

The Warren School Handbook for Families 2016-2017

The Warren School's Mission:

The mission of the Warren School is to prepare each student for a lifetime of learning. To this end, Warren School faculty and staff strive to enable all students to achieve the highest of academic and personal development standards. Teachers encourage students to use reading, writing, math, science, technology, and the arts as tools to discover themselves and their world. The school atmosphere embodies respect, friendship, cooperation, and community. We believe that each child is an important person, with a unique personality and particular abilities and interests. We respect and nurture each child.

293 School Road Warren, VT 05674
Phone: (802) 496 2487 • Fax (802) 496 2570

K-6 School Hours 7:40 A.M.- 2:25 P.M.

Students should arrive at school between 7:30 A.M. and 7:40 A.M..

Students should go directly to breakfast or their classrooms.

There is no student supervision before 7:30 A.M.; so please plan accordingly.

Who's Who at The Warren School

Faculty and Staff Contact List

Name	Position	Phone Extension 496-2487	Email
Beth Peterson	Principal	x222	epeterson@wwsu.org
Heidi Greene	Admin Assist	x221	hgreene@wwsu.org
Andra Kisler	PreK teacher and KPAS Director	x242	akisler@wwsu.org
Lyndley Mittler	PreK teacher	x229	lmittler@wwsu.org
Beth Young	Kindergarten	x223	byoung@wwsu.org
Whitney Doenges	Grade 1 teacher	x224	wdoenges@wwsu.org
Gina Gaidys	Grade 2 teacher	x225	ggaidys@wwsu.org
Katie Sullivan	Grade 3/4 teacher	x238	ksullivan@wwsu.org
Heidi Hill	Grade 3/4 teacher	x246	hhill@wwsu.org
Jane Spina	Grade 5/6 teacher	x228	jspina@wwsu.org
Elizabeth Tarno	Grade 5/6 teacher	x234	etarno@wwsu.org
Heidi Ringer	Grade 5/6 teacher	x233	hringer@wwsu.org
Kathy Haskell	Title One Teacher and library assistant	x223	khaskell@wwsu.org
Andrea Lutz	Speech Language Pathologist	x237	alutz@wwsu.org
Irene Keithcart	Special Services teacher-Primary	x226	ikeithcart@wwsu.org
Cheryl Kingsbury	Special Services teacher- I-team	x235	ckingsbury@wwsu.org
Carol Mangan	Special Services teacher- UU team	x236	cmangan@wwsu.org

Deirdre Fennelly	Nurse	x227	dfennelly@wwsu.org
Jen Boland	Counselor	x239	jboland@wwsu.org
Genevieve Knight	Librarian/Tech	x230	gknight@wwsu.org
Carolyn Adams	Music Teacher	x241	cadams@wwsu.org
Heather Von Trapp	Art Teacher	x240	hvontrapp@wwsu.org
Leigh Clark	PE teacher	x244	lclark@wwsu.org
Lloyd Cuenin	Head Custodian		Contact Heidi G in the main office
Lynn Gilman	Assistant Custodian		Contact Heidi G in the main office
Yuko Cormier	Head Cook	x232	ycormier@wwsu.org
Jason Butler	Assistant Cook	x232	
Julie Johnson	PK Teaching Assistant	x242	jjohnson@wwsu.org
Chris Tierson	PK Teaching Assistant	x229	ctierson@wwsu.org
Connie Gaylord	K Teaching Assistant	x223	cgaylord@wwsu.org
Sheryl Kurland-Platt	Special Services Teaching Assistant	x223	skurland-platt@wwsu.org
Liz Bisbee	K-2 Special Services Teaching Assistant	x226	lbisbee@wwsu.org
Paul Cavaliere III	3-4 Special Services Teaching Assistant		pcavaliere@wwsu.org
Kaley Cook	Special Services Teaching Assistant		kcook@wwsu.org
Chatham Barnett	UU Special Services Teaching Assistant		cbarnett@wwsu.org

Andrea Petrasch	KPAS teacher	x231	warrenkpas@gmail.com
Jake Ritchie	KPAS assistant	x231	
Lamia Kosovic	WASP Director		lami.kosovic@gmail.com
Louise	WASP staff		
Maddie	WASP staff		
Hoby	WASP staff		
Danny	Bus Barn	244-6422	

Warren School Board

Name	Email Address	Phone Number	Term Expires
Matt "Chicky" Staples, Chair	cstoltzhi@gmail.com	802-595-1123	7/1/17
Adam Greshin	adamgreshin@madriver.com	802-583-3223	7/1/17
Jen Watkins	jwatkins99@gmail.com	802-279-9933	7/1/17
Marie Schmukal	marie@spbmas.com	802-496-5595	7/1/17
Alycia Bondo	alybio333@hotmail.com	802-498-8876	7/1/17

Harwood Unified Union Board

Alycia Bondo	alybio333@hotmail.com	802-496-8876	
Rosemarie White	Rosemarie.White@nsbvt.com		

About this Handbook

This school handbook is intended to be a helpful resource for parents by providing general information on some current school guidelines, programs, and procedures. Information and examples in this handbook are not meant to be all inclusive or to cover all situations or circumstances. Information or procedures may change or be implemented during the school year and therefore may not necessarily be included or reflected in this

handbook. Please contact the school office if you have any questions or require any additional information. To request a hard copy of the handbook, contact Heidi Greene at the school office.

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Asbestos Notification

We do have asbestos throughout the school in the linoleum floors. We have been fully inspected, have a plan, and in June, 2016 trained or retrained all the custodial staff in asbestos management. Our latest report is up-to-date from April 2016 and is on file at school. You may request a copy by contacting Heidi Greene.

Attendance

Regular and timely attendance is a determining factor in educational success. Critical academic and social information is lost each time a student is out of the classroom. Vermont law requires regular attendance at school by children between the ages of six and sixteen. We care about the safety of all children. Please notify us if your child will be absent from school by email or a phone call, by 8:30am of the day of the absence. Your notification assures us that your child is safe and not missing. We will attempt to call you if we do not hear from you.

Being on time shows respect for the teacher and the other students. It is an important part of our work in a community. Please be certain your child is in his/her classroom ready to join the group at 7:40. Missing even a few minutes can disrupt a child's sense of belonging or understanding the day's events or directions.

Attendance Policy: F25-R

When students are absent (excused or unexcused) for a total of 10 school days, the principal or designee may request a meeting of the student's parents or guardians, the child's teacher, and the principal to address this issue. In the event that an extended absence is planned, the family is required to request the absence be excused; such requests must be made to the principal in advance of the planned absence. This request is subject to the principal's approval. All requested leaves of 10 or more days need to be submitted in writing to the Superintendent for approval. Here is a link to that required planned absence form:

[http://www.wwsu.org/uploads/link_groups/0/Extended%20Student%20Absence%20Form%20-%20fillable%20\(revised\).pdf](http://www.wwsu.org/uploads/link_groups/0/Extended%20Student%20Absence%20Form%20-%20fillable%20(revised).pdf)

A truant student is one who is subject to compulsory school attendance (16 V.S.A. §1121) and who is absent without valid cause or excuse. Valid causes for absences include illness, observance of a religious

holiday, death in the family, family emergency, situations beyond the student's control as determined by the principal, or other circumstances which cause reasonable concern to the parent or guardian for the health and safety of the student. Valid absences must be confirmed in writing or verbally by the parent or guardian of the student.

After School

After School Plans:

Changes in afterschool plans must be reported to us. Any child not going home to his or her regular after-school location must have a note indicating where he/she is supposed to go. This is very important since we cannot permit a child to go to an unscheduled destination without a note. A note is also necessary if you are picking up a child if he/she usually rides the bus. This will help us to be sure your child is ready and waiting for you. Your child's safety is our primary concern.

After School Program: WASP

The Warren After-School Program (WASP), a parent-run nonprofit organization, is available for all children (over the age of 3) at a moderate charge from 2:25 P.M. to 5:30 P.M. on days school is in session. You may enroll your child on a regular or temporary, space-available basis by calling the school office. The program director is Lamia Kosovic, contact info is on page 3.

After/Before PreSchool Program: KPAS

The Preschool Before/After School Program (KPAS), also a non-profit program, provides high quality care at a moderate fee for preschool age children on days when school is in session. For more information, contact Andra Kisler, Program Director (496 2487 ext 242).

Behavioral Expectations and Discipline

At the Warren School we are committed to providing a physically and emotionally safe learning environment, in order to foster academic, social, and emotional growth while nurturing a sense of belonging and community for all. We practice a method called *The Responsive Classroom*. The classroom practices outlined below, taken from the *Responsive Classroom* website, guide our practice:

- **Morning Meeting**—gathering as a whole class each morning to greet one another, share news, and warm up for the day ahead
- **Rule Creation**—helping students create classroom rules to ensure an environment that allows all class members to meet their learning goals
- **Interactive Modeling**—teaching children to notice and internalize expected behaviors through a unique modeling technique
- **Positive Teacher Language**—using words and tone as a tool to promote children's active learning, sense of community, and self-discipline
- **Logical Consequences**—responding to misbehavior in a way that allows children to fix and learn from their mistakes while preserving their dignity
- **Guided Discovery**—introducing classroom materials using a format that encourages independence, creativity, and responsibility
- **Academic Choice**—increasing student learning by allowing students teacher-structured choices in their work
- **Classroom Organization**—setting up the physical room in ways that encourage students' independence, cooperation, and productivity
- **Working with Families**—creating avenues for hearing parents' insights and helping them understand the school's teaching approaches
- **Collaborative Problem Solving**—using conferencing, role playing, and other strategies to resolve problems with students

At the Warren School, each child has the right to

- Get an education
- Feel safe in school
- Be treated fairly

And each student has the responsibility to:

- Get along with other people
- Make good decisions
- Maintain self control
 - Do his/her job
- Be a member of the school community

School Rules:
Respect Other People
Do Your Job

Respect Other People means:

- ★ Respect the rights of other students to learn and to be safe.
- ★ Respect adults. They are in charge, to help you learn, grow, and be safe. They have important jobs to do.
- ★ Respect other people with words. Be polite and friendly to adults and other kids. Say “good morning,” “please,” and “thank you.”
- ★ Respect the bodies of others.
- ★ Respect the property of others, including school and town property, as well as things that belong to other students and adults.

Do Your Job means:

- ★ Come to school on time, ready to learn.
- ★ Do your best to learn what the teachers have to teach you.
- ★ Listen and follow directions.
- ★ Show pride in your work.

Discipline is a learning opportunity and a process to help students ultimately behave independently. When a student violates school rules or expectations, faculty and staff will use a set of skills and procedures designed to guide the student quickly and efficiently back to the task. These things might include: positive reinforcement for good behavior; supportive guidance; an appropriate choice or alternative; a logical consequence, a problem-solving class meeting; time out in another space; loss of privileges; a plan for apology or restitution.

When students have significant problems with the rules, incident reports are written to help children learn from their mistakes, to record infractions of the school rules, and to keep parents informed. A specific behavior plan might be created. Contact your child’s teacher, guidance counselor, or principal if you have any questions.

Most incidences of misconduct do not warrant parent contact. Staff members will contact parent when changing a student’s behavior requires parental support but does not warrant intervention by the principal. The principal will contact the parents if the student’s behavior is severe or becomes chronic and is not resolved through typical interventions. In some rare cases, in-school or out-of-school suspension might be a consequence.

The principal or her designee will provide immediate involvement when a major behavior occurs. A major behavior includes but is not limited to:

- Bullying (see school policy on website)
- Harassment (see school policy on website)
- Physical violence
- Weapons (see school policy on website)

Substance Abuse/Possession

Violations of the Responsible Use of Technology Agreement

Property Damage

Chronic issues that need additional support

Please contact the school if you have any concerns about student behavior or safety.

Bullying

The Warren School takes bullying very seriously. If you suspect and bullying, harassment or hazing might have or has occurred, please report it as soon as possible to either:

Beth Peterson	Principal	epeterson@wwsu.org 802-496-2487 x. 222
Jen Boland	Guidance Counselor and Home School Coordinator	jboland@wwsu.org 802-496-2487 x 239

Below are some excerpts from our policy:

All students should have a safe, orderly, civil and positive learning environment. Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. "Bullying" is defined as any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:

- is repeated over time;
- is intended to ridicule, humiliate, or intimidate the student; and either:
 - a. occurs during the school day on school property, on a school bus or at a school- sponsored activity; or
 - b. does not occur during the school day on school property, on a school bus, or at a school-sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access of educational programs

In order to be bullying, incidents such as the ones described above must be repeated over time, directed at a particular student, and intended to ridicule, humiliate or intimidate. Any student who believes that s/he has been bullied under this policy, or who witnesses or has knowledge of conduct

that s/he reasonably believes might constitute bullying, is encouraged to report the conduct to any other school employee, such as a teacher, school guidance counselor, or principal.

The Warren School has strict guidelines regarding the reporting and documentation of bullying and will follow through on any investigations and reports. The full Bullying Policy (122 pages) can be viewed on the WWSU's website here:

http://passthrough.fw-notify.net/download/084642/http://www.wwsu.org/uploads/link_gro ups/11/Bullying%20and%20Harassment%20Portfolio%20for%20Web%20-%2002.27.14 %202.pdf

Bus Information

The Warren School is part of the Washington West Supervisory Union transportation system. WWSU and the Warren School contract with the First Student Corporation for bus service. Buses carry elementary, middle, and high school students.. Parents who have comments regarding their child's bus experience are encouraged to call the bus barn directly, speak with the principal, or both. The bus barn number is 244-6422. We encourage you to have your children ride the bus.

First Student requires that **all kindergarten and younger students are met at the bus by an adult.** All other children will be dropped off with the expectation that an adult is at home. If there is not an adult present, only kindergarten and younger children will be brought back to the school and parents will be notified. Thank you for helping us prevent bus delays and keep children safe by complying with this expectation.

Please note that, per Policy E13: Video and Audio Recording, school buses in the WWSU are equipped with onboard cameras. That policy can be found on the WWSU website. You may also contact the principal if you have questions.

Cut off Dates for School Enrollment

To be eligible to enter Kindergarten, a child must be 5 years old on or before September 1st. This is also the cut-off date for 3 and 4 year olds in preschool classes. There are no exceptions.

Emergency Closings/Delays

The School Board has authorized the Superintendent to close school, delay the opening of school, or cancel specific bus routes in the event of hazardous weather or other emergencies which present threats to the safety of students, school staff members, or school property. In such and events, all families will be contacted by phone and email through our electronic notification system. Such closings, delays, and cancellations shall be announced by radio stations serving the district (including WDEV 550 AM and 96.1 FM, on local TV (including WCAX, Channel 3) and also at [VT School Closings](#) or <https://accounttools.sover.net/schoolclosings/>.

A delayed opening is typically 2 hours. Lunch and PM preschool occur on delayed starts. In a delayed situation, but routes will run 2 hours after their usual start time.

Emergency Drills / Safety Drills

In order to adapt to the ever changing challenges faced by schools today, the Division of Fire Safety and the Vermont School Crisis Planning Team have developed a schedule of drills for Vermont Schools. This schedule must be followed in all schools whether private or public. Records must be kept of all drills and available upon request. This year we will be conducting drills at least on a monthly basis, with two in September.

We will be conducting fire drills, bus evacuation drills, clear the halls drills, and a secure the building drill. In addition, we may do an off-site evacuation drill in which we will collaborate with local fire and police personnel.

As always, classroom teachers will practice drills in the classroom setting, in a developmentally appropriate manner. We want students to be prepared in the event of an emergency but we do not want them to be afraid.

Facilities-Use of School Facilities

Use of the school facilities by community groups, including the gym, stage, kitchen, or other spaces is generally allowed. In order to use the facilities, you must fill out an *Use of Building* application form that is on our website, in the copy room, and available from Heidi Greene, the administrative assistant. The principal must approve all facility use. You must have training from the head cook to use the kitchen. You must leave

facilities as you found them and report any issues encountered immediately to the principal. A fee may be charged.

FERPA

The Family Education Rights and Privacy Act

Parents have a right to view and inspect education records by requesting them from Heidi Greene, your child's teacher or the principal at any time. We will comply as quickly as possible, but may take a week or so to complete the task. To ask to amend a record, please put that information in writing to the principal by email. Parents have other rights regarding their privacy and records. Parents have a 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 identifying student information except for directory information. Directory information that might be disclosed without parent permission would include items:
 - i. Names, addresses and dates of birth
 - ii. participation on teams, classes or clubs
 - iii. Awards or honors
- d. Opt out of the disclosure of directory information by filling out a form that comes home at the beginning of the year or can be gotten from Heidi at the front desk.
- e. File a complaint with the
Family Policy Compliance Office
United States Department of Education
400 Maryland Ave. SW, Washington, D.C. 20202

Food Service

Hot lunches cost \$3.25 per day and breakfast is \$1.50. Students bringing lunch to school may purchase milk for \$.35. Payments can be made by cash or check made out the The Warren School. They can be mailed; given to your child to bring in; or given to Yuko or Heidi Greene. given to Yuko or Heidi Greene. **Payment is required in advance of receiving meals; credit is not available.** Applications for free breakfast and lunch are available from the office and sent home at the beginning of each school year.

Homework and 5th/6th Grade Homework Club

Homework is assigned in gradually increasing amounts through the grades, to provide independent practice in skills already learned; to develop responsibility and self-discipline; and to give students opportunities for independent exploration and discovery. Homework is not to replace instruction that was missed due to absences. Arrangements for missed instructional time are determined by the classroom teacher. Students may sometimes need to miss other activities and events upon their return in order to catch up.

- In grades 1 and 2, homework will only be unfinished classroom work and an occasional assignment. The teachers recommend using afterschool and evening as family time. For more information, see the teacher's classroom handbooks.
- In grades 3 and 4, homework expectations will vary but will never exceed 40 minutes per night.
- In grades 5 and 6, students will be assigned 40 to 60 minutes per night; in addition, students are given some long-term assignments. Supervised Homework Club is provided after school Monday-Thursday 2:30-3:30 with a snack provided.

We encourage parents to take an interest in their child's work, to provide a quiet place to work, to help the child develop a routine for doing the work, and to allow the child to be responsible for completing it. Please contact the classroom teacher, special services teacher, or principal if homework is creating a problem for your child or if you have any questions.

Lost and Found

Lost and found items are stored in bins, in the open closet, in the hallway, between the kindergarten room and the copy room. Please feel free to look for items here at any time the building is open. At conference times, we will put out all the lost and found items in the gym. We will give you some time to pick up items and let you know the time frame in the weekly bulletin. After each such event and at the end of the year, all remaining items will be donated to local thrift shops.

Morning Drop Off Procedures

If you must drive your children to school, for the safety of all the children, **you may not enter or park in the bus circle nearest to school.** We would suggest you refrain from using your phone during drop off and stay alert.

To drive and then walk your student in: You may park in the far lot or near the tennis courts and walk with your child if you like. Please cross furthest away from the school and move from "green man" to "green man" then walk on the right side of the parked cars nearest to the playground toward school. Walkers and bikers should cross if needed and walk this way, too.

To drop off by car, please come around the first circle, to the top of the bus driveway exit, near the entrance to the lower parking lot to drop off and then have student(s) walk in on the far left side of the bus driveway to the main entrance. This will be marked and is often monitored, too. There is room to have 2 or 3 cars drop off at one time if you pull up far enough. Please do not pass cars on the left while drop off is going on as children get out on both sides of the car. Drop off is from 7:30-7:40.

For PK drop off: You may go to the top of the lower parking lot and drop the children off closest to the school.

Remember that it is against the law to pass a stopped school bus with flashing lights; the driver will report you. Passing a school bus in the driveway of a school while the red warning lights are on is illegal and can result in a ticket and a fine (\$195.00 and 6 points). All violations will be reported.

Multi-Tiered Systems of Support (MTSS)

MTSS is a school wide system designed to use the best data and teaming to determine if all students are succeeding in our school. In the first tier, we strive to provide the highest quality regular class instruction for all students. Also as part of the first tier, we screen our students to determine if they are on track for mastering the skills and knowledge needed or if they need help. This is called universal screening. Teachers work in their grade level teams to look at the student screening data to determine who needs intervention and move students to the next tier to make a plan as needed through meetings called "kid talks."

In this second tier, parents are contacted and a plan is made through our Educational Support Team (EST). These interventions are designed to

be supplemental to regular instruction and monitored frequently (about every 6 weeks). They can be carried out by a variety of people based on each child's plan. For example, the supplemental help might be provided by the classroom teacher, a teaching assistant or a special educator. The EST plan is revisited to see if progress is being made. At this point, depending what the data tells the team about progress and the pace of progress, the team might decide to continue the plan, change the plan or refer the student to the next tier for further evaluation.

In the third tier, a student is generally referred for a special education or a Section 504 evaluation. At this point, both high quality regular and remedial education has been tried and the student has not made enough progress, so a disability is suspected. Please see the special education section for more information on students with disabilities. If no disability is suspected but the student still needs substantial assistance, they may stay on an EST plan, too. At any time in the process, if a disability is suspected, a referral to special education will be made promptly.

The essence of this process is to not let kids fall through the cracks while also not keeping students long term in unnecessary remedial programs and always moving towards independence from support. Some keys to an EST's success are: frequent monitoring of student work and other data; teachers working together to learn from each other; and teachers continually trying new, research-based strategies to find one that works.

All students learn differently and this system allows us to figure out the best methods for each child in need. It also prevents unnecessary referrals to special education when some other changes to instruction would be effective. The emphasis on teacher collaboration provides a time for knowledge and skills to be shared amongst our teachers thus also providing some of the most effective professional development known.

Personal Property

The use of personal equipment is limited during the school day and on the busses. Students may not use bicycles, skateboards, electronic toys, iPods or iPads, cell phones or radios. We can not assume responsibility for students' personal property. For these reasons students should not bring money, electronics, or valuable property to school. For bus rides on field trips, teacher may make exceptions to this rule.

Placement and Promotion

Decisions about placement into particular classrooms and/or with regard to promotion to the next grade, are made by the principal in consultation with the teachers. The following things will be considered in the decision: the student's academic achievement and needs, the student's age, the student's social/emotional maturity, and the student's needs according to the parents. We also strive for balanced classrooms with respect to gender; class size; and students' strengths and needs.

PK or Early Education Programs

Our Pre-Kindergarten (PK) program serves 3 and 4 year-olds every day school is in session. Placement in our PK program is dependent on the school's capacity, in accordance with Vermont State Regulations. This year for the first time, parents have free choice of approved PK programs with funding provided by the state of Vermont for up to 10 hours of PK. So, if our PK program is full, parents can find another approved PK program to use. Or you may choose any other approved program.

Preschool students are screened at least once by a team (nurse, speech and language pathologist, and the PK teacher) to identify any problems in hearing, sight, speech, language, cognitive, and fine/gross motor development.

PPRA

Protection of Pupil Rights

Parents/Guardians have other rights that we are required to inform you of annually. If you feel as though any of these rights have been violated, please contact Beth Peterson, Principal, as soon as possible. We do not participate in any collection of information for marketing purposes, or any nonemergency, invasive physical examinations or screenings. Here is your list of rights:

- ❖ Right to inspect surveys conducted by outside "third party" resources
- ❖ Right to inspect any instructional materials used.
- ❖ Right to know about the collection or disclosure of student information for marketing purposes and the right to inspect any such material
- ❖ Right to opt out of any collection of information for the purposes of marketing or an invasive physical examinations or screenings.

PTO

The Warren School Parent Teacher Organization (PTO) is a vibrant group of volunteers who work tirelessly to make this school a magical experience for the students. This year's meetings will generally be the **second Monday of each month at 5:00 in the cafeteria**. Please watch the weekly bulletin for notice of meetings and other PTO activities. Please also visit the [Warren School PTO Facebook Page](#).

The PTO works to improve communication between the school staff, parents and community. They do a tremendous amount of fundraising to provide essential learning activities for all students. They sponsor many events, fundraisers and celebrations including the Back-to-School night BBQ, the artists-in-residence, the Trick or Trot 5K, the Four Winds natural science program, our theater program, our gardens, scholarships for field trips, the school directory, the winter sports program and the Harvest Dinner. We have a very active PTO who are an integral part of our school. We are very grateful for their time and energy. They invite each and every one of you to participate as you can.

Report Cards and Conferences

Report cards will be issued 2 times a year, mid January and the last day of school. This is a change from the past when we issued 3 reports cards. Parent conferences are held in November and March to give parents and teachers opportunities to discuss your children's academic and social progress; share information; and build the parent-teacher partnership. The conference in November will focus on setting mutual goals for each student's learning this year. Report cards evaluate children's work in relation to their expected level of performance in the academic areas or proficiencies. The extent to which they "respect other people" and "do their job" (our two school rules) is also evaluated.

School Board Meetings

The Warren School Board meets the first and third Tuesdays of each month at 6:00pm at the school until October, when we will move to the first Monday of each month at 6:00. The meetings are open to the public and recorded on Channel 45. They can also be seen online at madrivertv.com.

Agendas and meeting minutes are posted at the town office, on the lobby bulletin board and on our website at WarrenSchool.com. If an emergency meeting is held, there will be 24-hour notice posted at the school, the post office, the town office and the Valley Reporter will be notified.

We welcome your participation in the important work of the board. To add an item to the agenda please contact the principal by phone or email. In the Who's Who list **on page XXX**, your board members and their contact information is provided. This year, we also have 2 board members on the new Harwood Unified School Board. They are also listed above. They would all love to hear from you.

Due to consolidation, the Harwood Unified Union Board will be our only official board by July 1, 2017 and the Warren School Board will cease to exist about that time. The Harwood Unified Board will meet in locations to be determined on the first and third Wednesdays of each month. Look for more information about these meetings in the weekly bulletin.

Specials

Art: Art Education encourages children to express themselves creatively in various media, with a sense of interest, pride, and confidence in themselves and their work. Children's work is displayed in the school lobby and at the annual spring art show. In grades 1-6, they have one 60 minute class weekly. Kindergarten has one 45 minute class a week. Art classes will take place this year on Mondays, Thursdays and Friday morning.

Library/Technology: The library houses a collection of more than 7,000 books; computer hardware and software; and audio-visual equipment. Children come to the library in classroom groups once each week, and with permission, may come individually or in small groups to work on assignments, read for pleasure, or use other library resources. Books are signed out for a two-week period, and can be renewed if more time is needed. We ask parents to set up a special place for school library books at home, and remind children to bring them back on time. We expect parents to pay to replace lost or damaged books. Parents are also welcome to select materials to share with their children. Library classes will take place every day of the week this year.

World Languages: This year we have been unable to find a qualified French or Spanish teacher, so we will not have a world language special this year. We intend to resume later this year or next year.

Typically, language instruction begins in kindergarten with lessons once a week. Starting in first grade continuing through sixth grade, students have lessons twice a week. We offer a curriculum rich in language experiences to maximize students' language acquisition. The teacher focuses on experiences with the language and creates opportunities to use the language in confidence-building activities. Grammatical accuracy will develop as fluency develops. Our approach emphasizes communication. Homework is expected occasionally.

Music: Music education is provided twice a week to children in grades K-4, and once a week to students in PK and grades 5-6. Children learn the principles of music by listening, singing, dancing, and playing simple instruments. In addition, students in grades 5-6 may elect to sing in the chorus, which meets once a week for thirty minutes, and/or to play in the school band, which also meets for thirty minutes a week. The school also subsidizes instrumental lessons after school for children in grades 4, 5, and 6, however, there are additional costs to parents. Please contact the music teacher for more information about instrumental lessons. In order to be able to continue in this program, payments must be brought up to date each semester (at January and at the end of the school year). There are concerts twice a year.

Physical Education (PE): Physical Education is taught twice a week K-6 and once a week in PK4. Children develop their coordination and motor skills while learning sportsmanship and fair play. PE encourages lifelong fitness by exposing students to a variety of lessons. The curriculum focuses on flexibility, cardiovascular endurance and strength building. Classes teach skills, such as developing proper locomotion and eye-hand coordination, then builds upon those skills in the context of games. Sportsmanship and supportive social behavior is expected and specifically encouraged throughout each session. The Swimming and Winter Sports programs are also part of the PE program.

Participation in Physical Education is expected of all children. Please send in a written note if there is a compelling reason why your child needs to be excused on a particular day. The principal may require a written statement from a physician to excuse a child for a prolonged period.

Special Education and Section 504

Special Education and Section 504 plans provide specialized instruction, services, and accommodations to eligible students with disabilities based on strict state and federal rules. We practice inclusion, so the vast majority of students requiring special education services or 504 plans are served in their classrooms or in nearby spaces. Each school team has a special education teacher assigned to work with the teachers and students. We have one full-time speech and language pathologist on staff, too. Teaching assistants also help provide these services.

Title One is remedial program funded by the federal government. Our special educators and other teachers also provide these services. There is more information about this program below. If you are concerned about your child's progress or suspect a disability, please contact your child's teacher. At that point, our Multi Tiered System of Support (MTSS) system will begin and referrals for services will be made in a timely manner as needed.

We do not discriminate on the basis of religion, gender, race, sexual orientation or disability. If you feel that your rights or anyone else's have been violated, please contact Beth Peterson, the principal and 504 coordinator, as soon as possible.

Swimming Program

Primary Unit (1st and 2nd grade) children receive swim lessons for four Fridays during the month of May. The program is run and taught by parent volunteers as well as experienced instructors. This program is funded by the town of Warren recreation funds.

Technology

The Warren School uses technology to do the work of teachers and students in an integrated fashion to enable and enhance instruction, organization, and communication. We do not believe that technology can replace human interaction and high-quality teaching. A variety of technology tools are used to support our curricular goals. It is expected that students gain the Information Technology skills needed to solve problems, do research, communicate effectively, and organize their work. Additionally, students are provided instruction in keyboarding, media literacy, and digital citizenship.

As part of our school's policy, students and families are asked to complete a responsible use agreement that outlines our expectations for use of technology, including internet access. Families should be aware that

some material available via the internet may contain items that are offensive, illegal and inaccurate. Even though students' internet use will be monitored and supervised closely, we can not guarantee that undesirable sites will not be viewed.

We use the Google education platform extensively, particularly in grades 3-6. Google has assured schools that they are in compliance with the Family Rights and Privacy Act and do not use individual student data. They do use student data, not associated with individual students, to improve their products' performances.

Generally, most classroom are equipped with Smartboards, all have access to a classroom set of devices for each student, and all can sign up to use the library computer lab. PK uses virtually no technology with students, but do have devices for the teachers to share weekly photos on their blogs. The primary unit uses a classroom iPad cart and the library lab. The I-team and Upper Unit use carts with at least a Chromebook device for each student to use at school.

Title One

We are a school that receives funding under the Federal Title One program, which provides money for schools with many students living in poverty. This year, we are using the money to fund teachers to tutor our students in basic skills in the primary unit. Because we accept this federal funding we are required to let you know about three areas: teacher and paraeducator licensing, their major in college, and if they meet state qualifications. Currently, all the teachers and assistants that are providing Title One services are highly qualified for their positions. If you would like more information about their credentials, please ask them. We encourage parents to collaborate with staff who provide Title One or remedial services.

Visitors and Volunteers

Visitors and Volunteers are always welcome at the Warren School. You make valuable contributions to the education of the children. Some ways volunteers may help are in classrooms, the library, the lunchroom, or the playground; chaperoning field trips and special events; sharing with children your special knowledge or experience; helping run the ski program, and much more. We welcome and value your participation in the school. Let us know you are coming and sign in with the administrative assistant. There is a sign in sheet for volunteers and visitors. Please grab a visitor sticker to

display; that lets us know who is in the building in case of emergency. It also lets the children know that you belong in the building and are there to help.

Weapons at School

Weapons are prohibited at school. Federal regulations require a one-year suspension for a student who brings a gun to use as a weapon at school. No weapons are permitted in the school or on school grounds, ever. Vermont adopted legislation in the 1994-1995 session requiring local schools to adopt and implement its weapons policy.

Knives are also prohibited in school. We are aware that many Vermonters carry pocket knives. Please be aware that these are also prohibited at school. The principal is responsible for the strict adherence to and implementation of this policy.

Wellness and Health

Medical evaluations are required for each student prior to entering school for the first time; the exam must have been completed within the last year. Please have the results of the examination to the school nurse no later than one month from entering school for the first time.

Immunizations are required for all students for polio, diphtheria, tetanus, pertussis, measles, and rubella. Diseases that can be prevented by immunization are an unnecessary hazard to the health of children in the school, their families and the entire community. Vermont Law (Title 18 § 1126) requires us to exclude any student who has not been immunized within a specified time unless an application has been made for a religious or medical exemptions. Please contact the school nurse for further information.

The **use or abuse of alcohol, tobacco and other illegal drugs** by children or adults is prohibited on or within school properties or at school functions. The use of alcohol and illegal drugs constitutes a hazard to the positive development of children. Drug abuse is defined as, "the ingestion of a substance in such a way that it interferes with a person's ability to perform physically, intellectually, emotionally, or socially."

If a child requires **medication**, it is best to arrange the dosage schedule so that the medication can be given at home. If a child is required to take medication during school hours and the parent can not come in to administer the medication, only the school nurse, administrative assistant,

principal, or principal's designee can administer the medication. We require written instruction from the physician and a written request from the parent. We request the medication come to us in its original packaging as well. The school retains the right to reject requests to administer medication unless that would violate a student eligible for special education's right to a FAPE (free, appropriate public education).

Head lice are a nuisance for school children around the world. Outbreaks are possible wherever children gather. Treatment of head lice is the parent or guardian's responsibility. Treatment usually requires two shampoo treatments 10 days apart and daily combing (nitpicking) over a period of several weeks. The school will work with families to support their efforts to treat occurrences and information will be provided. The school has a policy and management plan to prevent or limit the spread of lice in the school. To this end, we require a child with head lice to be treated before returning to class. No child may return to class untreated.

For **further information or needed health forms**, please contact Deirdre, the school nurse, at 496-2487 x227.

Winter Sports Program

On Friday afternoons from January until early March, our winter sports program offers all Warren children in grades K-6 instruction in the recreational activities that are at the heart of our community – snowboarding, downhill skiing, and cross-country skiing. Equipment is provided for the cross-country program. Parents provide downhill skis and boots and/or snowboarding gear. The school and PTO has some equipment to loan and can help with rental fees. Please let Heidi Greene or your child's teacher know if you need equipment.

The Winter Sports Program is part of our physical education program, is staffed by PTO volunteers, and is required of all students in K through 6th grade. More detailed information will be sent home in November about the program. To volunteer for the program, please contact the PTO. This program is funded by the town of Warren's recreation funds, the Warren School, and the PTO.