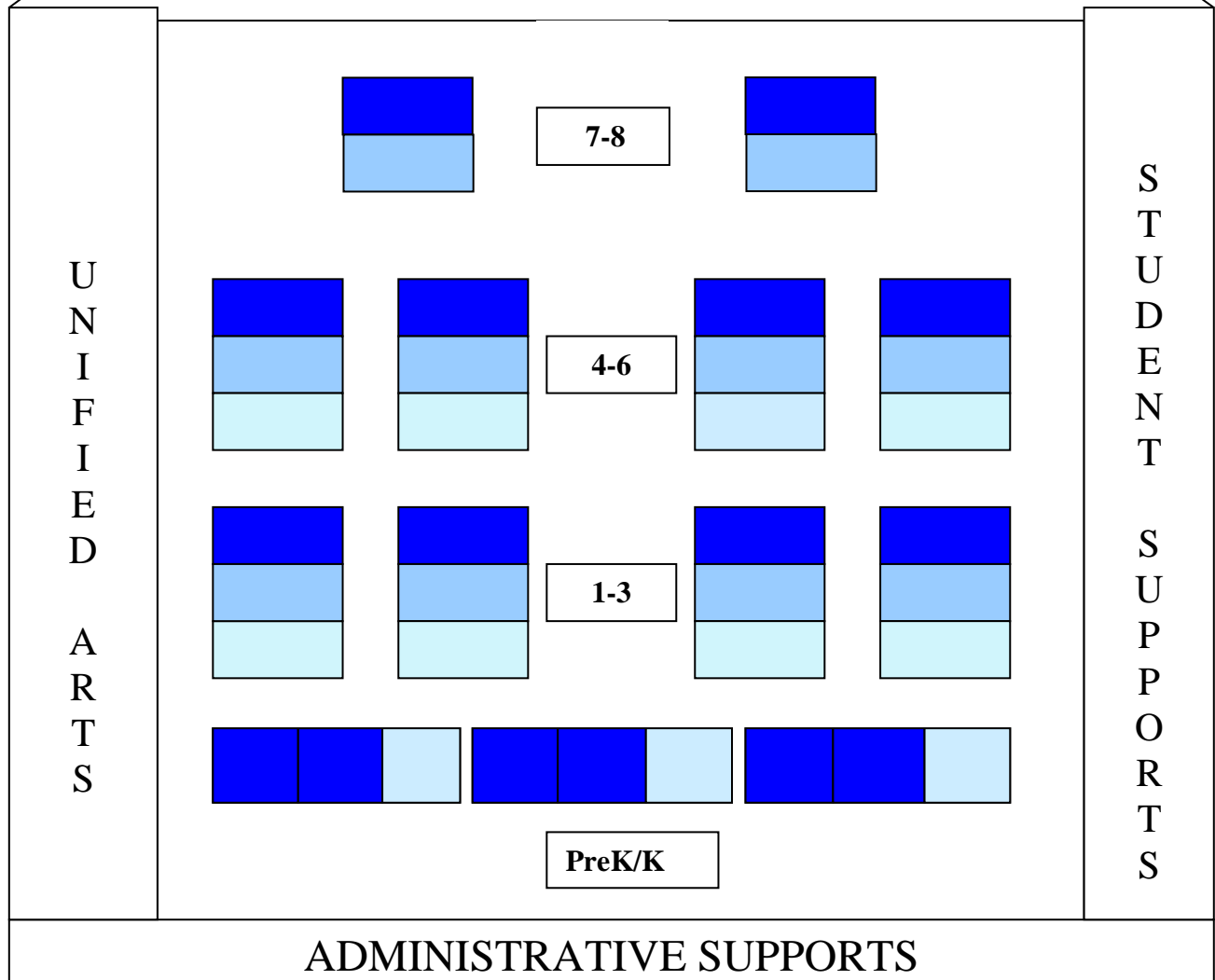


# St. Albans City School

Learning Communities



[www.sacsvt.org](http://www.sacsvt.org)  
[www.fcsuvt.org](http://www.fcsuvt.org)

## Staff Handbook

2016 - 2017

# Table of Contents

## General Information

- Welcoming Letter .....1
- Our Mission/Vision .....2
- St. Albans City School Information .....3
- School Directory ..... 4-6

## School Wide Expectations (7 – 11)

- PreK-8 Discipline System .....7
- Behavior Expectations Matrix ..... 8-11

## SAFETY (12-17)

- Blackboard Connect..... 12
- Cell Phones ..... 13
- Early Dismissal ..... 13
- List of FCSU Policies ..... 14-15
- School Website ..... 16
- Toys and Personal Devices ..... 16

## ACHIEVEMENT (17-20)

- Communication ..... 17
- Extended Day – Programming..... 17
- Field Trips..... 18
- Fund Raising ..... 18
- Late Bus ..... 19
- Parent Involvement..... 19
- Substitute Information ..... 20

## CARING (20-25)

- Absences ..... 20
- Health Information ..... 21
- Meals at St. Albans City School – The Abbey ..... 22
- Lunch Schedule ..... 23
- Sunshine Fund ..... 23
- Paychecks..... 23
- Glossary of Terms..... 24-25

# ST. ALBANS CITY SCHOOL

*29 Bellows Street  
St. Albans, Vermont 05478  
802-527-0565 Fax 802-527-0153*

August 2016

Dear St. Albans City School Staff,

St. Albans City School welcomes our new and returning staff to our School Community. Our focus is the whole child that includes rigorous academics, project based learning, technology, social thinking, positive relationships and the continued development of positive healthy lifestyles for all.

This year our entire School Community will focus on “Conscious Discipline”. This program is the integration of classroom management with social-emotional learning. Conscious Discipline links the head and heart. It is brain-based, emphasizing safety, building connections and ongoing problem solving. We are embarking on a journey of learning that begins with ourselves where relationships are more powerful than our roles and conflict is the opportunity to teach. We will continue to create a school family through the use of routines, rituals and classroom structures that provide the safety and connection needed for optimal development and learning.

We are excited to let our staff know that our school is a Community Feeding Site. As such, all students will receive breakfast, lunch and afternoon meal (if involved in afterschool programs) at no charge. For this to be a success, we still need all families to complete the free and reduced paperwork. We are proud to be a school that values providing a rich set of supports for all of our children.

Our St. Albans City School Staff Handbook is one way of sharing critical information and current resources. We also provide a Resource Fair the first day of school and at Open House on September 22nd. If you have further questions or concerns, please speak with your supervisor or contact administration. We are here to support staff so that as a school community we are able to provide the best opportunities for all of our children.

We are looking forward to an exciting year ahead and we want to encourage you to join us as we celebrate our 2016-2017 year as a Safe, Achieving, Caring School where Everyone Counts and Kindness Matters.

Sincerely,

Joan Cavallo  
St. Albans City School Principal

Georgie Andrews  
St. Albans City School Assistant Principal

# **GENERAL INFORMATION**

## **Saint Albans City School**



### **OUR MISSION**

The Mission of St. Albans City School is to develop learners who are:

Safe in our building and society,  
Achieving in the real world,  
Caring for each other, while  
Supporting all members of our school community

### **OUR VISION**

St. Albans City is committed to:

- serving our children and their families by preparing students to be stewards of themselves, our school, our community, and our environment, and
- providing a supportive, collaborative, technology rich, environment where students are engaged in academics, balanced with leadership, self-awareness, creativity, design and innovation.

# ST. ALBANS CITY SCHOOL INFORMATION

**St. Albans City School**  
**29 Bellows Street**  
**St. Albans, Vermont 05478**  
**(802) 527-0565**

Administration at St. Albans City School  
*Joan Cavallo – Principal*  
*Georgie Andrews – Assistant Principal*

**Maple Run Unified School District**  
**28 Catherine Street**  
**St. Albans, Vermont 05478**  
**(802) 524-2600**

Administration at Central Office  
*Dr. Kevin Dirth, Superintendent*  
*Julie Regimbal, Special Education Director*  
*Joanne Wells, Assistant Special Education Director*  
*Sean O'Dell- Curriculum Director*  
*Martha Gagner, Business Manager*  
*Kathy Finck, Human Resources*

## **St. Albans City School District** **BOARD OF SCHOOL COMMISSIONERS**

James Farr, Chair	farrj@fcsuvt.org
Kristina Ellsworth-Spooner, Clerk	ellsworthspoonerk@fcsuvt.org
Denise Smith, Vice Chair	smithd@fcsuvt.org
Ken Wade	wadek@fcsuvt.org
Angela Bernard	bernarda@fcsuvt.org
Patrick Daunais	daunaisp@fcsuvt.org
Tayt Brooks	brookst@fcsuvt.org

*The school Board usually meets on the second (and fourth) Thursday of each month at 6:00 p.m. in the Learning Commons at City School. All Board and Committee Meetings will be posted in the St. Albans Messenger prior to the meeting dates and on our school website, or you may call the Franklin Central Supervisory Union for dates and times.*

## **Maple Run Unified School District** **Board Members**

Michael L'Esperance	Fairfield	mlesperance@fcsuvt.org
Michael Malone	Fairfield	mmalone@fcsuvt.org
Nilda Gonnella French	City	ngonnella@fcsuvt.org
Denise Smith	City	smithd@fcsuvt.org
James C. Farr	City	farrj@fcsuvt.org
Al Corey	City	acorey@fcsuvt.org
Steven Larosa	Town	slarosa@fcsuvt.org
Nina Hunsicker	Town	nhunsicker@fcsuvt.org
Jack McCarthy	Town	jmccarthy@fcsuvt.org
Martha Casavant Ries	Town	mcasavantries@fcsuvt.org

# ST. ALBANS CITY SCHOOL DIRECTORY

## Logistical Team

Name	Position	Phone ext.	E-mail
Joan Cavallo	Principal	1104	cavalloj@fcsuvt.org
Georgie Andrews	Assistant Principal	1105	andrewsg@fcsuvt.org
Caroline Fitzgerald	Admin. Asst. to the Principal, Bookkeeper	1100	fitzgeraldc@fcsuvt.org
Helene Biggie	Admin. Asst., Registrar & Buses	1101	biggieh@fcsuvt.org
Jennifer Seymour	Logistical Support/Receptionist	1112	seymourj@fcsuvt.org
JoAnne Tabor	Logistical Support/Receptionist		taborj@fcsuvt.org
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Peg Jehle	Free & Reduced Meals, Parent Involvement	1103	jehlep@fcsuvt.org
Eddie Morrie	Logistical Support/Receptionist	1112	morrie@fcsuvt.org
Robin Boudreau	Facility Manager	1119	boudreur@fcsuvt.org
Frank Pelkey	Facility Technician	1115	pelkeyf@fcsuvt.org
Alisha Sawyer	Director of School Enrichment	1103	sawyera@fcsuvt.org

## SACS Learning Communities Pre-K&Kindergarten

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Paula Beaudion*	2006	lewist@fcsuvt.org
Beth Mills SLP	2006	millsb@fcsuvt.org
Kathy DeBari SLP	2006	debarik@fcsuvt.org
Stephanie Ripley SLP	2006	ripleys@fcsuvt.org

## Grades 1-3

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Tyler Cook	2210	cookt@fcsuvt.org
Briana Maguire *	3214	maguireb@fcsuvt.org

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Jessica Rocque	2209	rocquej@fcsuvt.org
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James Boldosser	2205	boldosserj@fcsuvt.org
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**TRIUMPH**

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Ashley Levine	2208	levinea@fcsuvt.org
Paul Widjeskog *	3208	widjeskogp@fcsuvt.org

**Grade 7-8****RENAISSANCE**

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Luke Laroche	2014	larochel@fcsuvt.org
Val Loucy	2016	loucyv@fcsuvt.org
Jennifer Beams*	2304	beamsj@fcsuvt.org
Dina Senesac	2304	senesacd@fcsuvt.org

**TEAM USA**

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Matthew Bresler	2013	breslerm@fcsuvt.org
Linda Lang	2013	langl@fcsuvt.org
Josie Weldon	2013	weldonj@fcsuvt.org
Alan Salit *	2013	salita@fcsuvt.org

\*Special Educator

## SUPPORT TEAM

Craig Lyndes	Network Administrator	2302	lyndesc@fcsuvt.org
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Katie Raleigh	Nurse	1116	raleighk@fcsuvt.org
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### UNIFIED ARTS

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Grace Borst	Tech. Ed	5051	borstg@fcsuvt.org
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### SCHOOLWIDE SPECIAL ED.

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Karla Newton	Language Lab	3209	newtonk@fcsuvt.org



# SCHOOL WIDE EXPECTATIONS

## Saint Albans City School

### School Wide Expectations for a Positive Learning Environment

We believe that children are successful when they grow academically, socially and emotionally. For this to happen we believe that all of our students possess core strengths that can be utilized to help them make good choices. Our approach has instruction as the key to mutually identify, develop, encourage, practice, and maximize the positive assets our students enter our building with. Although we have deep respect and empathy for those students who have encountered difficult circumstances in their lives, our focus is on the present and the journey of education. Our collective goal is the maintenance of a SAFE, ACHIEVING, CARING School for all.

**Bullying, Harassment, and Hazing are not tolerated in our School. There are policies for each available through our website or upon request. Our School's designated employees for receiving incident reports are Amanda Smullen, Allison Goldsmith and/or Joan Cavallo.**

The components of our PBIS Behavioral System – Safe, Achieving, Caring School:

1. Our PreK-8 behavioral system of supports is multi-tiered and promotes a positive learning environment where behavioral expectations, interventions, supports and celebrations are centralized for all students within their Learning Communities. Everyone, PreK/K-8 within our building (students, administrators, teachers, para educators, counselors, administrative assistants, specialists, librarians, facility maintenance personnel, cafeteria workers, bus drivers, substitutes, mentors, nurses, volunteers and parents) are essential people in providing behavioral instruction and positive support in this approach.
2. During the first six weeks of school Learning Communities establish expectations and take the time to teach students, model, practice and re-teach the expectations if necessary. Teachers within the Learning Community will inform you of behavioral concerns and invite parents in to work together as a team addressing the concerns.
3. Specific instruction and supports will be provided by our Alternative Teachers, Guidance, Home School Coordinator, and Administrators as a multi-tiered system of support (MTSS) to meet the individual needs of our students.
4. Learning Communities will meet once a month with Administrators to look at the data regarding behavior and absenteeism. This is an opportunity for Learning Communities to reflect and address specific behavioral, absence and tardy issues that affect a student's ability to access their education. As a result of this meeting students may be brought to the MTSS meeting that is held weekly.
5. Logical consequences are designed based on the needs and situations. Consequences, like instruction, are individualized to be effective in changing behaviors.
6. Every adult in our School Community uses many resources to help promote positive behavioral outcomes. "Conscious Discipline", "Responsive Classroom", Michelle Garcia's "Social Thinking", "World of Difference", "Restorative Justice", etc. are just some of the tools with the common theme of positive relationships, instruction, empathy and compassion.

**Saint Albans City School**  
**School wide Expected Behaviors for a Positive Learning Environment**

Expectations	School wide	Attendance	Dress
<b>S</b> <b>Safe</b>	<p style="text-align: center;">Be where you need to be at all times</p> <p style="text-align: center;">Tell an adult if you see an unsafe situation</p>	<p style="text-align: center;">Arrive at school on time</p> <p style="text-align: center;"><b>Absences are for illness</b></p> <p style="text-align: center;">Call school to alert us of your absence</p>	<p style="text-align: center;"><b>Girls and Boys</b></p> <p style="text-align: center;">Clothing is clean, comfortable, conducive to learning and appropriate for weather</p> <p style="text-align: center;">Footwear is worn at all times</p>
<b>A</b> <b>Achieving</b>	<p style="text-align: center;">Follow adult directions</p> <p style="text-align: center;">Be involved</p> <p style="text-align: center;">Do your BEST</p>	<p style="text-align: center;">Be focused</p> <p style="text-align: center;">Make up missed work</p> <p style="text-align: center;">Give your Best effort</p>	<p style="text-align: center;"><b>Girls</b></p> <p style="text-align: center;">Clothing covers the upper body with no inappropriate exposure of skin. Straps must be at least one and half inches wide</p> <p style="text-align: center;">Skirts, shorts and skorts must be as long as mid-thigh</p> <p style="text-align: center;"><b>Boys</b></p> <p style="text-align: center;">Pants must stay on waist with no inappropriate exposure of skin or underwear</p>
<b>C</b> <b>Caring</b>	<p style="text-align: center;">Use kind and respectful words</p> <p style="text-align: center;">Be an ally</p> <p style="text-align: center;">Keep hands and feet to self</p>	<p style="text-align: center;">Be honest</p> <p style="text-align: center;">Bring note explaining absence</p>	<p style="text-align: center;">Shirts are respectful and do not include inappropriate references</p>

**Saint Albans City School**  
**School wide In-school Expected Behaviors for a Positive Learning Environment**

<b>Expectations</b>	<b>Hall</b>	<b>Cafeteria</b>	<b>Bathroom</b>	<b>Library</b>	<b>Nurses' office</b>
<b>S</b> <b>Safe</b>	Walk on the right side  Calm Bodies  Quiet Voices	Use Self-Control  Respond to signal	Keep the lights on  FLUSH  Wash your hands	Calm Bodies  Quiet Voices  Respectful use of materials	Wait your turn  Calm body
<b>A</b> <b>Achieving</b>	Go directly where you need to be	Use good manners  Make healthy food choices  Follow café procedures	Use space as intended	Ask for help when you need it  Pick up after yourself	Tell the nurse why you are there  Describe symptoms
<b>C</b> <b>Caring</b>	Respect personal space	Take care of your space  Clean up after yourself	Clean up after yourself  Respect personal space	Use kind words  Respect personal space	Quiet Voices  Respect privacy of others

**Saint Albans City School**  
**School wide Expected Behaviors for a Positive Learning Environment**  
**To/From and Around School**

<b>Expectations</b>	<b>Bus</b>	<b>Bus Arrival/ Departure</b>	<b>Walkways around school</b>	<b>Playground</b>	<b>Bicycles, Scooters, etc.</b>
<b>S Safe</b>	<p>Remain Seated</p> <p>Respond to the driver's signal</p> <p>Food and Drink Free</p>	<p>Cross in front of the bus at driver signal</p> <p>Stay out of the street while waiting for the bus</p> <p>Walk when getting on and off the bus</p>	<p>Cross streets safely</p> <p>Use sidewalks</p>	<p>Leave wood chips, rocks and sticks on the ground</p> <p>Play where an adult can see you at all times</p> <p>Hands and feet to self</p>	<p>Follow the direction of traffic</p> <p>Wear appropriate safety equipment</p> <p>Obey traffic laws</p> <p>Lock equipment in racks provided</p>
<b>A Achieving</b>	<p>Follow adult directions</p> <p>Keep personal items to yourself</p>	<p>Be a good ambassador</p> <p>Move responsibly between home and school</p>	<p>Keep track of your things</p> <p>Be a good ambassador</p>	<p>Learn and follow rules for school approved games and equipment</p>	<p>Obey the rules of the road</p>
<b>C Caring</b>	<p>Help other students</p> <p>Be an ally and mentor</p>	<p>Help other students</p> <p>Be an ally and mentor</p>	<p>Respect school and community property</p> <p>Take care of each other</p>	<p>Include others</p> <p>Share equipment</p> <p>Use polite language</p>	<p>Help others if needed</p>

**Saint Albans City School**  
**School wide off campus Expected Behaviors for a Positive Learning Environment**

<b>Expectations</b>	<b>Field Trips</b>	<b>Athletics</b>	<b>After School Programs</b>
<b>S</b> <b>Safe</b>	Use the buddy system Follow school/bus expectations Stay with your chaperone Wear appropriate footwear/clothing	Turn in all necessary permission forms Wear appropriate clothing Follow the directions of your coach	Be where you are assigned to be Follow school wide expectations Inform parents of after school participation
<b>A</b> <b>Achieving</b>	Listen to speakers and chaperones Participate and be engaged Be a Good Ambassador	Be a Good Ambassador Good sportsmanship Honor your commitments	Being the best that you can be No behavioral issues Academic and social success
<b>C</b> <b>Caring</b>	Care for the field trip site Be respectful to all	Cheer for your team Thank your coaches, parents and bus driver Pick up after yourself	Be kind and respectful to adults and students Clean up your space

# SAFETY

## ST. ALBANS CITY SCHOOL

St. Albans City School remains committed to the safety and well being of all students and adults within our school building. We are required to have monthly Fire Drills, Lockdown Drills, and Evacuation and Safety Procedures so that we are prepared in the event of a true emergency. Each staff member is issued a Red “Emergency Folder” which is posted by the door in every room within our school building. This folder contains all of our Emergency Standards of Practice, and should be referred to in an emergency situation. Additional or updated SOP’s are added from time to time. We ask that staff become familiar and comfortable with all of our Emergency Protocols. Please see Administration if you feel that you need support in any of these areas.

### **Blackboard Connect:**

Saint Albans City School uses the Blackboard Connect Notification Service in order to keep parents and staff informed. This service allows us to send a voice and/or email message to ALL of our student’s parents/guardians on ALL of their contact numbers within minutes, in addition to staff, if an emergency occurs at a school. The Blackboard Connect service also assists the schools in reducing the resources needed to pass along key information regarding school events or reminders.

The Franklin Central Supervisory Union uses Blackboard Connect for:

- √ Emergency Notification (Bomb Threat, Emergency Evacuation, etc.)
- √ Inclement weather cancellations or delays; early dismissals due to inclement weather
- √ Rumor Control

### **What you need to know about receiving calls sent through Blackboard Connect:**

- Caller ID will display the school’s or FSCU’s main number when an announcement is delivered.
- Be sure to say “Hello” when you answer the phone. The technology must hear a voice to deliver.
- Blackboard Connect will leave a message on any answering machine or voicemail.
- If for any reason you need to replay the message, you may press ANY key on your phone, at any point in the message and it will replay the message from the beginning.
- Blackboard Connect does not call extensions. If you have a direct dial number at work, you should provide your child’s school with the direct dial number not a main number plus an extension.

### **Attendance:**

Attendance must be taken every morning, and at the beginning of unified art classes, so that we know where our students are at all times. One person within a Learning Community is responsible for taking attendance and submitting it by 8:30 a.m. through Power School. Parents of students marked absent are called by 9:00 a.m. to confirm their absence. For the safety of the student, and sanity of the parent/guardian, it is important that you **keep accurate and timely attendance**. If any of your students has a pattern of poor attendance, please bring this to your student ready meeting with Administration or to the attention of Amanda Smullen, our Home School Coordinator. It is better to be proactive than let a trimester slip by with no action.

### **Badges:**

All staff members will be issued a Picture I.D./Key Card when they begin employment. Please see Caroline Fitzgerald to have your picture taken. Your badge will give you access to the “keyed” doors throughout the building. It is expected that you have your badge with you at all times, and that you use your badge to enter the building. It is also the expectation that you keep your badge safe and secure. If you lose your badge, notify Caroline immediately (ext. 1100). She will disable the badge for any future use.

### **Building Access:**

Our building is open for visitors from 7:30 a.m. through 5:00 p.m. when school is in session. The front row in the parking lot is reserved for parents and guests. To enter our building ring the bell. Visitors are expected to sign in at the front desk. This includes staff, family members or guests. Teachers have access to the school building from 6:00am to 10:00pm when school is in session. Except on HolidaysWeekends, or rare shutdown days, teachers will have access to our building from 8:00 a.m. to 4:00 p.m. on weekends. Staff Identification Badges will allow you access to the following “keyed” doors: Main Entrance, Gym Entrance, Playground Entrance, and Bus Driver Entrance. Please be sure to read the “Building Access Outside of the School Day” SOP for additional information. It will give you instructions on safety protocol and how to sign in.

### **Bullying and Harassment:**

Joan Cavallo, Amanda Smullen, and Allison Goldsmith are the designated employees for receiving reports related to harassment, bullying, and hazing.

### **Child Abuse:**

Every staff person must report suspected child abuse or neglect. Please report this immediately to an Administrator, Guidance or the School Nurse. They will help you through the process of making a report. If you are in doubt, report. It is DCF’s job to investigate and determine whether abuse has, in fact, occurred.

### **Cell Phones:**

Teachers will monitor student cell phone use. **Students** are responsible for the safe keeping and appropriate use of personal electronic devices. The school will not be held responsible for lost or stolen cell phones. In addition, students are not allowed to call home to request an early dismissal. Students must see the nurse if they are ill. The nurse will contact the parent/guardian and make necessary arrangements. **During all safety drills or incidents, all adults and children must turn off cell phones immediately.** Outside of safety drills or incidents, adults are expected to make sure cell phone use does not interfere with their role as a professional in our building. Always remember the children are watching.

### **Communication:**

Communication is an essential piece to building strong relationships between school and home. We know that students do not always bring home important papers to their parents/guardians. Therefore, we provide the following options for parents/guardians to stay in contact with their Learning Community: Every Teacher is provided a voice mailbox, email account, and physical mailbox (located in the teacher’s lounge). Make sure to check your voicemail, e-mail and mailbox daily. If you do not wish to receive calls during certain parts of the school day, you have the option of forwarding your phone calls directly to voicemail. All phone extensions are listed in the parent handbook and on line. We encourage parents to communicate with their Learning Community/Teachers; however, we also encourage them to respect your teaching time with their students.

### **Early Dismissal:**

Student attendance is critical for success; however, if an early dismissal is needed parents must send a note to the main office/front desk. If the student brings you an early dismissal note, please have them bring it to the Front Desk. We do not allow any child to leave the building during the day without correct authorization. A parent must check in at the front desk before retrieving their child. If a parent/guardian does not have a yellow early dismissal slip when they arrive at your classroom, do not let them take their child (even if you know it is the correct parent/guardian, etc.). Call the front desk. At a parents request we will allow a child to wait in the front lobby to be picked up; however, this is also done through the front desk/main office. A member of the Logistic

Team will notify you if a child needs to be sent to the Main Lobby. The only other person(s) other than the Main Office authorized to release a student is the School Nurse.

### **Email:**

Parents who would like to receive information via email should provide us with their email address on the Emergency Form. Teachers can access these email addresses on Powerschool.

### **Fire Drills, Lockdowns and Evacuation/Re-location Drills:**

Directions for fire drills, lockdown drills, and evacuation drills should be posted in every room. Staff should be prepared to follow the safety protocol for all Drills (see Red Folder – Safety Standards of Practice). Every classroom should have a school floor plan on display indicating exit routes for emergency evacuations. The school will have a fire drill each month as directed by the fire department. Lockdown drills are practiced several times a year. Teachers should prepare their students for all types of Drills. Saint Albans City School also practices an emergency evacuation/relocation drill where we leave the school building and go to alternate sites. Staff should review the Safety Standards of Practice (located in your red folder) at the beginning of each school year; and throughout the year, when necessary. It is critical that you know these protocols.

### **Internet Use:**

Computers are provided in every classroom to equip our students with the anticipated technical skills to compete in tomorrow's world of information and technology. Prior to receiving authorization to use the Internet, students and their parents/guardians must sign a "Permission and Contract" document provided by our School. Use of the Internet is a privilege, and all students must abide by the Franklin Central Supervisory Union "Internet Use Policy and Procedures" to assure it is used appropriately and responsibly. *Teachers are expected to abide by the same expectations and meet the expectations of the Acceptable Use Policy.*

### **Keep us informed of current Information:**

Please make sure to contact Helene Biggie as soon as possible with any updates in student contact information from home and your own personal updates. We know that our parent/guardian cell numbers change frequently; as well as guardianship and custodial issues. It is important that we have accurate information for every child, and adult within our building especially in emergency situations.

### **Policies:**

School Policies are a plan of action adopted by our School Board that protects all students and staff within the environment of school. Policies evolve from Federal and State Laws and must be adhered to. For a complete copy of the following policies please stop in to our main office or check our Maple Run Unified School District, formally known as Franklin Central Supervisory Union, web site ([www.fcsuvt.org](http://www.fcsuvt.org))

**The following is a list of FCSU Current Policies:** If you would like a copy of any of these policies please contact the front lobby receptionist, administration or download from the FCSU website.

- B3 Board Member Conflict of Interest
- C8 Public Participation at Board Meetings
- D2 Professional Development
- D6 Substitute Teachers
- D7 Volunteers and Work Study Students
- D8 Alcohol and Drug Free Work Place
- D11 Mandatory Drug and Alcohol Testing Transportation Employees
- D12 Employee Harassment Non-Employee



- D13 Health Insurance Portability and Accountability Act Compliance
- E7 School Crisis Prevention and Response
- E8 Tobacco Prohibition
- F1 Student Conduct and Discipline
- F3 Search and Seizure by School Personnel
- F5 Education Records
- F7 Student Alcohol and Drugs
- F9 Transportation
- F19 English Language Learner Policy
- F20 Prevention of Harassment of Students
- F21 Weapons
- F23 Participation of Home Study Students in School Programs
- F24 Policy on Hazing
- F25 Attendance
- F27 Protection of Pupil Rights Amendment Notice and Consent/Opt-Out for Specific Activities
- F28 Wellness Policy
- F30 Policy on Prevention of Bullying
- F31 Firearms
- G1 Curriculum Development & Coordination
- G7 Educational Support Team
- G9 Grade Advancement: retention, promotion, and acceleration of students
- G11 Acceptable Use of Electronic Resources and the Internet
- G13 Animal Dissection
- G14 Minimum and Optimal Supervisory Union – Wide Average Class Sizes
- H3 Community Use of School Facilities
- H7 Title I, Parental Involvement Policy
- Notice of Non-Discrimination

### **Safety and Storage in Classrooms:**

Annually, each staff member should conduct a safety inspection of all areas under your supervision to identify and correct safety hazards, including all furnishings that might tip over if not secured upright, storage shelves overloaded beyond their intended capacity (if the shelves are bent or sag, they are overloaded), dangerous items (heavy, rigid or sharp objects) stored where they might cause injury were they to fall, or stored materials stacked too high or too irregularly to be stable.

All staff must comply with the following expectations for furnishing their classrooms and offices:

- Do not block Second Exits with bookcases or furniture.
- Heat/Ventilation ducts must be completely free of books/supplies
- Tall furnishings, over 3 feet tall (especially file cabinets and bookcases) must be secured so they cannot be overturned.
- No storage unit is to be overloaded.
- Hot plates and toaster ovens are not allowed in school. Microwaves may interfere with the wireless connections; therefore, you may be asked to relocate your microwave.
- Refrigerators used to store food must be energy star, cleaned out weekly and thoroughly cleaned twice a year.

**Alertness to severe student allergies:** Please be aware of any student allergies and respect all guidelines necessary to keep children safe.

## **Safety To and From School:**

All City School students are assigned a bus-stop and a specific bus/route at the beginning of each year. Students are not allowed to switch busses without permission/bus pass from the main office. Any changes in transportation to and from school should be done through Helene Biggie, by 11:00 a.m. In grades PreK-3 an adult must walk students to the bus and be certain the child is on the correct bus.

## **Student/Guests:**

If you invite students and/or adults to come in for presentations, visits, etc. please inform the front lobby. All visitors must sign in and out at the main entrance; and it is helpful to know where to direct them when they arrive. It is also important for us to know who is in the building should an emergency situation arise. **Never** allow guests to enter through an outside classroom door.

## **Supervision of Students:**

For the safety and protection of students as well as adults in our school, we live by the following consistent guidelines for student supervision:

- Do not leave your students unless you have coverage by another staff member.
- If you have made arrangements for a student to come in early, please be sure that you are in your classroom and that the front desk has been notified. If a student is required to stay after school for extra help or to make up incomplete work, the teacher will be responsible for parents/guardians being notified.
- If you are supervising an after school activity, please be sure that parents have been notified of times and that transportation arrangements are in place. Students are to remain in designated areas under your supervision until their dismissal. If they are accessing the 5:00 p.m. School Bus students must sign up by 1 p.m.
- Please do not leave children unattended outside.
- Playground supervision is provided by teachers within their Learning Community. The supervising adult will have a radio to communicate with the front lobby of the school when outside of the building. Teachers are to engage in teaching students how to play specific games and the expectations for the playground equipment. Teachers are to walk the perimeter accounting for all students at all times.
- A teacher from each Learning Community (PreK-3) is responsible for escorting their classes to the buses at the end of the day and for supervision of the loading area. Teachers in grades 4-8 must be in the hall supervising students.
- A "late bus" is offered Monday through Thursday for students in grades 1 through 8 who participate in SES Tutoring and Open Doors. Transportation is also offered for students who participate in Athletics, Drama, classroom activities or the After School Program (offered in the Learning Commons). If a student wishes to utilize the late bus for these activities, they must have parental permission and sign up at the front desk by 1:00pm. The daily bus route is generated from this list.

## **Toys/Personal Devices:**

Devices such as cellular phones, pagers, MP3 layers, IPODS, games, kindles, etc. are not to be used during the school day unless permission is given or it is an appropriate time. *St. Albans City School is not responsible for lost or stolen items. Therefore, we encourage students and adults not to bring these items to school.*

## **Website:**

We offer our parents/community members information about our School via our "Daily Announcement" page on our website. This is the perfect place for Learning Communities to showcase their achievements or let parents know what events are happening at City School. Mitch Craib is always looking for pictures, with a brief description, from your Community. This is another reason why getting your media permission slips to parents is so important. Please make sure any pictures of children that you submit have parental approval.

Our sacsvt.org website has recently been updated. It offers information for both community and staff. The following are some of the links that you will find useful on our webpage: Calendars, Email, Powerschool, Field Trip Forms, Work Orders, Employee Portal, Building Use, Leading the Way, and the list goes on. Please spend some time exploring our webpage so that you can become more familiar with the offerings.

Saint Albans City School Website address is: <http://www.sacsvt.org>

Franklin Central Supervisory Union is: <http://www.fcsuvt.org>

School information, pictures, teacher websites, calendars, and more are available on our website. Please visit us on-line.

## **ACHIEVEMENT**

### **St. Albans City School**

#### **Communication:**

All staff members are assigned a phone extension, voice mail, mailbox and an email address. Please be sure to check them daily. We encourage you to submit articles for the Daily Announcements and our Facebook webpage. Please email Mitch Craib by 1:30 p.m. for articles/announcements that you want to appear the next day on our Announcement page. Mitch can post information in real time on Facebook and Twitter, such as bus delays, game cancellations, etc. Please encourage your families to utilize these electronic resources.

#### **Culminating Events:**

Each Learning Community is responsible to create an event following each of the 3 thematic units each year. Parents must be informed and invited to the event.

#### **Cumulative Files:**

Each homeroom teacher is responsible for reviewing and maintaining student cumulative files within the first few weeks of the new school year. They are also responsible to make sure that at the end of the year the file has been reviewed and new assessment data included.

#### **Dismissal - End of Day:**

One teacher from each Learning Community (PreK-6) **must** walk their students out to the buses and make sure that they get on the correct bus. This is a safety issue within our school and out in the loading area. This is an expectation and a part of the process of supervising all of our students.

#### **Evaluation:**

All employees are a part of our PLP System. Our logistical team is evaluated using the logistical team rubric. Each employee is evaluated every year.

#### **Extended Day Programs/Athletics:**

St. Albans City School offers school sponsored athletics for girls and boys in grades five through eight. We invite and encourage students to become involved in the "Raider" experience. Contact our Physical Education Department, and Athletic Director, Wendy Trainer, with questions. Wendy Trainer is always looking for good coaches. For more information visit the website: <https://sites.google.com/a/fcsuvt.org/sacs-athletics/>

**Faculty Meetings:**

Faculty meetings are scheduled for the first (60 minutes) and third (30 minutes) Tuesdays of each month. Contracted teachers are expected to attend and should make plans accordingly. If teachers are not able to attend leave requests need to be submitted and approved.

**Field Trips:**

All field trips must begin with approval by Administration. You will find a link to the Field Trip Form on our website that should be filled out at least two weeks in advance of your trip. This form is a shared document and will give you information from the Principal and the Nurse; and once approved will let Mitch know to add the activity to our Event Calendar.

**Forms:**

Although we strive to use as little paper as possible, we are required to use paper forms for certain activities. These include Professional Development, Reimbursements, Purchase Requisitions, and various personnel forms required by Central Office. Most forms can be found on the sacsvt.org or the fcsuvt.org website. If you are having trouble accessing information, please see Caroline Fitzgerald.

**Fund Raising:**

There is **no** fundraising without the approval of the Principal. City School participates in the following Sustainable Fundraising Activities: Hannaford Gift Cards and Hannaford Box Tops for Education. We intentionally limit the number of fundraising projects each year to activities that benefit all students and have the least amount of financial impact on our community. Learning Communities may sign up for one of two monthly Dance or Evening Activities (Black-light Dodgeball, movie nights, etc.) which are scheduled at the beginning of the school year with Administration.

**Home School Compact:**

Building strong partnerships between home and school ensures that students will get what they need. Working together makes a huge difference in student achievement, success in school and leads to success in life. St. Albans City School provides many opportunities for families to be involved. Learning Showcases, where students share their learning with parents and teachers and set goals, is one way that we provide the opportunity for families to take an active role in decisions regarding their child's education.

Our teachers will provide supportive classrooms that are ready for students to learn. They will provide reading, writing and math instruction consistent with the Common Core standards and assess students regularly to show growth and understand areas that need improvement. Each team of teachers will create exciting thematic units that meet the NextGEN science standards and social studies expectations. Learning from these project-based components will be demonstrated in culminating events at the end of the theme. They will share their knowledge with their families at the portfolio conference, and in a narrative in your child's portfolio.

We have high expectations for every member of our school community. Families are critical to their child's success at school. We need children to come to school regularly and on time, families to join us to celebrate learning, and families to contact school if they have concerns. Each student shares this responsibility, and in addition we need them to do their personal best to meet all Safe, Achieving, Caring expectations. Students will also need to reflect on their learning and create a portfolio that helps them demonstrate what they have achieved.

**5:00 p.m. Bus:**

Students staying for after school for academic support, access to technology may sign up for the Monday through Thursday 5 p.m. Bus. A parent or guardian must send in a note stating that their child may stay and access this bus home. All sign ups must be done through the front lobby receptionist by 1 p.m.

**Learning Showcase:**

A Learning Showcase is the opportunity for a student led portfolio conference. This is a time for your student to share their portfolio of work that includes student goals and teacher/student reflections.

**National Green Ribbon School:**

St. Albans City School has been recognized as a National Green Ribbon school because of our focus on health and wellness and environmental stewardship.

**Open Doors:**

Open Doors is an after school program in its tenth year for Grades 3-8. It provides an extension of the school day that includes academic choice, social opportunities, healthy physical activities, resilience building, and student voice. Please contact Alisha Sawyer, Director of School Enrichment for more information at 527-0565 extension 1103. She is always looking for teachers to share their talent and passion with students.

**Parent Involvement:**

A student's educational success is a partnership shared by school and family, including all those who play an important role in the student's well-being. We welcome families at St. Albans City School and actively encourage their support and assistance to maximize our student's social, emotional and academic development.

**PLP**

Administrators, Teachers and Paraeducators are a part of our PLP System that is used to evaluate performance over the course of an academic year. You will find all that you need to know about the PLP System on our website under Resources. Student PLP's are also used from PreK-8. These are referred to as the e-portfolio system.

**Phone Calls - Students:**

When parents need to communicate with their child or their child's teacher during the school day, a voice mail or written message will be delivered, so as not to disrupt learning time. Students **are not permitted** to use phones without permission and are not allowed to receive phone calls during the school day. All plans for after school activities should be arranged before the school day begins. Please do not send your students to the main office to make phone calls to arrange last minute social activities or change busing.

**Purchasing:**

All purchases need prior approval by Administration. There are no exceptions. Learning Communities are given an allotted budget for supplies each year. Purchase requests should be submitted to the Principal's Office/Caroline on a Purchase Requisition form. Staff should not expect reimbursement for unapproved purchases. If an approved purchase has been made, reimbursements must be submitted in a timely manner, (30 days) with proper paperwork. Any Tax paid cannot be reimbursed. Please see Caroline Fitzgerald with any questions you may have regarding purchasing and/or supplies.

**SES Tutoring:** Through No Child Left Behind Legislation (NCLB) there is an opportunity for all students who are not meeting standard to participate in our after school tutoring program. There is no charge for a student who is eligible for Free or

Reduced Lunch and students who are not eligible for Free and Reduced Lunch may attend for a small fee. The goal is to support a student's academic goals.

### **SunRise Club:**

The SunRise Club is a before school program for students in Session B, Grades K-6 on school days from 7:30 a.m. until 8:00 a.m. Students participate in diverse activities. For more information contact Alisha Sawyer at 527-0565, extension 1103.

### **Substitute Needed:**

Between the hours of 2:00 p.m. and 6:00 a.m., staff who will be absent should call the sub line (527-0565 extension 6000) and email Wendy Trainer (trainerw@fcsuvt.org) with your plans for the day. If calling in sick, make sure that you leave your name, Learning Community, date you will be out and if your position is provided with a substitute rather than filling within your Community. Substitutes receive placement based on priority. For any planned time off, please refer to the Leave Protocol and information posted on "Leading the Way."

### **Substitute Folder:**

Please complete your substitute folder and leave it with Wendy Trainer before the first student day of school. The folders have spaces for all the information a substitute should need and a list of recommended information to be included. When you require a substitute, email Wendy with your lesson plans and instructions to be placed in the folder that day. Update the folder as necessary. Include an up-to-date attendance list, medical instructions, emergency contacts, current behavior plans to meet student needs, and any other important information that the substitute will need to successfully complete the day. Failure to return your substitute folder to Wendy could result in no substitute coverage.

### **Teacher License:**

It is the responsibility of each professional to keep his or her licenses current. You can contact the Central Office for information regarding the local licensing board or your school representatives on the local licensing board.

### **Travel Reimbursement:**

Travel reimbursement must be requested and approved in advance.

## **CARING ST. ALBANS CITY SCHOOL**

### **Absences:**

Excellent attendance at school is important to the academic, social and emotional growth of children. A teacher's attendance has a significant impact on the success of the students.

### **Accidents, Injuries and Incidents:**

All injuries (for staff, students or visitors) should be directed to the school nurse immediately. Staff who are injured must see Caroline Fitzgerald to fill out an "Employee's First Report of Injury," as soon as possible after the incident. Visitors who are injured will fill out a "General Liability Report," and the Nurse will fill out a "Student Accident Report" for any students who are injured.

All reporting should be done through the Principal's office. Please see Caroline to obtain forms and procedures for Injuries, Property Loss, General Liability, Student Accidents and Auto Loss.

**Dress Expectations:** Students should wear clothing that is neat, comfortable, and appropriate for learning keeping the weather in mind. If dress is inappropriate, students will be asked to change and if a change of clothing is not available parents will be called. Adults are expected to model dress expectations.

**Specific Guidelines:**

- Clothing must cover stomachs, backs and undergarments, including underwear and bras.
- No halter-tops, spaghetti straps, short shirts, see through items or tank tops with straps less than one and a half inches.
- All clothing should provide coverage so that no cleavage is showing.
- Skirts, shorts, or skorts must be as long as mid-thigh.
- Any item of clothing with sexual, drug, alcohol, tobacco connotations or hate or gang related activities or messages are not allowed. If there is any disagreement about the message, the garment cannot be worn.

**Early Dismissal:**

All student early dismissals should be processed through the front desk/office. If your student needs an early dismissal, they must bring in a note signed by a parent/guardian stating what time they need to leave and who is responsible for pick up. Please have your student bring the note to the front desk first thing in the morning. We **will not allow** a student to leave with a person who is not approved. This is to protect everyone. A teacher/staff person is not let a student leave unless they have the authorized, yellow slip informing them of the dismissal.

**Facility Maintenance Personnel:**

If you would like a job completed, or if an area is not being cleaned, please, submit a work order request. You will find a link on our webpage. Do not ask custodians directly to do a job for you – follow the established protocol.

**Head Lice:**

Students should avoid sharing combs, hats, barrettes, scarves, etc., to minimize the likelihood of spreading head lice. Students who may be infected with head lice should see the nurse, who will guide the child and parents in treatment.

**Health Information:**

**Immunizations:** Vermont Immunization Law requires of all new students and transfer students a record showing the month and year of having received the following vaccines: Diphtheria, Tetanus, Pertussis, Polio, Measles and Rubella. Students who fail to provide immunization records as required may be excluded from school by the Principal after a warning notice to the parent. If your child receives immunization at any time please send written notice of the date and immunization to the health office/school nurse.

**Medication Procedure:** No medications may be administered without both a doctor's signature and a parent/guardian's signature. In grades K-8 medication will include any prescription or non-prescription drug such as Tylenol, vitamin pills or over the counter medication. Medication must be brought to school in the original, labeled container. All medication including cough drops or throat lozenges must be kept in the Health Office.

**Screenings:** Annual screenings for height, weight, vision, hearing, blood pressure and scoliosis are done according to the Vermont Standards of Practice. This information is recorded on each student's Health Record. Schools are required to test the hearing of students in first, second, third fifth and seventh grades annually.

Parents are permitted to opt their children out of such tests. Parents should contact the health office in writing if they wish to have their child opt out of any the hearing tests.

### **Homelessness:**

If you know of a student or family that is struggling and you are wondering if they are homeless please inform Amanda Smullen, Home School Coordinator, as soon as possible. There are many supports that can be put in place for families that are homeless.

### **Leaving School Grounds:**

If a student decides to leave school grounds without permission, please notify the front desk immediately. The student will be considered "missing" and our SOP for a missing child will be followed. If a staff member needs to leave during the school day to run an errand, please be sure to sign out at the front desk, and back in when you return. For safety reasons it is important for us to know who is in the building at all times. Staff should also check in with the front desk when they are taking their students outside of the building.

### **Lost and Found:**

St. Albans City School has a container for Lost and Found items where students and families can check for lost items. Lost money and unique or expensive items such as jewelry will be taken to Mrs. Biggie's office.

### **Meals at St. Albans City School:**

The Abbey provides food service for our school. For more information about the company and their services please visit their website, [www.abbeygroup.net](http://www.abbeygroup.net).

**Staff Accounts:** Any staff person can have access to meals as long as they prepay or pay at the time they receive the meal. **There is no "charging" for anyone.** SACS' students eat free.

### **Breakfast and Lunch for ALL students at St. Albans City School:**

St. Albans City School is able to access Community Eligibility. This federal program will provide every student with a free breakfast, snack, and lunch. This means that our families will not need to worry about student food accounts. Also, an afternoon snack will be provided if students are participating in a structured afterschool program. At meals children will receive a balanced breakfast, lunch or snack that meets federal requirements and provides a healthy, nutritious offering. Children will not be able to purchase a second meal, but they can access the fruits and vegetable salad bar. We will work closely with the Abbey through our Food Advisory Committee which meets monthly to make sure that the meals meet our expectations for quality. This year the Food Advisory Committee has arranged for improved cheese in all meals and real maple syrup.

The most important thing that we must do this year to continue to receive this and other benefits is to collect from each family the Federal paperwork for Free and/or Reduced Lunches. Please contact Peg Jehle if you have questions or concerns (802-527-0565 extension 1103).



## Lunch Schedule – 2016 - 2017

Time	Learning Community
10:45 – 11:15	7/8: Renaissance, USA
11:15 – 11:45	1-3 grades: Investigators, Explorers
11:30 – 12:00	1-3 grades: Travelers, Imagination
11:45 – 12:15	4-6 grades: Voyagers, Incredibles
12:00 – 12:30	4-6 grades: Discovery, Triumph
12:30 – 1:00	PreK and Kindergarten

### **Keys:**

Keys are available from the Facility Manager/Principal’s office. Classroom doors should be locked when you are leaving an empty room. If you find your classroom door unlocked when you arrive (and you know that you had left it locked), please be sure to notify the Principal’s office. With the ever-increasing amount of technology in our building, it is imperative we keep our classrooms secure.

### **Multi-Tiered System of Support (MTSS) Meeting (Red Zone):**

This is our EST meeting where teachers can bring up students that are impacting the learning of other students within your Learning Community. The support team meets weekly to discuss students who require more supports. At your Student Ready Meetings please ask more about MTSS.

### **Sunshine Fund:**

Our staff is asked to donate \$10.00 to the Sunshine Fund at the beginning of the school year (for condolences and get-well gestures). Please give your money to Helene Biggie in the downstairs office. Remember that fund benefits all and if more should be needed we will ask through email.

### **Paychecks:**

Paychecks will be distributed according to the Pay Schedule. We encourage employees to utilize “Direct Deposit” for their payroll. Please see the bookkeeper (Caroline) for information. Paychecks will be placed in staff mailboxes by noon. Direct Deposit information will be emailed. The bookkeeper must receive written permission if you wish to have someone else pick up your paycheck.

### **Sign In – Sign Out Book:**

Honor your workday by being prompt and staying through the end of your approved workday. If you leave the building during the work day, please sign out at the front desk and upon your return sign back in. In the event of an emergency, we will know where people are. If you are leaving for a non-school related appointment, please be sure to submit a leave request in the portal.

### **Valuables:**

All staff should leave valuables at home. Pocketbooks should be locked up. Money raised through a Learning Community event should be given to Caroline who will keep it in the school safe.

### **Water Bottles:**

A water bottle is provided for every student and adult at St. Albans City School. We have cold, filtered water that everyone can access at any given time.

# St. Albans City School

## Glossary of Terms

**Blackboard Connect:** Blackboard Connect is our communication tool to keep parents, students, community members, and staff up-to-date with important information related to the school. Blackboard Connect uses phone calls, text messages, emails and social media updates to assist in keeping our school safe and informed. (this tool replaces Alert Now).

**Common Core:** The Common Core State Standards establish clear, consistent guidelines for what every student should know and be able to do in math and English language arts from kindergarten through 12<sup>th</sup> grade. Franklin Central Supervisory Union has adopted these standards for math and English language arts.

**Common Local Assessments:** To make sure that students are progressing through the common core standards, there are several assessments (tests) that students take to gauge where they are and what they need to do next. At each grade level, these are consistent, regardless of the Learning Community.

**Conscious Discipline:** A comprehensive self-regulation program that integrates social-emotional learning and discipline. Conscious Discipline empowers adults to take a breath before responding to a conflict about social norms allowing the adult to teach critical life skills in a supportive and gentle manner.

**Culminating Event:** The culminating event is designed at the end of Thematic Units in Social Studies and Science to give students a chance to demonstrate the knowledge and skills they have learned throughout the unit. The project will require meaningful research, the creation of a product or event as an outgrowth of that research, sharing the product with others, and reflection on the learning process. The culminating event is an opportunity for parents and community members to participate in a celebration of learning.

**Learning Community:** A highly personalized learning environment that is designed to meet the needs of students through consistent positive relationships. Each community will share the same teachers and student members as children progress from grade to grade. Teachers work together to develop a sense of community, interdisciplinary projects and focus on the individual needs of their students.

**Learning Showcase:** Students and teachers capture learning in the PLPs throughout the school year. In the fall and spring, students, parents and teachers meet to discuss this learning using the PLP, in a Learning Showcase. In the early grades, the teacher has a large role, and as students develop, the student takes the lead with the parents and teachers as part of the process.

**MTSS:** A meeting of all Support Personnel to discuss students who are struggling with self-regulation, building relationships, and/or are not engaged in learning due to extenuating circumstances. Staff must provide what they have tried and come to the meeting with a specific request.

**Open House:** Each September we prepare a time for children to bring their families to school. This evening includes many traditions such as The Book Fair and The Harvest Dinner.

**PBIS:** Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success. This is the foundation for our school-wide expectations

**Personal Learning Plan (PLP) (e-portfolio):** Personal Learning Plans help students think and plan for future career opportunities. Through setting individual educational goals students design a pathway to their future. The PLP is also a special place to capture the learning that a child experiences on this journey. It contains artifacts such as pictures, videos, writing, artwork, and other demonstrations of learning along with reflections on how the artifacts link to goals and expectations. The plans aim to make education more relevant for individual students. The PLPs include input from parents, students, teachers and follow the child from pre-k through 8th grade.

**Resource Fair:** As each school year begins there are many things that need to get done. To make this task as efficient as possible to parents, we created a resource fair. We use the gym and set-up tables that let parents get everything done in one place at one time on the first day of school or at the Open House. Some things included are; signing up to volunteer, athletics, nurses, tutoring, and after-school programs. We also include community partners such as the fire department, recreation department and department of health.

**SBAC:** The Smarter Balanced Assessment System is a computerized assessment that replaces the NECAP testing. These tests are required by the State and are given in the spring. This is a new system, so we are currently looking to understand how results will be shared.

**SES Tutoring:** Supplemental Educational Services (SES) tutoring is a summer and after school tutoring program available in reading and math and is offered at no cost to families that qualify. Parents of students that qualify can choose from different options for tutoring. Families that do not qualify can also access some services for a small fee.

**Stewardship Project:** Part of the vision of the school is “preparing students to be stewards of themselves, our school, our community and our environment”. To maintain this focus on stewardship, each Learning Community has at least one stewardship project. These are big projects that span many years and are often linked with Thematic Units and protecting our environment.