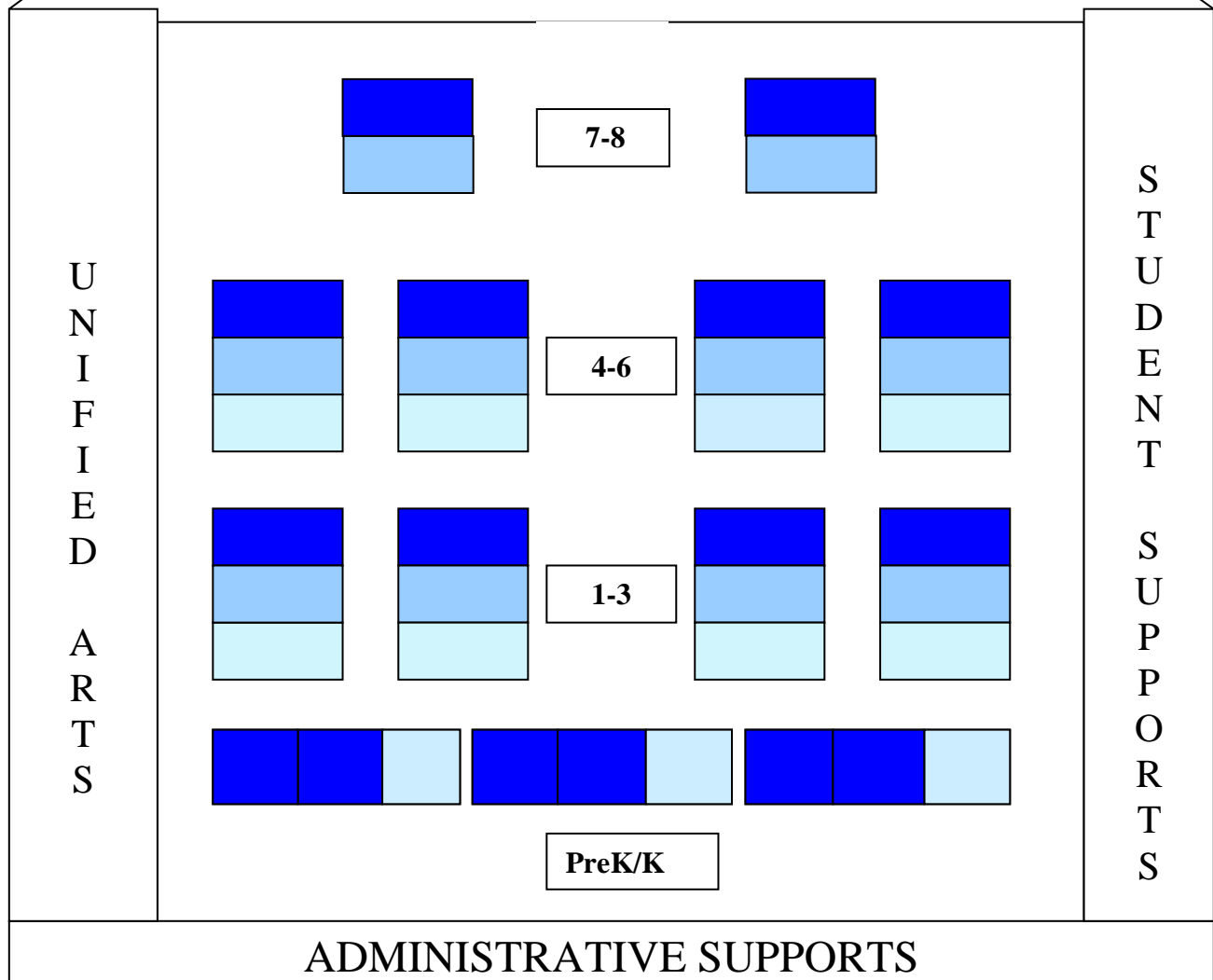


# St. Albans City School

Learning Communities



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

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

## Student/Parent Handbook

2016 - 2017

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# 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 Families,

St. Albans City School welcomes our new and returning families 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 families know that our school remains 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 continued 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 Student 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 22<sup>nd</sup>. We are here to partner with families so that as a school community we are able to provide the best opportunities for all of our children and to support a positive school experience.

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 and on our website calendar prior to the meeting dates, 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	ngonnellaafrench@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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Eddie Morrie	Logistical Support/Receptionist	1112	morriee@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

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Tyler Cook	2210
Briana Maguire *	3214

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 lucasl@fcsuvt.org  
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Brian Clark	2213
Jessica Rocque	2209
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James Boldosser	2205
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Claire Draper	2206
Ashley Levine	2208
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Luke Laroche	2014
Val Loucy	2016
Jennifer Beams*	2304
Dina Senesac	2304

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John Cioffi	2013
Matthew Bresler	2013
Linda Lang	2013
Josie Weldon	2013
Alan Salit *	2013

cioffij@fcsuvt.org  
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 salita@fcsuvt.org

## SUPPORT TEAM

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# 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, paraeducators, counselors, administrative assistants, specialists, librarians, facility maintenance personnel, cafeteria workers, bus drivers, substitutes, mentors, nurses, volunteers and parents/guardians) 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/guardians 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>	Remain Seated Respond to the driver's signal Food and Drink Free	Cross in front of the bus at driver signal Stay out of the street while waiting for the bus Walk when getting on and off the bus	Cross streets safely Use sidewalks	Leave wood chips, rocks and sticks on the ground Play where an adult can see you at all times Hands and feet to self	Follow the direction of traffic Wear appropriate safety equipment Obey traffic laws Lock equipment in racks provided
<b>A Achieving</b>	Follow adult directions Keep personal items to yourself	Be a good ambassador Move responsibly between home and school	Keep track of your things Be a good ambassador	Learn and follow rules for school approved games and equipment	Obey the rules of the road
<b>C Caring</b>	Help other students Be an ally and mentor	Help other students Be an ally and mentor	Respect school and community property Take care of each other	Include others Share equipment Use polite language	Help others if needed

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

# 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.

### **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 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.

### **Building Access:**

Our building is open 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 the building, please ring the bell. If you are visiting our school, you will sign in at the front desk. Student attendance is critical for student academic success. However, if an early dismissal is needed parents must send in a note and pick up the child in the Front Lobby. Any changes that need to be made in regards to your child's daily schedule needs to go through the office. We do not allow any child to leave the building during the day without correct authorization. If you are not listed in Power School you will not be able to leave with a student.

### **Bullying and Harassment:**

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

### **Busing**

St. Albans City School offers all students the opportunity/privilege of riding a bus to and from school. Bus stop locations are assigned at the beginning of the year. These stops

are posted in the “Back to School” issue of the St. Albans Messenger, or by contacting Mrs. Biggie at ext. 1101. These stops may be updated from time to time to accommodate the needs of our students. Parents/Guardians of PreK and Kindergarten students are expected to be at their child’s bus stop each day for pickup and drop off. Students in grades one through eight will be dropped off at their assigned stops each day. Parents/guardians are responsible for being home to greet their student. We realize situations arise, when the parent cannot be home on time. In these instances, please contact the school and we will contact the bus driver and have the student returned to school for pick up by the parent/guardian. Students cannot switch buses without permission and a bus pass.

### **Bus Passes:**

Due to safety concerns students and families must know where they are going after school and how they are getting there in the morning. To switch buses, students are required to bring a note to the office before 11 a.m. to get a bus pass. There will be no exceptions unless approved by Administration.

### **Cell Phones:**

Learning Community teachers will monitor cell phone use. **Students are responsible for their safe keeping and appropriate usage.** If your student is concerned about loss or damage, please do not bring the cell phone to school. While cell phones are a great way for children and their parents to stay connected, if a child must leave school for any reason, the child must go through official channels. **During all safety drills or incidents, all adults and children must turn off cell phones immediately.**

### **Communication:**

Communication is an essential piece that helps build strong relationships between school and home. However, we do know that students do not always bring home important papers to their parents/guardians. Therefore, we are providing some different options to students and families.

Every person working within our School has a phone line and an email address. Please use the directory within this handbook or on our website ([www.sacsvt.org](http://www.sacsvt.org)) to access specific people. Families are encouraged to register for the daily announcements or access our Facebook account so that you receive them automatically. See Mitch Craib at the Resource Fair or give him a quick call.

### **Concussion, Head Injury, and Athletic Safety:**

Each youth athlete and parent or guardian must sign a concussion policy form. Please visit the Raider’s website to learn more about health and safety related to athletics (<https://sites.google.com/a/fcsuvt.org/sacs-athletics>).

### **Email:**

Parents who would like email updates can provide us with an account and email address on **the Emergency Form**. You will be on an email list to receive school information through email. **Helene Biggie needs current phone numbers, house address and email addresses so that we can contact the correct person if an emergency arises.**

**FERPA:**

(Family Educational Rights and Privacy Act of 1974) is federal legislation in the United States that protects the privacy of students' personally identifiable information (PII). The act applies to all educational institutions that receive federal funds.

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

Directions for fire drills, lockdowns, and evacuation drills are posted in every room. Upon hearing the fire alarm, all students are expected to walk in single file, without talking, to the nearest exit and remain outside of the school until the all clear signal. The School will have a fire drill and lock down drill each month as directed by the fire department. In a Lockdown students remain quiet and undetectable behind a locked door. Students prepare for these drills and are supported by their teachers. Saint Albans City School practices, at least once a year, an emergency evacuation/relocation drill where we leave the school building and go to alternate sites.

**Internet Use:**

Computers are provided in every classroom to equip our students with the anticipated technical skills to compete in today'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 the same expectations and meet the expectation of the Acceptable Use Policy.

**Keep Us Informed of Current Information:**

**Please make certain that we have your most current phone numbers as delivery of information is dependent upon accurate contact information from home. Every time you change your cell /phone number please let the school know.** In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone. Call Helene Biggie or contact your child's teacher as soon as a cell phone, telephone number changes.

**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. Families are welcome in St. Albans City School. Your support and assistance are actively sought to maximize your student's social, emotional and academic development.

**Phone Calls:**

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. If the message is urgent, please let the office know when you call. Students **are not permitted** to use phones without permission and are not allowed to receive phone calls during the school day. Cell phone use is monitored by Learning Communities so please find out what your child's Learning Community expects. Please



make all plans for after school activities before your student comes to school as this eliminates another distraction.

## **POLICIES:**

School Policies are a plan of action adopted by our School Board that protects all students 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 web site ([www.fcsuvt.org](http://www.fcsuvt.org)).

**The following is a list of MRUSD Current Policies:** If you would like a copy of any of these policies please contact the front lobby receptionist, administration or download from the MRUSD 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 Drug
- 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 Title1, Parental Involvement Policy
- Notice of Non-Discrimination

There is a paper copy of the policies at our front desk.

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

Safety awareness and the prevention of accidents are important safety goals for our School. Families are urged to help their children follow these safety guidelines. Start for school early enough so that you arrive in time for breakfast and before class starts. Walk on the sidewalks. Refuse to approach or enter strange cars. Go directly to school or

home before playing. Watch out for smaller children and help them if they need help. Cross streets at crosswalks and only after looking carefully in each direction. If you ride a bike, please wear a helmet and follow bike safety rules.

### **Technological/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. St. Albans City School is not responsible for lost or stolen items. Therefore, it is recommended that these items not be brought to school. Please understand that your child owns responsibility of any items brought to school.

### **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.

**Website:**

The SACS Website is another way for you to access current information about our School. Announcements are posted daily. Videos and Upcoming Events are just a few of the items that you will find. Visit our webpage and see what is going on at City School, and within your child's Learning Community. Saint Albans City School Website address is: [www.sacsvt.org](http://www.sacsvt.org) Maple Run Unified School District is: [www.fcsuvt.org](http://www.fcsuvt.org)

## ACHIEVEMENT

### St. Albans City School

**Communication:**

St. Albans City School believes that communication is an essential component in providing a successful school experience for your child. We actively seek and support parents/guardian involvement. We are here to support you and your child and encourage you to stay in contact with your Learning Community Teachers, our Home-School Coordinator, Nurses, Guidance Counselors, and Administrators. We are here to help our students achieve. Please make sure that your contact information is current. Contact Mrs. Biggie with any updates.

**Culminating Events:**

This is the time at the end of each trimester to celebrate your child's learning. Please look for information from teachers regarding these events.

**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 you to become involved in your child's "Raider" experiences. Contact our Physical Education Department or Athletic Director, Wendy Trainer, for more information at 527-0565 or -- <https://sites.google.com/a/fcsuvt.org/sacs-athletics/>

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

Students staying for after school academic support or access to technology may sign up for the Monday through Thursday Late Bus. A bus or van will transport your child home from school, leaving at just before 5:00. A parent or guardian must send in a note stating that their child may stay and access this ride home. All sign ups must be done through the front lobby receptionist by 1:00 p.m.

**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.

**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. Please contact Peg Jehle for information at 527-0565 extension 1103.

**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.

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**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.

## **Personal Learning Plan:**

Personal Learning Plans are required for students in grades 7 through 12. Our school provides this for children in Prek-8th grade. Your child's e-portfolio is their Personal Learning Plan.

# CARING ST. ALBANS CITY SCHOOL

## **Absences:**

Excellent attendance at school is important to the academic, social and emotional growth of children. If your child is going to be absent, you are asked to call the school that morning to inform us. For safety reasons we need to know where our students are. This is one reason we call home when a student is absent from school.

## **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.

### **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' wide.
- 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.

## **Early Dismissal:**

If your child needs an early dismissal, they must bring in a note signed by a parent/guardian stating who is responsible for pick up. We **will not allow** a student to leave with a person who is not listed as a contact in our Power School system. This is to protect everyone. Adults who arrive for an early dismissal pick-up must sign in at the front desk.

## **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 PreK-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. Please contact the health office in writing if you wish to opt out of any the hearing tests.

**Leaving School Grounds:**

If a student decides to leave school grounds without permission the family and police will be called.

**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 Group- St. Albans City School's School Meal and Snack Provider The Abbey Group is an award winning food service management company with a passion for high quality ingredients, locally sourced products, sustainable food service practices and exceptional customer service. The Abbey Group provides a wide variety of menu choices every day to its client schools in Vermont, New York, and New Hampshire. For more information about their company and services please visit their website, [www.abbeygroup.net](http://www.abbeygroup.net).*

**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 meal 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**

<b>Time</b>	<b>Learning Community</b>
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 - Kindergarten –

#### **Water Bottles:**

A water bottle is provided for every student 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.

**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/guardians 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

**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, and 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 our 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.

## STUDENT/PARENT HANDBOOK SIGN OFF SHEET

After you have read the Student/Parent Handbook, please sign and return to the school office by **September 19, 2016**.

I have read the Handbook, and know how to access it during the school year. In particular, I have reviewed the following items:

- √ Directory by Learning Community
- √ Communication – How to access information? Website, Blackboard Connect
- √ General Information
- √ School Wide Expectations for All at Saint Albans City School Students (PBIS) **including dress expectations**
- √ Logistics – Meals, Buses, Emergency Planning, etc.
- √ Attendance and Truancy Procedures
- √ List of School Board Policies and you know how to access them
- √ Home School Compact

Student Name(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_