

C.P. SMITH ELEMENTARY SCHOOL

332 Ethan Allen Parkway
Burlington, VT 05408
(802) 864-8479

Leonard H. Phelan
Principal

Kate Guilmette
School Counselor

Dear Parents/Guardians,

On behalf of the entire staff of C.P. Smith Elementary School, I welcome you and your child/children to the 2017-2018 school year. I hope it is a safe and supportive one for all members of our school community. This handbook is provided as a resource of helpful information to answer your questions and address your concerns.

You play a key role in helping your children be successful as learners and citizens. We at C.P. Smith believe that the most effective education for your child comes from a collaborative partnership between home and school. We want to work with you to provide your children with a learning environment that is a wonderful blend of academic rigor and joy. Many opportunities exist for you to support your children by becoming involved in our school community, and we invite you to take advantage of these opportunities throughout the school year.

The foundation of an effective home-school partnership is communication. Therefore, if you have any questions or concerns for me or members of our staff, please do not hesitate to contact us.

Thank you for all you do to make our school community a vibrant and welcoming place for all and one in which all members are respectful, responsible, and safe.

Sincerely

Leonard H. Phelan
Principal

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**C.P. Smith Elementary School Staff
2017-2018**

Kindergarten

Mrs. Lynn Slack
Ms. Jenell Tilley

Grade 1

Ms. Shelley Spinner
Mrs. Brittany Young
Mrs. Sarah Erkson

Grade 2

Mrs. Patricia Kissell
Mrs. Suzanne Weishaar

Grade 3

Mrs. Nicole Bahrenburg
Mrs. Kelly Mancuso

Grades 4

Ms. Kim Brockway
Mr. Sean Palmer
Mr. Josh Safran

Grade 5

Mr. Dale Pecor
Ms. Claire Raudonat

Administration

Mr. Len Phelan
Mrs. Tina Desautels

Art

Ms. Ashley Stagner

Afterschool Program

Ms. Rose Wall
Ms. Molly Bosley

Custodians

Mr. Andrew Awhaitey
Mrs. Susan Baxter

Educational Assistants

Ms. Ann Arcovitch
Ms. Jennifer Billings

Mrs. Sarah Boudah
Mr. Paul Chrisman-Watson
Mrs. Elizabeth Freeman
Mrs. Kim Hamlin
Ms. Donna Haskins

Educational Assistants (cont.)

Mrs. Carolina Kilbourn
Ms. Marcie Lussier
Mrs. Ann McKay
Mrs. Maureen O'Brien
Mrs. Stephanie Pratt
Ms. Amy Stetson
Mrs. Melissa Sweetser

English Language Learners (ELL)

Ms. Amy Kiely
Ms. Janelle Gendimenico

Interventionists

Mrs. Danielle Carey (Literacy)
Mrs. Christine Harvey (Math)

Learning Center

Ms. Beth Lane
Ms. Sherry Kavanagh

Music

Mrs. Danielle Hurley
Ms. Kristen Schwerin

Physical Education

Ms. Christine Souliere

School Counselor

Ms. Kate Guilmette

School Nurse

Ms. Christine Armstrong

School Psychologist

Mr. Jake Trackim

Social Worker

Ms. Christina Pasnick

Special Services

Ms. Danielle Brigham
Ms. Maria Boyson
Ms. Erica Pearson
Mrs. Penne Wheeler
Mrs. Marcelle Whitcomb

Student Support

Ms. Lori Dolson

PTO MISSION STATEMENT

To actively partner with faculty, staff, and families and to directly enhance the educational and social experience of all students.

PTO Officers

2017-2018 School Year

President: Mrs. Beth Bahrenburg

Vice President: Ms. Sue Chayer

Secretary: Mrs. Shiloh Lalumiere

Co-Treasurer: Mr. Michael Ly and Ms. Abbey Duke

The C.P. Smith Elementary School P.T.O. meets on the second Monday of each month, usually in the Ellie B. McNamara Library of the school. The meetings start at 5:30 p.m. While fundraising is a part of the work of the PTO, this group is involved in many aspects of the school, and the discussions that take place at meeting help create a more collaborative learning environment for our children.

Please contact P.T.O. President Mrs. Beth Bahrenburg (ptocpsbeth@gmail.com or 999-1732) or P.T.O. Vice President Ms. Sue Chayer (suechayer98@gmail.com or 363-3451) for more information or to volunteer.

C.P. Smith School Song

Looking back in time to 1959
They opened the doors to our school
The building was new, the kids learned and grew
And left a part of themselves when they moved on

From red brick and mortar came learning and order
Smith School came to life through the years
From the past to the future, the knowledge, the culture,
The triumphs, the laughter, the tears

C.P. Smith, your spirit goes on and on,
Echoing through your halls will be the children's song
C.P. Smith, there'd be a list too long
To mention the names of those who have given of
Themselves to C.P. Smith School

The kids of the 90's are looking ahead
To the 21st century
Take pride in what you do, be yourself and be true
And hold on to these memories

Refrain Written by Mr. Bob Teer in honor of our 30th birthday - March 1990

POLICIES AND PROCEDURES

ASSESSMENT

Regular classroom assessments happen on an ongoing basis in each classroom. These include observations, quizzes, projects, homework, student conferences, tests and experiments that are part of instruction and provide teachers with rich information about what students know and understand. Ongoing classroom assessment also helps teachers adapt to individual learning needs and plan for future instruction.

In addition, there are national, state, and local assessments, which are administered to students in our school district.

The goals for each are:

National Assessment

Purpose: For national comparison and equity

State Assessment

Purpose: Accountability; Guiding policy for improving schools; Guiding statewide staff development priorities; Guiding research and evaluation

School or District Assessment

Purpose: To set school or district improvement goals; for action or strategic planning; to guide curriculum development and revision; to determine staff needs; to document the progress of cohort groups from year to year; for public reporting.

Assessments planned for 2017-18:

Kindergarten

POA (Primary Observation Assessment)
Bridges Math Assessment
Fountas & Pinnell Reading Assessment

Grades 1 & 2

Bridges Math Assessment
Fountas & Pinnell Reading Assessment
McGuffey Spelling Inventory

Grades 3-5

Fountas & Pinnell Reading Assessment
Bridges Math Assessment
McGuffey Spelling
SBAC
NAEP (National Assessment of Educational Progress) Grade 4

Please contact your child's classroom teacher if you have any questions about these assessments.

ATTENDANCE

Attendance on a regular basis is crucial toward your child's development in school. We realize that there are times when absence is unavoidable.

If your child must be absent or tardy, please call 864-8479 by 7:45 A.M. If we have not heard from you by 9:00 A.M. a staff member will telephone you at home or work to confirm the absence for safety reasons.

Please inform the office in writing if your child must leave for a dental, doctor or other appointment during the day. Please indicate who will pick up your child. That person should come to the office and wait for the child and then sign him/her out of the building.

If an extended absence is anticipated, parents or guardians should inform the school secretary and their child's teacher in writing in advance. Your child's teacher will determine the need for out of class work to be completed before or during the absence.

If your child is frequently absent or tardy, we will contact you to make a plan for improving her/his attendance. We follow district and state guidelines related to truancy.

BICYCLES

The school encourages students to ride their bicycles to school when distance and weather permit. However, the school cannot be responsible for theft or vandalism to bikes. To insure the safety of all children, students are required to walk their bikes, scooters, or skateboards while on school property. Helmets are also highly recommended for safety reasons. We also strongly suggest that students lock their bicycles to our bike rack to prevent theft.

DIVERSITY IN THE BURLINGTON SCHOOLS

Our school community is composed of diverse members. The celebration of this diversity is celebrated by our school community.

Each member must be free from fear, pain and oppression in order to function fully as an individual and to enable each individual, as well as the community as a whole, to reach its full potential. Failure to fully see and appreciate others for any reason – race, gender, culture, nationality, language, ethnicity, religion, style, viewpoint, age, health, sexual orientation, physical difference, or socio-economic background – results in the diminution of the whole and prevent us from fulfilling our mission: *“The Burlington Board of School Commissioners has as its mission, through its schools and its staff, to educate students for the present and to prepare them to participate in, influence, and shape the future.”*

DRESS CODE

Your child is expected to wear clothing appropriate for school activities. Clothing should be comfortable for learning and play. Parents are encouraged to monitor their children's choice of clothing. To ensure your child's safety and to maintain a positive learning environment, the following clothing items are not permitted at school:

- High heels
- Inappropriately short skirts or shorts
- Halter tops or tops with spaghetti straps
- T-shirts with inappropriate words or advertising
- Midriff tops
- Underwear should not be visible

If you child is wearing any clothing item that is questionable, you will be called to bring appropriate clothing to school.

In addition, please have your child wear sneakers or shoes that do not have black soles. The black soles leave marks on the floors. Please remember that your child needs sneakers for Physical Education class. Sneakers with “heels” are not safe for P.E. activities. Shoes that have wheels are also not allowed at school.

Children may not wear hats in the school building except on a designated “Hat Day”. Reminders of when these days take place will appear in the school newsletter. As with all clothing, hats with inappropriate words or advertising may not be worn.

EDUCATIONAL SUPPORT SYSTEM

The school has in place an Educational Support System to meet the academic, social, emotional, and physical needs of all students. This system helps to remove barriers to participation in the school program by identifying and providing support services that are needed. As part of this work, the school has an Educational Support Team (EST) which meets regularly to discuss specific students' needs and concerns. The team reviews data collected and submitted by teachers and may decide to collect additional information as it works to identify appropriate interventions and accommodations needed at the classroom level. Parents/guardians are involved in the process and their permission is sought before formal testing and other services are recommended by the team.

Sometimes, it is determined that additional testing is necessary for special education services to be provided by an Individualized Educational Program (IEP) for a student. In this case, a student must have a disability that affects his/her learning for which services can prove helpful to him/her and his/her educational program. If a child is eligible for special education services, s/he is assigned a case manager, who works closely with the student and his/her other teachers and parents/guardians to assure an appropriate education in the least restrictive environment.

In other cases, a Section 504 plan may be appropriate. Section 504 of the Rehabilitation Act of 1973 is a civil rights law that prohibits discrimination against persons with disabilities and requires schools to provide eligible students (those with diagnosed physical or mental impairments that substantially limit one or more major life activities) with appropriate education in the least restrictive environment, reasonable accommodations to participate in the general educational program, and opportunities to participate in extracurricular activities. If you feel the school is not complying with Section 504 in terms of your child’s education, please contact Mr. Leonard Phelan, Principal, regarding the matter and the grievance procedure.

A School Safety Team (SST) also meets regularly to review and revise as necessary the school's emergency management practices and procedures and discuss individual and school situations that may be at the crisis level. While sometimes responding to crisis situations, the team's focus is also on prevention, as it strives to maintain a safe and supportive learning and work climate for all.

For more information about the school's Educational Support System, please contact the school.

EMERGENCY PROCEDURES / SCHOOL CLOSINGS

If it becomes necessary to close schools for the day, announcements will be made on local radio stations after 6:30 a.m. The Burlington School District also uses a notification system called Connect 5 for school closures and emergencies. This allows us to send a telephone or email message to you providing important information about closures and emergencies. The Connect 5 system will automatically call the numbers you provide us. We will be sending home a form each year for you to update your emergency information.

The Burlington School District has in place a Crisis Response Plan in order to encourage that our schools are as safe as possible. The plan covers a wide range of emergency situations that may cause a disruption in the normal school routine. Procedures are in place to respond to fire and smoke, utility disruptions, bomb threats and serious accidents or natural disasters.

In the event that the building has been evacuated, and we are not able to return to it--or inclement weather prevents children from waiting outside--we will escort the children to Hunt Middle School or the Miller Community Center. A sign will be posted on the front door of our school to let parents know where they should pick up their children. In addition, efforts will be made to contact parents/guardians to pick up children at Hunt or the Miller Center. If there is an early closing or school is cancelled as a result of a bomb threat, the Burlington School District is committed to making up the loss of instructional time.

A lockdown drill is performed every other month in the Burlington Schools. During this drill, students learn how to hide in their classrooms in case there is a safety emergency within the building. We practice this type of drill with the help and support of the Burlington Police Department. On-site and off-site evacuation drills are also practiced on a regular basis as required by state law and district policy. The usual off-site evacuation locations are Hunt Middle school and the Miller Community Center.

EMERGENCY TELEPHONE NUMBERS

Please keep the school informed of current home and/or cell telephone numbers as well as emergency phone numbers we may call, if necessary. A number at work or a neighbor's number will be most helpful. The emergency number will be used for individual emergencies only, such as illness or accidents. Please inform the school of any changes in emergency contact information. You may easily update emergency contact information from our website through our online InfoSnap/PowerSchool family portal.

FIELD TRIPS

A properly planned, well-conducted, and carefully supervised field trip is a vital part of the curriculum of any classroom. To be effective, a field trip will grow out of the regular activities of the students and be closely connected to the classroom curriculum.

Proper conduct will be stressed. Students are representing not only our own school, but the schools of the whole area, and good conduct and pleasant manners will make it easier for other students to make similar trips.

Permission slips signed by a parent or guardian are required of all students going on a field trip. Teachers typically inform parents/guardians of field trips well in advance. Please return a signed permission slip for your child by the date required.

Adequate adult supervision is essential. For grades K-5, one adult for every 4-8 students is recommended. Obviously, the unique circumstances of each trip must be considered and might affect the supervisor/student ratio. Parents are often asked to chaperone for a field trip. The teacher will provide guidelines to follow. Buses are used for the transportation of classes to and from field trips.

School Board policy does not require written permission for walking trips in the school neighborhood. Teachers will inform you in advance of any plans to take children off school grounds.

HARASSMENT POLICIES AND COMPLAINT PROCEDURES

The Burlington School District is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect. Harassment is a form of

unlawful discrimination that is not tolerated by the district. It is the policy of the Burlington School District to prohibit unlawful harassment based on race, color, creed, national origin, sex, sexual orientation, gender identity, gender expression, marital status, or disability, to the extent required by law. The purpose of this policy is to prohibit conduct or communication directed at a person's protected characteristics as defined below. Conduct includes but is not limited to the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display or circulation of written or visual material, taunts on manner of speech or dress, and negative references to customs related to any of these protected categories.

The Burlington School District will address all complaints of harassment promptly and take reasonable steps to end harassing conduct in accordance with its policy, Prohibition of Student Harassment, JBAA.

To achieve a safe and supportive environment and comply with its policy and the law, the district prohibits harassment of students and staff members.

Prohibited harassment is an incident or incidents of verbal, written, visual, or physical conduct, including electronic, based on or motivated by a student's or a student's family member's actual or perceived race, color, creed, national origin, sex, sexual orientation, gender identity, gender expression, marital status, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

- **Racial Harassment:** conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display or circulation of written or visual material, taunts on manner of speech, and negative references to racial customs.
- **Creed (or Religious) Harassment:** conduct based on or motivated by a student's or a student's family member's actual or perceived creed or religious beliefs or practices, including manner of dress.
- **National Origin Harassment:** conduct based on or motivated by a student's or a student's family member's actual or perceived national origin, including manner of dress.
- **Sexual Harassment:** conduct that includes unwelcome sexual advances, requests for sexual favors, and other verbal, written, visual, or physical conduct of a sexual nature.
- **Sexual Orientation Harassment:** conduct based on or motivated by a student's or a student's family member's actual or perceived sexual orientation.
- **Gender Identity Harassment:** conduct based on a student's or a student's family member's actual or perceived gender-related identity or gender-related characteristics, intrinsically related to an individual's gender or gender identity, including but not limited to appearance or behavior, regardless of the individual's assigned sex at birth.
- **Gender Expression Harassment:** conduct based on or motivated by a student's or a student's family member's actual or perceived gender expression, including but not limited to appearance or behavior, regardless of the individual's assigned sex at birth.
- **Marital Status Harassment:** conduct based on or motivated by a student's or a student's family member's actual or perceived marital status or the status of being an unwed mother or father.
- **Disability Harassment:** conduct based on or motivated by a student's or a student's family member's actual or perceived mental or physical disability, including manner of speech or movement, cognitive ability, receipt of educational services outside of the general educational environment, or other manifestation of a person's disability.

Reporting Harassment: All students, parents/guardians, and other school community members are encouraged to report incidents of misconduct or student harassment to a school employee or one of the two Designated Employees at our school. *Any adult school employee who sees or hears harassing conduct or receives an oral or written report of harassing conduct **must** immediately inform a Designated Employee. The Designated Employees at C.P. Smith School are: Leonard Phelan, Principal, and Kate Guilmette, School Counselor. They may be contacted at 864-8479 or lphelan@bsdvt.org or kguilmet@bsdvt.org. At the district level, Henri Sparks, Program Director for the Office of Diversity and Equity, may also be notified. He may be contacted at 864-8585 or hsparks@bsdvt.org.*

Investigation: A Designated Employee who is not the subject of the complaint or another designated individual shall begin an investigation upon notice of the complaint. When the investigation is complete, the complainant and the accused will be notified.

Consequences: If an individual is found to have engaged in misconduct or harassment, s/he will receive education, training, discipline up to and including suspension, expulsion, or termination, banning from school property, or other consequences that are appropriate to the offense and designed to prevent future harassment.

Independent Review: A complainant may make a written request to the Superintendent of Schools for an independent review of the matter if the complainant (1) believes that the school did not correctly analyze the complaint and failed to conduct an investigation of the matter because the school believed the alleged conduct was not possible harassment; (2) is dissatisfied with the final determination made after the investigation as to whether harassment occurred; or (3) believes that although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem. The independent review shall be conducted by a neutral person in accordance with the policy.

Retaliation: Retaliation against anyone who files a harassment complaint or cooperates in making or the investigation of a complaint is strictly prohibited, a basis for separate disciplinary actions, and illegal pursuant to 9 V.S.A. 4503(a).

Privacy: Complaints—and any resulting consequences—will be confidential, as permitted by investigative needs, duty to act on certain results, and consistent with the Family Education Rights Privacy Act (FERPA).

Alternative Complaint Process: Complaints of harassment can also be filed with the Regional Director, Office for Civil Rights, United States Department of Education, 5 Post Office Square, 8th floor, Boston, Massachusetts, 02109-3921. Email: OCR.Boston@ed.gov. Telephone: (617) 289-0111 or (877) 521-2172 (TDD); or the Vermont Human Rights Commission, 14-16 Baldwin Street, Montpelier, Vermont, 05633-6301. Email: human.rights@state.vt.us. Telephone: (800) 416-2010 or (877) 294-9200 (TTY).

For additional information or a full copy of the policy, Prohibition of Student Harassment (JBAA), please contact the school's main office or visit the district website at <http://bsdweb.bsdvt.org/Board/Board> Policy.php.

Prohibition of Discrimination and/or Harassment of Employees and Others: Discrimination and/or harassment of an employee protected by the laws listed below, on the basis of his or her race, color, creed, national origin, ancestry, place of birth, age, sex, sexual orientation, gender identity, marital status, or disability is a form of unlawful discrimination and is prohibited by district policy and as provided for in Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, et.seq; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000D, et.seq.; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000C, et. seq.; Title IX of the

Education Amendments of 1972, 20 U.S.C. 1681, et. seq.; The Age Discrimination Act of 1975, 29 U.S.C. 623, et. seq.; The Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et. seq.; and Fair Employment Practices, 21 V.S.A. Chapter 5, Subchapter 6; and Public Accommodations, 9 V.S.A. 4500 et. seq., all as they may be amended.

Prohibited harassment includes verbal or physical conduct including but not limited to comments, slurs, jokes, innuendos, cartoons, pranks, physical contact, etc. directed at a protected characteristic of the protected person where submission to the conduct is explicitly or implicitly a term or condition of employment, or submission or rejection of the conduct is used as a component of the basis of an employment decision or has the purpose or effect of substantially interfering with a person's work or education performance or creating an intimidating, hostile, or offensive work environment.

If you believe you may have been discriminated against or harassed in violation of this policy, there are Complaint Procedures – Internal available for your use to resolve this matter. A complaint may be initiated by contacting the building principal or program director where appropriate or the Burlington School District Human Resources Director at the Ira Allen Administration Building, 150 Colchester Avenue, Burlington, Vermont, 05401. Telephone: (802) 864-2150 or 1 (800) 253-0191 (TDD). All complaints alleging either harassment or discrimination will be investigated and reasonable steps taken to end inappropriate conduct. Complaints may also be filed with the Regional Director, Office for Civil Rights, United States Department of Education, 5 Post Office Square, 8th floor, Boston, Massachusetts, 02109-3921. Email: OCR.Boston@ed.gov. Telephone: (617) 289-0111 or (877) 521-2172 (TDD); or the Vermont Human Rights Commission, 14-16 Baldwin Street, Montpelier, Vermont, 05633-6301. Email: human.rights@state.vt.us. Telephone: (800) 416-2010 or (877) 294-9200 (TTY).

Complaints of discrimination and/or harassment will be promptly and effectively investigated. If it is determined that discrimination and/or harassment occurred, the consequences can range from education, banning from school property, and discipline measures, including termination. Retaliation against a person who makes or participates in an investigation of a complaint of discrimination or harassment is prohibited and can be the basis of separate discipline.

For full copies of the applicable policies, please make a request at your building's main office or refer to the district's website: [http://www.bsdt.org/Board/Board Policy.php](http://www.bsdt.org/Board/Board%20Policy.php). Applicable policies include ACAA, Sexual Harassment; ACAD, Equal Employment Opportunity and Non-Discrimination; and ACAG, Prevention of Harassment on the Basis of Protected Characteristics- Employees and Others.

BULLYING

In 2004, the Vermont Legislature passed a law defining bullying. The law required school boards to include a definition of bullying in their discipline policies and ensure that building administrators are notified when acts of bullying occur.

Bullying was defined by this law as any overt act or combination of acts directed against a student by another student or group of students and which is:

- Repeated over time;
- Intended to ridicule, humiliate, or intimidate the student; and
- Occurs during the school day on school property, on a school bus or at a school-sponsored activity; or before or after the school day on a school bus or school-sponsored activity.
- Occurs in relationships where there is an imbalance of power (physical strengths, social status, age).

The Burlington School District takes bullying seriously. The district has defined procedures for responding to incidents of bullying and has developed plans to teach students respectful behaviors. Our school provides age-appropriate training to students about our policies relating to harassment and bullying.

HOMEWORK GUIDELINES

Homework is a daily opportunity to reinforce academics, and should have a positive impact on your child's education and future success. Please review these guidelines with your child(ren) and keep them for future reference.

Homework:

1. Is assigned by the teacher.
2. Is the link between home and school.
3. Is intended to teach responsibility, self-discipline, and good study habits.
4. Is intended to support academic goals and attainment of standards.
5. Should review and practice what students have learned and/or explore subjects more fully.
6. Should be completed as independently as possible. Teachers can learn important information from student errors.

Guidelines:

1. Each teacher will provide parents/guardians with written classroom homework guidelines.
2. Accommodations and modifications will be made for individual student needs.
3. Feedback on homework will be provided to students.
4. Duration of homework may vary in time but should not exceed:
 - K – 15 min.
 - 1st – 15 min.
 - 2nd - 20-30 min.
 - 3rd – 30-40 min.
 - 4th – 45 min.
 - 5th – 1 hour
5. If specific homework is not assigned on any given night, it is the expectation that children will read or be read to for the recommended times listed above.
6. If problems arise with homework, parents/guardians are encouraged to inform the teacher. (A note on the homework itself is fine).
7. If a child cannot complete the homework in the recommended time, parents are encouraged to write a note to the teacher.
8. Children need a routine and quiet space to do their homework.
9. Students in grades 3-5 need a homework assignment book and are responsible for recording their assignments.
10. A Homework Help Station and Study Hall are provided daily for students in grades 3-5. Please consult your child's teacher for more information.

HEALTH POLICIES

Prescription Medication:

As indicated by the Burlington School District Policy, prescription medication can be given at school if a *Medication at School Form* is completed with the necessary signatures, which includes the physician signature and the parent/guardian signature. Forms can be picked up in the school office and must be filled out each year

for long-term medications. Please have the form completed, signed and returned or faxed to school.

Burlington School Health Offices will not dispense medication without written permission.

The prescribed medication must be in the **original container labeled with the child's name**. Ask the pharmacy to give you an appropriately labeled second bottle so you can drop off medication to be given at school. No first dose of medicine will be given at school.

Non-prescription medication:

Parents may request in writing that the school nurse administer non-prescription medication (including acetaminophen and ibuprofen in the elementary school setting). This request will be valid for 2 consecutive days. The medication must be provided in the original container. Long-term non-prescription medications must be accompanied by a signed physician's order.

Note that per Burlington School policy, cough drops and lozenges will not be administered due to potential choking hazard.

Immunization Requirements:

All students are required by Vermont State Law to have an updated record of immunization, in accordance with the Vermont Department of Health's recommended schedule or documentation of exemption status. **Failure to comply with the required immunization schedule or provide satisfactory documentation of that compliance or exemption will result in the exclusion of a student from school until compliance is met or exemption documentation provided. Documentation is required before school entry.**

When is your child too sick to come to school?

Your child should be fever free (temperature less than 100.4F or 38C) for 24 hours, without the use of fever reducing medication, before returning to school.

Child must be free from diarrhea and vomiting for 24 hours before returning to school.

Coughs should be easily controlled by a drink of water and not be excessive. Cough drops may not be used at school.

A physician's note is needed for an illness-related absence of more than 3 days. The note supporting their absence will be considered when reviewing all absences for truancy.

State law requires schools annually to test the hearing of students in grades 1, 2, 3, 5, 7, and 9. If you wish your child's hearing not to be tested, please notify the nurse in writing.

HEALTH SERVICES

Please contact the school nurse if and when your child needs a special health plan.

RECESS/PLAYGROUND

Children have outdoor recesses each day, except on rainy days or in sub-zero weather. All children go out unless recovering from an extended illness or when a physician advises against it. In those cases, we must have a written note from the child's health care provider or a conversation with the school nurse. Children should come to school dressed appropriately for outdoor play. Hats, mittens, boots, coats, and snow pants are essential

in winter. Jackets and mud boots are important in the spring. PLEASE LABEL THESE ARTICLES WITH YOUR CHILD'S NAME.

Playground equipment is provided for children's enjoyment and physical development. The following rules must be followed for the safety and enjoyment of all:

- Go down the slide on your bottom only – feet first
- Climbing up the slide is not allowed
- Only one person at a time on the tire swing
- Children must sit on the swing on their bottoms and may not swing side to side or jump off while swinging.
- Leave sticks and rocks on the ground
- No physical contact (unless organized tag/touch games approved by child's teacher)
- Respect all living things.

REPORT CARDS/CONFERENCES

Elementary report cards are issued three times a year, in November, March, and June. Parent/Teacher conferences are scheduled in November and March to talk about progress during the first trimester and to set goals for the remainder of the year. Parents/guardians are urged to make every effort to attend these conferences. In addition, conferences may be requested by the teacher or parent/guardian at any time during the school year. Home-school communication is important in your child's education, and we look forward to talking with you to learn more about your child, as well as to share information, goals, and our experiences with him/her.

SCHOOL HOURS

Grades K-5	8:05-2:50 (M, T, TH, F)	Office Hours	7:30-3:30
	8:05 – 1:50 (W)		

Children should arrive at school no earlier than 8:10 unless they are participating in the breakfast program and leave the playground immediately upon dismissal. Children should go directly to the school gym upon arrival each morning. Children should not be allowed to use playground equipment during non-school hours without close adult supervision.

SCHOOL PHOTOGRAPHS

School pictures are taken each fall by a professional photographer. Orders for photographs will be taken on a pre-paid basis. This activity is sponsored by the PTO.

SNACKS

Students have an opportunity for mid-morning snack provided by the school district. We make every effort to promote sound nutrition and good eating habits. Teachers will inform students at the beginning of each year about guidelines for morning snack. We have implemented a composting plan for classroom snack periods and during lunchtime, as well.

STAYING AFTER SCHOOL

On occasion, a teacher may wish to keep a student after school to finish class work for a conference or for some other school-related reason. When a child is to be detained more than 15 minutes, the teacher will have the student call home with that information. At no time will a student be detained later than 3:30 unless prior arrangements have been made with parents/guardians. Children who ride the CCTA bus will not be detained later than bus departure times unless prior arrangements have been made with parents/guardians.

STUDENT BEHAVIOR AND DISCIPLINE

SCHOOL RULES:

At C.P. Smith we have three basic expectations: RESPECT, RESPONSIBILITY, AND SAFETY. All other school and classroom rules stem from these basic expectations.

The goal of discipline is to teach the skills necessary to become respectful, responsible, and safe learners and citizens. These are the beliefs behind the rules that guide how we teach, learn, and become a community at C.P. Smith School.

- We believe that all children can learn in a safe and respectful environment.
- We welcome all parents and caretakers to be active participants in their children's school experience.
- We believe that home involvement has a positive impact on student achievement.
- We promote independence, self-confidence, and safety for all.
- All adults are committed to modeling positive behaviors and teaching the skills necessary to achieve them.
- We expect the children to value and follow the rules.
- We include children in the rulemaking process.

TELEPHONE

The office telephone is primarily for business use. Students will be allowed to call home for important matters.

TITLE IX

All students, regardless of sex, are entitled to equal educational opportunity at school. If a student believes that she/he has been denied an opportunity to be in a class or program for which she/he is eligible, please report the specifics to the principal and assistance will be provided.

TOYS IN SCHOOL

Children may be allowed to bring some toys in their backpacks to play with at recess. Children are encouraged not to bring valuable toys to school, as the school cannot be responsible for them. Other guidelines and restrictions are as follows:

- Toys may not be brought out or played with during class time.
- Dangerous or violent toys are not allowed.
- Teachers or other school personnel may impose restrictions on other items that are deemed inappropriate for school or distracting to the learning environment.
- Children may not trade or sell toys at school.

ITEMS NOT ALLOWED AT SCHOOL

There are several items that should never come to school for the protection of all the children:

- Large sums of money.
- Weapons of any kind, including toy weapons.
- CD, iPods, MP3 players, cell phones or handheld electronic games.

- Candy, soda, or gum. (These may be provided on an occasional basis during class parties, as provided for in the district's wellness policy.)
- Any other illegal or harmful substances.

TRANSPORTATION

Parents may drop off children at school at the designated drop off / pick up area adjacent to the school. There is also a parking zone on Ethan Allen Parkway in front of the school. Unless you are parked in a designated area, please do not leave vehicles unattended. We also request that you do not use driveways or Ira Allen Drive for turning around or waiting for children. Please attend to all posted signs and follow city and district guidelines regarding idling cars.

VIDEO/FILMING/PHOTOGRAPHY OF STUDENTS

Burlington School District School Board Policy states as follows:

Videotaping/filming/photography of students in a classroom during an activity is not permissible without adequate justification and prior approval by the Burlington Schools.

Permission for videotaping/filming/photographing by persons outside of the school district must be obtained from the Superintendent of Schools, the building principal, teacher, and the custodial parent/guardian of the student if under the age of majority.

Staff members who plan activities that include videotaping/filming/photographing of students will clear the project with the building principal. Parents/guardians are requested on an annual basis to give permission for any photographing or videotaping of their children.

This policy does not refer to situations of voluntary participation (e.g. athletics, stage productions etc.) to which parents and the media are invited. School authorities, however, retain the right to control the media's access to and location at such activities.

Procedures for compliance with this policy are available from the building principal.

VISITORS

To maintain a focus on instruction, interruptions to the classrooms are limited. Parents are welcome to visit the main office any time but messages and items for students will be given to students by administration. Late students will stop by the main office to check in and will be accompanied to their classrooms by administration. Parents are not allowed past the main office unless by permission of or accompanied by administration or for special pre-determined by administration classroom events.

WITHDRAWAL, TRANSFER OF STUDENTS / STUDENT RECORDS

Whenever plans are being made to withdraw a child from school, please notify the office as soon as possible. A record release must be sent from the child's new school before we can forward student records.

Records are kept on file in the school office and may be reviewed by parents and designated professional personnel. Please call for an appointment with the principal if you would like to review your child's records.

DISTRICT TRUANCY POLICY

The City of Burlington and the state of Vermont are continuing their efforts to ensure students attend school. Students are required by state law to attend school unless excused for illness or family emergency. The district considers attendance at school to be essential for children: they cannot learn if they are not in class.

It is the responsibility of the parent/guardian to notify the school in advance if the student is going to be absent. An absence will be considered unexcused unless the school hears from the parent/guardian(s).

When a student is not in school, the following shall occur:

The school shall annually document the cumulative absences of each student and oral and written contacts regarding absences. That documentation may be used for truancy proceedings. If appropriate support services shall be offered (e.g. social work, guidance, student assistance program services).

Five Absences: After 5 cumulative absences during any school year, the Burlington School District shall make reasonable attempts to have telephone or personal contact with the parent/guardian(s) to inquire about excessive absences.

Ten Absences: After 10 cumulative absences during any school year, the Burlington School District shall again contact the parent/guardian(s).

Fifteen Absences: After 15 cumulative absences during any school year, the Burlington School District shall make reasonable attempts to have telephone or personal contact with the parent/guardian(s) to attend a school conference attended by representatives from the school. This meeting may be facilitated by an independent/neutral person. The student's absences will be addressed, and a plan that may include supportive services such as prevention, diagnostic, intervention, and remedial services, alternative programs and other school and community resources will be developed for ensuring the student's future attendance. A letter outlining the plan for the student to return to school and of the action to be taken if the student has subsequent absences shall follow.

Failure to attend 15-day absence meeting: If the parent/guardian(s) fails to attend the conference, a member of school personnel may make a home visit or other contact with the parent/guardian(s). If no valid reason is determined for missing the conference, an affidavit regarding the absences will immediately be filed by the school with the Chittenden County State Attorney's Office and a copy will be sent to the Superintendent of Schools. The Chittenden County State's Attorney can pursue the matter as truancy or as a child in need of care and supervision.

Twenty absences: After 20 cumulative absences during any school year but before 30 cumulative absences, the school will, at its discretion based on its dealings with the student and parent/guardian(s), file an affidavit concerning the absences with the Chittenden County State's Attorney's Office. The building administrator shall notify the parent/guardian(s) that the filing has been made and the possibility of criminal prosecution for truancy or a petition to determine if the student is a child in need of care and supervision. A conviction for truancy, under 16 V.S.A. 1127, could result in a fine of \$1,000 and a determination that the child is in need of care or supervision under 33 V.S.A. 5528 could potentially result in loss of custody as the most serious consequence.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

FERPA Policies—34 C.F.R. Part 99 (the federal regulations promulgated pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g et seq.) requires an annual notification to parents of their rights under the Act.

Such notice must include that parents have the right to:

- a. Inspect and review their children’s records,
- b. Seek amendment of the record if it is inaccurate or misleading,
- c. Consent to disclosure of personally identifiable student information except as provided in 34 C.F.R. §99.31, and
- d. If they believe the Act has been violated, file a complaint with the
Family Policy Compliance Office of the United States Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202.

PROTECTION OF PUPIL RIGHTS ACT

Protection of Pupil Rights Act—The Protection of Pupil Rights Act, 20 U.S.C. §1232h (hereinafter “PPRA”), requires parental notification in a number of respects:

20 U.S.C. §1232h(c)(2)(A)(i) requires local education agencies to notify parents annually, at the beginning of the school year and within a reasonable time after any amendment thereof, of the adoption or continued use of PPRA policies. These local policies must include the following:

- a. The rights of parents to inspect surveys created by a “third party” (meaning not federally funded) before it is administered,
- b. Procedures for such inspection of surveys,
- c. Arrangements to protect student privacy with respect to surveys on sensitive matters,
- d. The right to inspect any instructional materials used as part of the educational curriculum,
- e. Procedures for inspecting the instructional materials,
- f. The administration of any physical examinations or screenings,
- g. The collection or disclosure of student information for marketing purposes,
- h. The right of a parent to inspect any instrument used in the collection of personal information for marketing purposes before such information is collected or disclosed, and
- i. Procedures for obtaining access to such instruments in a timely fashion.

C.P. Smith Elementary
332 Ethan Allen Parkway
Burlington, VT 05408
802-864-8479

Leonard H. Phelan
Principal

Kate Guilmette
School Counselor

C.P. SMITH HOME AND SCHOOL COMPACT

We, the students, parents/guardians and teachers of C.P. Smith Elementary School teach each other and learn from each other every day. We affirm our support for each other in this learning process. We the parents/guardians and teachers promise to direct our efforts toward our children so that they may pursue lifelong learning. This is our gift to them. We, the children, take responsibility for our learning.

Staff will:

- Challenge students with skills to be successful learners.
- Encourage and provide opportunities for parent/guardian involvement
- Communicate with families about children during the school year.
- Be attentive to parents/guardians' concerns about their children.
- Help children understand and follow the school discipline plan.

Parents/Guardians will:

- Provide an atmosphere for study with a scheduled time, a quiet place, and encouragement.
- Encourage children to complete and return assignments on time.
- Read to children and/or listen to children read aloud.
- Attend school conferences and be attentive to teacher suggestions.
- Sign and return written school communications.

Students will:

- Come to school on time, well rested, and ready to learn.
- Ask for help when needed.
- Finish homework and bring it in on time.
- Be a responsible messenger between school and home.
- Follow the school discipline plan and be respectful, responsible, and safe learners and citizens.

Children Learn What They Live

If a child lives with criticism
She learns to condemn

If a child lives with hostility
He learns to fight

If a child lives with ridicule
She learns to be shy

If a child lives with shame
He learns to feel guilty

If a child lives with tolerance
She learns to be patient

If a child lives with encouragement
He learns confidence

If a child lives with praise
She learns to appreciate

If a child lives with fairness
He learns justice

If a child lives with security
She learns to have faith

If a child lives with approval
He learns to like himself

If children live with acceptance and friendship
They learn to find love in the world.

The Choice is Yours!

(adapted from Dorothy Law Nolte)