education Rule 4500. The administrative procedures shall include at least the following components.

3.2 Prohibitions against the imposition on students of mechanical or chemical restraints by school personnel and contract service providers.

3.3 Prohibitions against the imposition on students of physical restraint in circumstances designated as impermissible by State Board of Education rules.

3.4 Restrictions on the use of physical restraint and seclusion to circumstances allowed by State Board of Education rules, including provisions that allow the inclusion of restraint or seclusion as part of a student's individual safety plan only when that plan meets the conditions set forth in State Board of Education rules, and provisions that require the termination of restraint or seclusion, and the monitoring of students subjected to restraint or seclusion, as established by State Board of Education rules.

3.5 Procedures to ensure that only school personnel or contract service providers who are trained in the use of restraint and seclusion are authorized to impose restraint or seclusion unless, due to the unforeseeable nature of the danger of a particular circumstance, trained personnel are not immediately available.

3.6 Processes to ensure that impositions of restraint or seclusion are reported to school administrators, parents, superintendents and the Commissioner of the Vermont Department of Education under circumstances and within the time limitations required by State Board of Education rules.

3.7 Processes to ensure that each school in the district/supervisory union maintains written records of each use of restraint and seclusion in accordance with the requirements of State Board of Education rules.

3.8 Procedures to ensure that each school in the district/supervisory union implements follow-up procedures that are consistent with the requirements of State Board of Education rules.

3.9 Annual notification procedures to ensure that each school in the district/supervisory union informs school personnel and parents of students enrolled in the school of the policies and procedures pertaining to the use of physical restraint and seclusion, and the intent of the school to emphasize the use of positive behavioral interventions as well as supports and its intention to avoid the use of physical restraint or seclusion to address targeted student behavior.

3.10 Processes for the filing, investigation and resolution of complaints by school personnel or parents regarding the use of restraint or seclusion, including the designation of school officials who are authorized to receive complaints. The procedures for resolving complaints shall 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 in accordance with the complaint processes established by the Board in Policy (insert reference to board policy on complaints).

Section 4. Implementation

The superintendent shall ensure that appropriate staff are provided training by programs recommended by the Vermont Department of Education unless he or she submits a plan to the Commissioner of Education demonstrating how a training program not recommended by the Department of Education contains the elements required of recommended programs and meets the purposes of the State Board of Education rules on restraint and seclusion.

The superintendent shall report annually to the Board on the implementation of the administrative procedures required by this policy, and shall include in his or her report recommendations for changes, if any, to related school district/supervisory union policies or procedures.

For more information, here is a "Q & A" link regarding seclusion and restraint:

http://education.vermont.gov/documents/EDUQuestions_and_Answers_on_Rule_4500.pdf

Protection of Pupil Rights Act

In addition to other rights listed in this handbook, under the Protection of Pupil Rights Act, 20 U.S.C. §1232h (hereinafter "PPRA"), we are also required to notify parents in a number of other respects:

- a) You have a right to inspect surveys created by a "third party" (meaning not federally funded) before it is administered. If we do send out any surveys, please contact the main office upon survey notification if you would like to inspect the survey before it is given.
- b) You have the right to inspect any instructional materials used as part of the education curriculum. Please contact the main office if there are materials that you would like to see, and we will provide you with this opportunity at school.
- c) We do not typically disclose student information for marketing purposes. If we do collect or disclose student information for marketing purposes, you have









the right to inspect any instrument used in the collection of personal information for marketing purposes before such information is collected or disclosed. Please contact the main office if you would like inspect the instrument used for collection and disclosure.

- d) You have the right to opt out of certain activities including collection of personal student information for marketing purposes, administration of certain surveys, and non-emergency invasive physical examinations. We do not do physical examinations as part of health screenings at Chamberlin School. We only screen for vision and hearing in grades K, 1, 3 and 5.

Any information regarding surveys and student information for marketing purposes will be posted in the family newsletter that goes home each Friday. Information regarding vision and hearing screenings will come from our health office through the Friday newsletter, or through e-mail/phone contact with parents/guardians.

Chamberlin Elementary School

School-wide PBiS Behavior Expectations

Expectations 	Classroom 	Hallway 	Cafeteria 	Playground 	Bathroom 	Bus 	Shared Spaces and Public Places 
Be Respectful	<ul style="list-style-type: none"> • Listen to the speaker • Use kind words • Include all classmates in work and play 	<ul style="list-style-type: none"> • Use quiet voices • Wave to your friends • Stay in your place in line 	<ul style="list-style-type: none"> • Use inside voices • Use kind words • Practice good table manners 	<ul style="list-style-type: none"> • Use kind words • Include others in play • Be a good sport and play fair 	<ul style="list-style-type: none"> • Use quiet voices • Knock before opening stall door • Respect others privacy 	<ul style="list-style-type: none"> • Use quiet voices • Use kind words • Be accepting of others 	<ul style="list-style-type: none"> • Talk at appropriate times • Include others • Polite cheers and applause
Be Responsible	<ul style="list-style-type: none"> • Follow adult directions • Take care of all materials • Ask for help and help each other 	<ul style="list-style-type: none"> • Follow adult directions • Walk directly to your destination • Enjoy artwork with your eyes 	<ul style="list-style-type: none"> • Clean up after yourself • Lunch monitors do your job • Raise your hand if you need something • Eat sitting down 	<ul style="list-style-type: none"> • Follow adult directions • Use play structures and equipment appropriately • Share and return equipment 	<ul style="list-style-type: none"> • Paper towels go in trash bin • Return to class promptly • Clean up toilet and sink 	<ul style="list-style-type: none"> • Follow adult directions • Store your belongings properly • Sit in first available seat 	<ul style="list-style-type: none"> • Follow adult directions • Present your best self • Take care of property and materials
Be Safe	<ul style="list-style-type: none"> • Hands and feet to yourself • Calm body 	<ul style="list-style-type: none"> • Hands and feet to yourself • Walk safely • Stay on the right 	<ul style="list-style-type: none"> • Walk safely • Both hands on your tray • Touch your food only 	<ul style="list-style-type: none"> • Safe hands and feet • Walk inside with a calm body and quiet voice • Wear appropriate clothing 	<ul style="list-style-type: none"> • Hands and feet to yourself • Flush • Wash and dry hands 	<ul style="list-style-type: none"> • Safe hands and feet • Stay seated at all times • Walk to and from the bus 	<ul style="list-style-type: none"> • Hands and feet to yourself • Stay with your group

Chamberlin Elementary School

School-wide PBiS Response to Behaviors

Range of responses may differ depending on the individual case and may include but are not limited to the below listed:

Level 1 Behaviors – Teacher Intervention (Minor)		Level 2 Behaviors – Teacher/Behavior Facilitator/CARE Team (Major)		Level 3 Behaviors – Behavior Facilitator/Administration/CARE Team (Major and/or Illegal)	
Behaviors:	Range of Responses:	Behaviors:	Range of Responses:	Behaviors:	Range of Responses:
Inappropriate language Physical contact Defiance/non-compliance Dress Code Disruption Property misuse Tardy Technology violation	Positive reinforcement for desired behavior Redirection Relocation in class In-class “take a break,” or “time away,” or “recharge” Buddy teacher time out Parent communication Parental involvement Opportunities for recognition Work completion during free time Loss of privileges Restitution	Includes all Level 1 behaviors that intensify Profanity/verbally abusive Threatening behavior Fighting/physical aggression Technology violation Aggressive defiance Repeated disruptions Repeated non-compliance Disrespectful behavior Property damage	Referral to the Behavior Facilitator and/or Principal Processing with student using pink Behavior Referral Form Parent notification Loss of privilege Take-a-break/time away: classroom, buddy teacher or office In or out of school suspension Restitution/Apology of Action Referral to Check In, Check Out program (CICO) Referral to Educational Support Team (EST)	All Level 2 Behaviors that intensify Serious physical aggression with intent to harm or intimidate Harassment Bullying Weapons Serious property damage Chronic violations of school expectations	Referral to Behavior Facilitator and Administrator Parental notification Inter-agency referral and planning (ie. First Call) Home to school communication, coordination and support Education Support Referral (EST) Consultation Referral (ie. District Psychologist) Formal process for response to harassment, bullying, or weapons (District Policy) In or out of school suspension Restitution/Apology of Action

CARE Team: Behavior Facilitator, Principal, Guidance Counselor, and Special Educators