

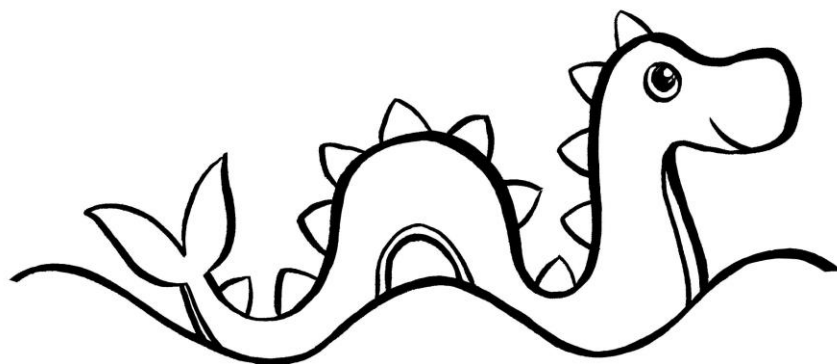
Burlington School District

Champlain Elementary School

FAMILY HANDBOOK

A Supplement to the Burlington School District
Family Handbook and Calendar

2017 - 2018



Be safe. Be respectful. Be responsible.

Be a Champ!

Our mission is to provide opportunities for students to achieve their personal best, become responsible and productive citizens and embrace lifelong learning!

Please note that the Champlain Family Handbook may be updated from time to time throughout the school year. Please visit the school website for the most recent edition.

Table of Contents

2	School Song
3	School Contact Information
4	Principal's Letter
5	Personnel Directory
6	Attendance and Daily Schedule
7	Bicycles, Scooters, Skateboards, and Skates
7	Breakfast, Snack, and Lunch Programs
8	Bus Transportation and Rules
10	Communication
10	Complaints
10	Confidentiality
10	Drop Off and Pick Up
11	Educational Support System and Services
11	Emergency Evacuation
11	Health Services
12	Learning Center
12	Lost and Found
13	Morning Champions
13	Parent-Teacher Organization
13	Peer Mediation and Other Restorative Practices
15	Pets and Prohibited Items
16	Report Cards, Trimesters, and Conferences
16	Safety Procedures
17	School Cancellation
17	Student Conduct
18	Student Dress
18	Student Harassment, Hazing, and Bullying - F29
19	Student Welfare
19	Support at Home
20	Visitors and Volunteers
21	Request for Extended Absence for Three or More Days of School
22	The Five Commands (Emergency Directions)



Champlain Elementary School Song

(Chorus)

Our school is near Lake Champlain,
From a great explorer,
We have our name
Now we live and grow
And learn and know
Getting ready for the future
at Champlain!

In kindergarten, we learn our A-B-C's
In first grade, we're adding our 1-2-3's
In second grade, we have opportunities
Here at Champlain School.
In third grade, friendships
Are forming fast,
In fourth grade, cooperation is our task,
In fifth grade, we get to step up at last
To the middle school.

From apples to zebras, we study it all
With parents and teachers
From when we're small.
Different cultures together,
We're standing tall here it is the rule.
We treat each other with dignity,
Becoming partners, as you will see
We're having fun it's the place to be
Here at Champlain School.

So be safe, yeah, yeah,
Be respectful, yeah, yeah,
Be responsible, yeah, yeah,
When you do all three
You're the best you can be,
Be a Champ!

Let's be a Champ!

Champlain Elementary School

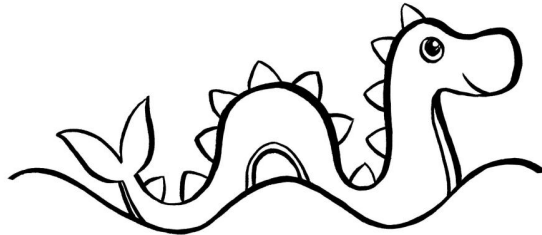
800 Pine Street
Burlington, Vermont 05401
(802) 864-8477
<http://champlain.bsdtv.org>

Dr. Dorinne Dorfman, Principal	ddorfman@bsdtv.org	864-8489 c. 383-8449
Janet Breen, Admin. Assistant	jbreen@bsdtv.org	864-8477
Gregory, Kriger, School Counselor	gkriger@bsdtv.org	864-8477
Carol Neary, School Nurse (Mon-Tue)	cneary@bsdtv.org	865-5300
Nancy Pruitt, School Nurse (Wed-Fri)	npruitt@bsdtv.org	865-5300

Burlington School District

150 Colchester Avenue
Burlington, Vermont 05401
(802) 865-5332
(802) 864-4501 (fax)
<http://www.bsdtv.org>

Dr. Yaw Obeng, BSD Superintendent of Schools	superintendent@bsdtv.org	864-8474
Brittany Nevins, BSD Executive Assistant	bnevins@bsdtv.org	864-8474





Champlain Elementary School

Dr. Dorinne Dorfman, Principal
800 Pine Street Burlington, Vermont 05401 |

Ms. Janet Breen, Administrative Assistant
802.864.8477 | champlain.bsdt.org

August 21, 2017

Dear Parents and Guardians,

Welcome to Champlain Elementary School! Our faculty and staff embrace the diversity of our Burlington community and integrate themes of cultural competency throughout the school year. Our inclusive classroom instruction integrates the Burlington School District's rigorous, sequential preK-12 curriculum based on the Common Core State Standards, Next Generation Science Standards, Vermont's Framework of Standards, and Teaching Tolerance. In addition, Champlain promotes project-based learning, outdoor education, and cooking in the classroom with our mobile Charlie Cart kitchen. We surround each and every student with a rich, well-rounded learning environment that promotes social, emotional, and physical wellness. We personalize support services to address the learning needs of all children. We also welcome the involvement of families in their children's education as volunteers, as chaperones, and as partners in our shared endeavor of caring and preparing the next generation of engaged citizens. Parents are especially welcome to Champlain's assemblies, taking place twice a month on Tuesdays at 9:50-10:20 am.

Please take the time to read the **2017-18 Champlain Family Handbook**, especially the sections on student attendance and safety procedures. Among the most important factors contributing to a student's educational success is attendance - coming to school every day. In addition, please read the **Burlington School District Family Handbook and Calendar**, which includes much information on pertinent policies and schedules. Throughout this text, "parent" refers to all guardians. We truly appreciate the Champlain community's support of our children's education, and wish everyone a wonderful year ahead!

Sincerely yours,

Dorinne Dorfman, Ed. D., Principal

Champlain Personnel Directory

Last	First	Title	Email
Ames	Susan	Library Media Specialist	sames@bsdvt.org
Bellavance	Tracey	Kindergarten Teacher	tbellava@bsdvt.org
Bissonette	Elijah	Paraeducator	
Breen	Janet	Administrative Assistant	jbreen@bsdvt.org
Cameron	Merrill	Speech-Language Assistant	
Casserino	Jordan	Paraeducator	
Charbonneau	Tammy	Physical Education Teacher	tcharbon@bsdvt.org
Coss	Anne	Building Substitute	
Courville	Vi	Kindergarten Teacher	vcourvil@bsdvt.org
Dion	Holly	Paraeducator	
Desautels	Janine	Paraeducator	
DiVenuti	Patricia	Paraeducator	
Dorfman	Dorinne	Principal	ddorfman@bsdvt.org
Douglas	Kaye	Kitchen Staff	kdouglas@bsdvt.org
Hurwitz	Rachel	Paraeducator	
Gawarkiewicz	Ellen	Paraeducator	
Goetz	Lisa	Fourth Grade Teacher	lgoetz@bsdvt.org
Greene	Betsy	Music Teacher	bgreene@bsdvt.org
Guinane	Kendre	Planning Room Paraeducator	kguinane@bsdvt.org
Isenor	Stacey	Special Educator	sisenor@bsdvt.org
Jackson	Sam	Custodian (2:00-11:00PM)	sjackson@bsdvt.org
Juenker	Barb	Special Educator	bjuenke@bsdvt.org
Kenney	Maria	Paraeducator	
King	Brooke	First Grade Teacher	bking@bsdvt.org
Klinger	Roger	Third Grade Teacher	rklinger@bsdvt.org
Kruger	Greg	Guidance Counselor	gkruger@bsdvt.org
LaMantia	Rebecca	Speech Language Pathologist	rlamanti@bsdvt.org
Leader	Emily	Paraeducator	
Legault	Sarah	Fourth/Fifth Grade Teacher	slegault@bsdvt.org
Magnus	Deb	Paraeducator	
Malik	Aziza	Fourth/Fifth Grade Teacher	amalik@bsdvt.org
Mattina	Kate	Fourth/Fifth Grade Teacher	kmattin@bsdvt.org
McKelvey	Emily	Second Grade Teacher	emckelve@bsdvt.org
Miller	Regina	Mathematics Interventionist	rmiller@bsdvt.org
Morena	Lillian	School Psychologist	lmorena@bsdvt.org
Murphy	Deena	Morning Tutor	dmurphy@bsdvt.org
Neary	Carol	Nurse (Mon & Tues)	cneary@bsdvt.org
O'Leary	Bridget	B'Kids Assistant Director	boleary@bsdvt.org
Paige	Kathryn	Kindergarten Teacher	kpaige@bsdvt.org
Pasnack	Christina	School Social Worker	cpasnack@bsdvt.org
Patalano	Alice	First Grade Teacher	apatalan@bsdvt.org
Patrick	Betsy	Third Grade Teacher	epatrick@bsdvt.org

Pruitt	Nancy	Nurse (Wed, Thur, Friday)	npruitt@bsdvt.org
Richard	Heather	Custodian (2:30-5:30PM)	hrichard@bsdvt.org
Roesch	Shannon	Fifth Grade Teacher	sroesch@bsdvt.org
Rooney	Laura	English Learner Teacher (Aug-Oct)	lrooney@bsdvt.org
Ryan	Terry	Special Educator	tryan@bsdvt.org
Sammut	Sonny	Art Teacher (Mon-Wed-Fri)	ssammut@bsdvt.org
Sliter	George	Paraeducator	
Stewart	Janet	Learning Center Paraeducator	
Tedeschi	Cassidy	Paraeducator	
Terry	Carl	Head Custodian 6:00AM - 2:30PM	cterry@bsdvt.org
Trombley	Diane	Paraeducator	
Turnbaugh	Alison	Discrete Trial Intervention Paraeducator	
Villani	Jessica	Second Grade Teacher	jvillian@bsdvt.org
Vincent	Vera	Paraeducator	
Wallace	Gavin	Second Grade teacher	gwallace@bsdvt.org
Warda	Meghan	English Learner Teacher	mwarda@bsdvt.org
Warner	Taylor	First Grade Teacher	twarner@bsdvt.org
Woods	Douglas	Special Educator	dwoods@bsdvt.org

Paraeducators' email addresses are not included in the directory. Please contact a special educator or the administrative assistant to speak with a paraeducator.

Two School Resource Officers (SRO) from the Burlington Police Department serve the Burlington School District. For immediate assistance, contact BPD Dispatch at 658-2700. Our SROs are:

Officer Brian DiFranco	bdifranco@bsdvt.org	316-6212
Officer Bailey Emilo	bemilo@bsdvt.org	316-2186

Attendance and Daily Schedule

Students may arrive at school at 7:45am. Pick up is at 2:50pm on Monday, Tuesday, Thursday and Friday. On Wednesday, pick up is at 1:50pm. There is no playground supervision prior to the start of school or after school. Children in grades K-3 who arrive before 8:08am without an adult need to attend the supervised breakfast program and/or Morning Champions (see p. 13). Students in fourth and fifth grade can gather in front of the school beginning at 7:45am. Parents may wait with their student(s) in the lobby, out front, or in the cafeteria prior to 8:08am. Please be aware that children may only wait in the lobby before school when accompanied by their own parent. CES does not provide after-school supervision; parents must pick up their children right at dismissal. Burlington Kids (B'Kids) offers a vibrant after-school program at CES from dismissal to 5:30pm. Please be aware that, at times, students may be placed on a B'Kids waiting list due to over-enrollment. Please contact B'Kids director Karlie Gunderson for more information.

If a student needs to be absent from school due to illness, call the main office at 864-8477 by 8:30am. If there are changes to a student's after-school arrangements, parents must call no later than 1pm, unforeseen emergencies notwithstanding.

Every school has an attendance policy based on Vermont State Law that requires students to attend every day. Students may be absent from school for the following reasons:

- Illness
- Medical appointment
- Pre-approved absence for educational purposes, such as college visit or family trip. Parents must submit the Request for Extended Absence form at least one week in advance - see p. 22 for the form
- Scheduled court appearance
- Religious holiday
- Death in the family
- Other family emergency – at discretion of principal
- Weather or traffic accident – at discretion of principal

CES may request third-party verification for a student’s absence, such as a doctor’s note, in order to excuse an absence. If a parent is uncertain whether or not a child is well enough to attend school, then please call the school nurse Ms. Pruitt or Ms. Neary at 865-5300 for a consultation. The nurse may ask the child to come in for an exam or may excuse the student from school. New American families are encouraged to contact their liaison for support with communication.

Students who attend an alternative program, such as Crow’s Path, must submit a letter of acceptance in advance to the principal for pre-approval of the absences. These absences will be entered in the student’s record as “Alternative Program.”

Absences are recorded as excused or unexcused. Long-term absences must be discussed with the student’s teacher and the principal at least a week in advance. More information concerning attendance policies in the district can be found in the Burlington School District Family Handbook.

Bicycles, Scooters, Skateboards, and Skates

Children are welcome to bike, ride, or skate to school. Helmets must be worn. These vehicles must be walked on school property, and never ridden inside the building. Please secure bicycles on the bike racks with a lock on the south side of the building. Scooters, skateboards, and skates must be stored in the main office and not brought into instructional areas. Shoes with rollers and hoverboards are not permitted on campus. CES is not responsible for lost, stolen, or damaged property.

Breakfast, Snack, and Lunch Programs

Breakfast: Begins at 7:45am in the cafeteria. Breakfast is free for all Burlington students. No sign-up is required; students may come in any day. Adult breakfast is \$1.75.

Snack: Snack is available to all children in the classroom for free, and is served approximately 90 minutes before lunchtime.

Lunch: Students have a variety of options to choose from during lunch. Choices include a salad bar, sandwich options, and hot lunch. Menus are posted on the website at the beginning of each month. Prepaying for lunch is the preferred method of payment. Meal accounts help make lunch lines go much faster. Cash is accepted as well. The price of lunch for 2017-18 is:

Student lunch \$2.25

Milk only \$.50

Adult lunch \$3.75

There are two ways to add money to a lunch account:

1. Mail or send in a check made payable to BSD food service.

2. Go to mySchoolBucks.com, register for a free account, and pay online.

All families are requested to complete the application for free or reduced lunch, because the Burlington School Food Project is pursuing new funding sources that rely on this information. All form information provided by families is confidential and can be found in the InfoSnap portal. Parents can also complete a printed form and submit it to the admin assistant.

Lunch Schedule

- 1st and 2nd grades 11:30 - 11:55
- 4th and 5th grades 12:00 - 12:25
- K and 3rd grades 12:30 - 12:55

Cafeteria Rules for all Meals

I. Be Safe	A. Sit in your seat B. Sit at your class table during lunch C. Hands, feet, and body to self D. Calm body E. Leave outdoor clothing in your classroom
II. Be Respectful	A. Be polite B. Use inside voices C. Use kind words D. Don't share your food E. Raise your hand for adult assistance or to use the restroom
III. Be Responsible	A. Take only what you need B. Clean up after yourself C. Sort waste appropriately D. Return tray

Bus Transportation and Rules

The Burlington School District contracts with CCTA to run neighborhood specials for our students. These buses go to most neighborhoods. Riding the neighborhood special bus is free for students living more than 0.7 miles away; otherwise the cost is \$.60. Bus passes are distributed to qualifying students in early October.

Buses arrive at school at approximately 7:45am. Buses depart school by 2:55pm, except Wednesday when buses depart at 1:55pm. Mountain Transit follows neighborhood-special routes on Wednesdays.

Students are expected to follow all bus rules while riding. Buses have cameras to record both video and audio. Champlain administration will review the tapes if a concern arises. Violating bus rules may result in short- or long-term suspension, and families will need to arrange their own transportation.

Bus Rules

1. Respect other students and the driver.
2. Remain seated while the bus is in motion.
3. Listen and obey the driver's instructions at all times.
4. Keep your heads, hands, and arms to yourself and, most importantly, inside the bus.

5. Do not throw objects on the bus or out the windows.
6. Use a quiet voice.
7. All school rules apply to the bus and at bus stops.

Consequences of Bus Rule Violations

1st Violation: Student will be verbally warned by driver or bus monitor. The student will have two lunch detentions, starting the same day. The planning room paraeducator will contact the student’s parent and meet with the student.

2nd Violation: The student will be suspended from riding the bus for 1-5 school days, depending on extent of the violation (i.e., if the behavior created a dangerous environment, the number of days increase). The planning room paraeducator and/or principal will contact the student’s parent and meet with the student and parent.

3rd Violation: The student will be suspended from riding the bus for up to 10 school days. The planning room paraeducator and/or principal will contact the student’s parent and meet with the student and parent.

4th Violation: The student will be suspended from riding the bus for up to 10 school days. The planning room paraeducator and/or principal will contact the student’s parent and meet with the student and parent.

5th Violation: The student will be suspended from riding the bus for up to 20 school days. The planning room paraeducator and/or principal will contact the student’s parent and meet with the student and parent.

6th Violation: The student will be suspended for riding the bus for the remainder of the school year. If the violation occurs after May 15, then the student will work with the planning room paraeducator or school counselor to make amends with the bus driver and/or monitor, including a written explanation of the incident and plan for improvement for the following school year.

Restorative Practices: RP consequences agreed upon by the principal, student, and parent may reduce or replace the number of days that a student is suspended from the bus.

Bus Transportation Contacts

BSD Contacts	Bus Company Contacts
<u>Champlain Elementary School</u> Janet Breen, Administrative Assistant (802) 864-8477 jbreen@bsdvt.org	<u>CCTA</u> - Daily services, except Weds. afternoon Jon Moore, Operations Director Direct: (802) 540- 2527 Main: (802) 864-2282 jmoore@ridegmt.com
<u>BSD Property Services Transportation</u> Kyle Toof, Bus Manager Office: (802) 864-8455 Cell: (802) 316-0398 ktoof@bsdvt.org	<u>Mountain Transit</u> - Wednesday afternoon services Crystal Gingras (802) 893-1334 mtcharters@ridesta.com

Communication

Parents can communicate with the school via email or phone throughout the school day. When calling for a teacher, the office will take a message and relay it in a timely manner. Other forms of communication are as follows: school website, Friday Blue Note, Principal's blog, and teacher newsletters. Anytime a parent's or emergency contact's information changes, such as a new phone number, address, or email, please inform the administrative assistant right away. This is required to keep students safe and parents informed. If a student requires urgent attention, and we are unable to reach someone on the emergency contact list, 911 will be called.

In fall 2017, most classrooms will be equipped with a phone for emergency use. Students are not permitted to use a classroom phone. A phone has been installed in the main office for student use when needed.

Complaints

If students or parents have a concern, the first step is bringing this to the attention of the school employee directly involved. For example, if concerned about a student's grade, the student or parent/guardian addresses it with the classroom teacher. To appeal the teacher's decision, the next step is meeting with the principal. Please be aware that any requests from students and parents for a particular teacher cannot be honored. Ongoing concerns should be addressed with the principal. Using restorative practices can also help to resolve the conflict (see p. 14). The parent or student may appeal the principal's decision to the Burlington superintendent of schools.

Confidentiality

To ensure that all members of the Champlain (CES) community feel safe and comfortable, we are committed to respecting each other's privacy. Speaking to family and friends about conversations overheard at school or during a volunteer experience may seem harmless, yet could be hurtful to others or possibly a violation of the Family Educational Rights and Privacy Act. For all CES employees, student teachers, and volunteers, information about a student can only be shared with other employees on a "need-to-know" basis. No information about a child can be shared with anyone who is not a school employee with a "need to know."

Drop Off and Pick Up

Students may be quickly dropped off or picked up on Pine Street, but cars may not park in the street when buses are present. Parents are also discouraged from dropping off students in Champlain's parking lot between 7:50 to 8:15am and between 2:40 and 3:05pm, when traffic is busiest and most dangerous. The Burlington School District plans to redesign the school entrance area for more efficient and safer building access, but this will not be completed for the 2017-18 school year. Coming to school by bus, bike, or foot are the best options. Arriving at school, students are encouraged to enter the building from these locations:

Kindergarten: Students can be walked to classroom or back doors.

Grades 1 and 2: Students can meet on the south side of the building nearest their classroom door or walk to classroom.

Grades 3, 4, and 5: Students use front door to enter.

At the end of the day, teachers walk all students out to ensure that they are picked up or brought to the office. Unless a student has a medical appointment or a modified schedule, parents should

not pick up children before dismissal. Buses pick up students at the end of the day on Pine Street. Children who go home immediately after school are dismissed from the doors listed above.

Children may not leave school grounds for any reason during school hours without permission from their guardian and the administrative assistant or principal. Only adults authorized by parents can pick children up from school. Children with an excused absence who need to leave before dismissal must be picked up by an approved adult in the front office; they may not leave on their own.

Educational Support System and Services

The Educational Support System is designed to help all students improve their school performance and help them grow academically, socially, emotionally and physically. CES has an Educational Support Team that meets regularly to review the strengths and needs of individual students. If parents have concerns, they may refer their child to the team by contacting the teacher or school counselor. Some examples of supports include personalizing their classroom, checking in daily with the school counselor, attending lunch bunch and other social-emotional wellness groups, and following a behavior plan. If, despite multiple EST interventions over time, a student still struggles to learn, a parent may request a special education evaluation by speaking with the school counselor. If a student is found eligible for special education, then a team that includes a special educator, parent, teacher, and other professionals determine appropriate goals, accommodations, and services.

Emergency Evacuation

Classroom Evacuation: If a student's behavior may be harmful to him/herself or others, or the student is having a medical emergency, then a teacher or the principal may evacuate the class to another classroom. Typically a classroom evacuation lasts for no more than five minutes. Occasionally the command, "Clear the Halls," must be deployed after a classroom evacuation to provide privacy to the student at risk, who may need assistance.

School Evacuation: If an incident occurs and an evacuation is necessary, all students and staff will walk to the Crossfit Burlington Gym at 39 Birchcliff Parkway (located behind the Chocolate Factory). In the event that students need to go home before the school day ends, students will remain at the evacuation site until families pick them up. St. Anthony's Church at 305 Flynn Ave (corner of Pine and Flynn) will be an alternative evacuation space if we cannot safely access Crossfit Burlington.

Health Services

Parents need to contact a school nurse if their child is in need of a health plan. School nurses or a designee will administer medications during school hours. In 2017-18, nurse Carol Neary will serve Champlain students on Mondays and Tuesdays. Nurse Nancy Pruitt will serve on Wednesdays, Thursdays, and Fridays.

Prescription Medication: BSD policy states that prescription medication can be given at school if a *Medication at School Form* has been completed. Forms are available in the office and must be filled out each year for long-term medications. Medication will not be dispensed without written permission from a licensed health care provider and a parent signature for permission to administer.

Prescribed medication must be in the original container with the child's name. First doses of medicine cannot be dispensed at school. Children may not bring medication to school. Parents must give the medication (in person) to the school nurse with written directions for use.

Non-Prescription Medication: Parents/guardians may request in writing that school personnel administer non-prescription medication. This request will be valid for two consecutive days only. The medication must be in the original container. Long-term, non-prescription medications must be accompanied by a physician's written order. Cough drops and lozenges will not be administered at school per BSD policy.

Emergency Medication: Students may carry their own emergency medication, such as Epi-pens. However, written permission from the physician to do so must be on file in the nurse's office.

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

After illness, when is a child well enough to come to school?

- The child must be fever-free, which is a temperature less than 100.4 F or 30 C for 24 hours, without the use of fever-reducing medication.
- The 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 excessive. Cough drops may not be used at school.

A physician's note is needed for an illness related absence of more than three days.

First Call: First Call at the Howard Center offers emergency mental health and crisis services to children and adults. First Call clinicians provide phone support, in-person assessments, interventions, and referrals for services. Champlain's Educational Support Team and special educators may contact First Call or request that a parent contact First Call if a student has shown evidence of self-harm or suicidal ideation. No school referral is necessary; parents may contact First Call themselves with any concerns about their children or other loved ones at (802) 488-7777.

Learning Center

Welcome to the Champlain Elementary School Library, also called the Learning Center. The Learning Center serves the students and families of CES. The space is open during regular school hours. Parents are welcome to visit the Learning Center during school hours to browse and check out books and other materials from the collection. To access our online library catalog, please click on the following link: <http://bit.ly/2bjTIJO>. Students will visit the Learning Center for 45 minutes each week based on their classroom schedule. For more information contact Susan Ames, Library Media and Technology Integration Specialist, at sames@bsdvt.org or 864-8477.

Lost and Found

Items that are found at school are placed on the lost and found racks and boxes in the front lobby. Lost and found items not collected are donated three times a year. Notification in the Blue Note newsletter will go home beforehand.

Morning Champions

For students who must arrive at school before 7:45am, the Morning Champions program provides childcare and activities in the learning center and outdoors, starting at 7:30am until school begins. Morning Champions offers fun activities, such as Legos, playdough, painting, and homework help, as well as to connect and form relationships with adults. Morning Champions coordinator Deena Murphy and many adult volunteers, such as college students, parents, and community members, make the program possible. To volunteer, contact Ms. Murphy at dmurphy@bsdvt.org.

Parent-Teacher Organization

The purpose of Champlain's Parent Teacher Organization is to enrich the school community through events, activities, and projects that promote learning, build community, and improve the quality of life for students and staff, as well as advocate for CES within the school district and the broader community. All CES families are automatically PTO members and are welcome and encouraged to attend the monthly PTO meetings. Meetings take place in the art room on the second Thursdays of each month from 7:30 to 8:30am. 2017-18 PTO Board members include:

President	Kerrie Mathes	Secretary	Katlyn Morris
Vice President	Carina Driscoll	Geek	Joanna Grossman
Vice President	Blake Ewoldsen	Volunteer Coordinator	Kathleen Laramee
Treasurer	Kath Laing	At-Large Member	Vanessa Berman

The PTO coordinates an optional family directory for all who choose to be included. There is also an email list that everyone is welcome to join. Information about these opportunities will be sent home at the beginning of the year. Please visit the PTO website www.champlainpto.org or the Facebook page, "Champlain Elementary PTO," for more information and happenings.

Peer Mediation and Other Restorative Practices

Peer Mediation

Champlain students in grades 2-5 have the opportunity to train as peer mediators. Peer mediators help resolve everyday conflicts among classmates by learning active listening, facilitation, and problem-solving skills. In fall 2016, Champlain and the B'Kids after-school program began peer mediation by training over thirty-five student volunteers from grades 2-5 in facilitation and conflict resolution techniques. Peer mediation is a common form of restorative practices in schools stemming back decades. Years of Responsive Classroom class meetings have prepared CES students to take their skills beyond the circle and help solve conflict throughout the student body. Last year dozens of PM sessions took place throughout the school building, during which students arrived at a successful resolution. Once again, trainings will take place after school in fall 2017, which parents may volunteer to join.

On the next page is the script that peer mediators follow during a PM session. Parents and others are welcome to use any or all of these questions to help solve conflicts.



1. Establish the Goal (Mediator: Ask everyone in the circle to help establish the goal.)

- What's our goal for today's meeting?

Ground Rules (Mediator: Read these questions and ask everyone to give a thumbs up or sideways. If anyone gives thumbs down, it means that this person is not ready to mediate. The peer mediator can try to convince him/her to agree. Otherwise the mediation circle is over.)

- Do you agree to let others finish speaking and not interrupt?
- Do you agree to respect what other people say?
- Do you agree to answer the questions?
- Do you agree to be honest?
- Do you agree to work on solving the problem?
- Do you agree to keep our discussion confidential?

2. Questions for the People in Conflict (Mediator: First ask the harmed student all the questions, then ask the harmer the same questions.)

1. What happened during the incident?
2. What were you thinking when it happened?
3. What have you thought about it since?
4. How did you affect the problem?
5. What has been hard for you?

3. Questions for their Supporters (Mediator: First ask the harmed student's supporter all the questions, then ask the harmer's supporter the same questions.)

1. What did you think when you heard about the problem?
2. How do you feel about what happened?
3. What has been hard for you?
4. What do you think are the main issues?

4. Questions for Everyone to Create an Agreement (Mediator: Read each question aloud and ask everyone in the circle for his/her responses. Either a mediator or supporter can write all the ideas on the board.)

1. Is there anything else that you would like to add to this discussion?
2. What do you want from today's meeting?
3. What suggestions do you have that would solve the problem?
4. What suggestions do you have to help everyone feel safe?

(Ask the harmer and harmed which ideas they agree with. Erase the ideas they don't agree with. Ask them to sign the board or paper. Ask a PM adult to take a picture or make a copy of the agreement.)

Restorative Practices

In conjunction with or as an alternative to traditional discipline methods, restorative justice practices prevent and address behaviors that hurt individuals, families, the school, and community. Repairing the harm and reintegrating the harmer (offender) become the focus. This involves changing relationships between community members by discussing relevant issues, restoring relationships, creating a peaceable climate, and providing youth a sense of place, hope, and purpose. The Burlington School District has made restorative practices a top priority to reduce suspensions and expulsions. The keys to effective restorative practices (RP) include:

1. Training for administrators, faculty, and staff in RP prevention and response practices
2. A clear, well-communicated, and well-managed system that addresses conflicts involving students by mediating harmed-harmer (victim-offender) dialogue, involving parents, school, and/or community support people, and creating a plan for the restoration of harm
3. A pyramid of interventions and a menu of options to support both harmers and harmed students that involve educators and/or community members
4. Plans for resolution that meet the needs of those involved. Plans usually require the harmer to do one or more of the following:
 - Mediate with the person in the conflict
 - Provide a service, such as cleaning, gardening, helping younger students, or working on a service school project
 - Meet with a mentor at school no less than once a week
 - Attend counseling, such as anger management, anti-bullying, or anti-bias sessions
 - Pay for or repair the damage, such as removing graffiti
 - Attend a family or community restorative conference arranged by an external agency

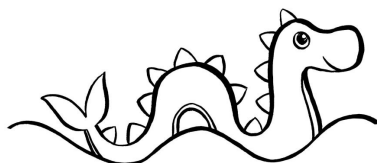
Pets and Prohibited Items

Pets are not permitted on school grounds in the Burlington School District. This policy does not prohibit guide or therapy dogs.

The following items are not allowed in school:

- Weapons, including all firearms, knives, and look-alike weapons
- Dangerous or violent toys, such as guns
- Firecrackers or fireworks
- Laser pointer
- Shoes with rollers or rollerblades
- Toys or cards that interfere with learning
- Cell phones, iPods, portable stereos, electronic games, radios or other electronic devices

If a child needs to carry a cell phone, parents must first inform the administrative assistant. Upon arriving to school, the student must leave the phone in the main office with the admin assistant, and then pick it up at departure time.



Report Cards, Trimesters, and Conferences

2017-18 Term Dates

1st Trimester

<i>Start Date</i>	<i>End Date</i>	<i>Report Cards Mailed</i>
Wednesday, Aug. 30, 2017	Friday, Nov. 10, 2017	Friday, Nov. 17, 2017

2nd Trimester

<i>Start Date</i>	<i>End Date</i>	<i>Report Cards Mailed</i>
Monday, Nov. 13, 2017	Friday, Feb. 16, 2018	Friday, Feb. 23, 2018

3rd Trimester

<i>Start Date</i>	<i>Anticipated End Date</i>	<i>Anticipated Report Cards Mailed</i>
Monday, Feb. 19, 2018	Friday, June 8, 2018*	Thursday, June 14, 2018*

*Subject to change depending on snow days or other reasons for school cancellation.

Formal parent conferences are held each fall and spring on Monday and Tuesday, November 20 and 21, and on Friday, March 23. Additional conferences can be arranged as needed by contacting the child's teacher or case manager.

Safety Procedures

The Burlington School District, in collaboration with the Burlington Police Department (BPD), has implemented the following safety measures at CES:

- All visitors to CES during the school day are required to check in at the front office and wear a visitor's pass.
- All staff wear photo identification during the school day.
- All side and back doors are locked during the school day.
- The front door will be locked after 8:15am. Visitors activate the buzzer to enter.
- School drills are held throughout the year in conjunction with the BPD, taking place no less than once a month, adhering to the Incident Command System.
- School personnel participate in monthly district-wide School Safety Committee meetings with Burlington Police and Fire Departments to optimize safety coordination.

CES adheres to the national Incident Command System. The Five Commands include:

“Clear the Halls” – This command is commonly used for a medical or other emergency that staff and students should not witness or interfere with.

“Evacuate the Building” – This command is employed no less than every other month for fire or Hazmat drills. *Note: This command is required six times during a school year.*

“Lockdown - Secure the School” – This command is primarily a response to an intruder who has entered the building. *Note: This command is required five times during a school year.*

“Secure and Hold - Shelter in Place” – This uncommon command is a response to multiple emergencies, such as inclement weather.

“Protect the Perimeter” – This command will be used when there is a potential threat to the school below the level of concern of “Lockdown- Secure the School,” such as in response to a person who may have threatened or may pose a threat to the school.

See the last page of Champlain’s 2017-18 Family Handbook for detailed information on the Five Commands.

School Cancellation

School cancellations due to weather conditions are announced as early as possible on local news and radio stations. A robocall will be placed to contact all Burlington School District families and employees. Usually school days missed due to cancellations are added to the end of the school year.

Student Conduct

CES has established three essential expectations. Students are expected to:

Be Safe. Be Respectful. Be Responsible. Be a Champ.

As part of restorative practices, Positive Behavior Intervention Supports (PBIS) is a research-based system designed to increase student success through teaching classroom and school-wide expectations. Most students only learn appropriate behavior in school through specific, targeted instruction. Faculty, staff, and administration at every Burlington elementary school use PBIS methods. Nevertheless, students engage in misbehavior from time to time. At CES, there are two types of student misbehavior incidents:

Incident Type - Minor	Incident Type - Major
<ul style="list-style-type: none"><input type="checkbox"/> Disrespect<input type="checkbox"/> Profanity<input type="checkbox"/> Lack of cooperation<input type="checkbox"/> Disruption<input type="checkbox"/> Deliberate misuse of school supplies, equipment, or technology<input type="checkbox"/> Refusing to obey an adult’s request	<ul style="list-style-type: none"><input type="checkbox"/> Ongoing minor violations<input type="checkbox"/> Found in unauthorized area or off campus<input type="checkbox"/> Threats, bullying, hazing, harassment<input type="checkbox"/> Bus violation<input type="checkbox"/> Extreme misuse of technology<input type="checkbox"/> Extreme disruption<input type="checkbox"/> Fighting<input type="checkbox"/> Theft<input type="checkbox"/> Vandalism<input type="checkbox"/> Endangering others or self

CES faculty/staff adhere to Pathway 5, which is a series of incremental consequences for increasing student misbehavior. Pathway 5 includes:

1. Give a verbal gentle reminder of the rule.
2. Give a verbal redirection to follow the rule, and talk to the student one-on-one to understand what is preventing the student from learning, and take steps to help the student.
3. Direct the student to the timeout chair in the classroom for one minute per age, and pick up the student after the allotted time.

4. Direct the student to sit in the buddy teacher’s classroom (escort the student and confer with the teacher) for one minute per age, and pick up the student after the allotted time.
5. Contact the main office and request assistance. If the student does not behave properly again, then the planning room staff or principal may escort the student out of class.

Students are not placed outside of the classroom door for disciplinary reasons. Students are under constant supervision of their teacher.

If a student’s behavior is unsafe or disruptive to other students’ learning, consequences will be assigned in addition to Pathway 5. These include, but are not limited to:

- a. time out from class
- b. reduced time at recess (only if incident occurred during recess)
- c. written apologies
- d. behavior plan
- e. meeting with the parent, teacher, school counselor, case manager, and/or principal
- f. Restorative consequences to repair damage and heal relationships
- g. in-school or out-of-school suspension
- h. expulsion hearing with the Burlington School Board

Student Dress

Student dress is primarily left up to the family though needs to support student and school safety.

- Students are not permitted to wear clothing that promotes alcohol, tobacco, drugs, weapons, violence, or disrespect.
- Clothing must cover the back, stomach, and undergarments.
- High heels are not permitted.
- Sneakers are required for physical education class. If a student forgets to bring sneakers, a pair may be provided by the Lost & Found or donation.

Student Harassment, Hazing, and Bullying - F29

The Burlington School District addresses all complaints of harassment, hazing, and bullying (HHB) promptly, and takes reasonable steps to end harassing conduct in accordance with its policy, F29-Prevention of Student Harassment, Hazing, and Bullying.

The following chart provides a description of the prohibited behavior:

Misbehavior	Teasing	Bullying	Harassment	Hazing
Description	Annoying or jesting comments among friends with no intent of significant harm	Name calling, gossiping, taking things, taunting, unwanted touching, threats of withdrawing friendship, the silent treatment, or exclusion from group	Bullying directed toward an individual which targets race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity	Any type of physical brutality or other activity that creates or results in an unreasonable risk of harm
Related Laws	Teasing is not illegal.	13 VSA §1026 Disorderly Conduct, §1023 Simple Assault	13 VSA §1455 Discrimination	Unlawful conduct based on age, location, and severity

All students and parents are encouraged to report HHB incidents involving students to a CES employee. Any employee who sees, hears, or receives a written or oral report of student harassment must immediately inform a designated employee.

Designated Employees for Student Hazing, Harassment, and Bullying

Kendre Guinane, Student Behavior Coach kguinane@bsdvt.org 864-8477

Gregory Kriger, School Counselor gkriger@bsdvt.org 864-8503

Dorinne Dorfman, Principal ddorfman@bsdvt.org 864-8489 c.383-8449

Vermont State and District HHB policies and definitions are available in full in the BSD handbook/calendar and website.

Student Welfare

All school employees who reasonably suspect a child is being abused or neglected is under the legal obligation to call the Department of Children and Families (DCF) within 24 hours of the first incident of suspected or reported abuse. “Reasonably suspects” means that one can state facts that would cause an objective person to think a child is being abused or neglected. The individual reporter is legally required to make a timely report and will be liable if one is not made within the 24-hour time period. Parents with concerns of the abuse or neglect of a child or vulnerable adult may also report to DCF by calling (800) 649-5285.

Support at Home

Families are an essential part of their child’s success at school. Here are some steps to take at home in support of education:

- Bring your child on time to school every day.
- Read stories, books, teachers’ newsletters, the Blue Note, and the Champlain Family Handbook together.
- Emphasize and praise effort – practice always improves knowledge and skills.
- Talk, sing, and problem solve together as often as possible.
- Encourage mindfulness to promote positive wellbeing. Mindfulness is calmly focus on one’s own feelings and senses in the present moment.
- Foster fitness activities, especially as a family exercising or playing a game (such as Frisbee, badminton, yoga, jogging, etc.) together.
- Create a routine for homework with a designated time and place that is consistent and quiet.
- Involve other family members in the child’s education, such as attending school events and doing homework or projects together.
- Limit time with technology (computers, TV, tablets, phones, etc.) to less than two hours per day for any purpose, including educational games. Video games should not exceed one hour per day.
- Have a positive attitude towards school and learning.

- Take interest in their schoolwork, and emphasize that learning is important for today and the future.
- Reach out to school staff for additional support when needed.

Visitors and Volunteers

All visitors are required to report to the office, sign in, and wear a visitor's pass. Non-employees who are not wearing a badge will be escorted to the office to sign in and get a visitor's pass.

Most frequently parents come to school to volunteer in a classroom or field trip, or join their child for breakfast or lunch. When visiting, parents help students be safe, respectful, and responsible by modeling these school-wide expectations. Parents who would like to meet with a teacher or other school employee must request the visit in the main office with the administrative assistant or principal. Due to teachers' full instructional schedules, please allow for at least two school days for an appointment.

Volunteers, including student teachers, provide students additional attention and faculty an extra hand, and are greatly appreciated by all. Please speak with a teacher, the administrative assistant, or principal to see where volunteer opportunities are available.

Required forms, policies, and procedures for volunteering are available in the office. It is essential for all volunteers to complete required forms and follow procedures (such as background checks when needed) outlined in the volunteer handbook, particularly with regard to confidentiality.

REQUEST FOR EXTENDED ABSENCE FOR THREE OR MORE DAYS OF SCHOOL

This form must be submitted 10 school days before departure, and is not for medical or other excused absences.

Daily attendance to school is essential to the academic success and social development of all elementary students. Occasionally a student has an extraordinary opportunity that necessitates an extended absence from school. For this reason, families and students may request up to 10 consecutive days of pre-planned, extended absences, according to Vermont State Law (T.16§1123). Only activities that are educational in the view of administration are accepted as excused absences. Students will miss classroom instruction; teachers will not provide alternate assignments or packets of instructional materials to parents.

REQUEST FOR EXTENDED ABSENCE FORM

All sections of this form must be completed before handing in to the principal.

Student's full name _____ Age ____ Grade ____ Today's date _____

Teacher's name _____ Dates of absence _____
Total number of days of absence requested _____

Reason(s) for extended absence and destination(s) of the student during the absence:

Educational experience(s) during the absence:

Parent's name _____ Parent's signature _____

Principal fills out this portion:

Received by the principal on _____ (date). This request for excused absences has been:

NOT APPROVED APPROVED for number of days: ____.

Principal's signature _____

Date parent and CES teachers notified: _____

Command	Staff and Student Response
<p>“Clear the Halls” <i>This command is commonly used for a medical or other emergency that staff and students should not witness or interfere with.</i></p>	<p><i>Clear the Halls</i> means all students and staff stay in the room. They must exit the hallways or common areas until directed to do otherwise by the principal or designee. Students should go to the nearest room where there is adult supervision. Close the doors. Those who are outside must remain outside unless directed otherwise by an Incident Command Team member. Only use the classroom intercom for emergencies. Students and staff do not exit the building.</p>
<p>“Evacuate the Building” <i>This command is employed no less than every other month for fire or Hazmat drills.</i></p>	<p>Evacuate the Building means that all students, staff, and visitors exit the building(s) in a quiet and orderly fashion and move to designated safe areas at least 300’ away from the school. The two safe areas are: the back field beyond the playground (gr. K-3) and in front of the school (gr. 4-5). Teachers bring their class rosters. <u>When snow is on the ground</u>, classes line up on the sidewalk on Pine St. in front of the school in grade-level order: gr. 4/5 begins closest to Flynn Ave and Kindergarten is in front of Lake Champlain Chocolates. UA and SPED teachers bring their classes to their grade-level locations, where their classroom teachers will join them. Other employees not assigned to a class will line up together and behind grade 4/5. Classes follow the standard evacuation routes for fire drills unless otherwise instructed by the principal or designee.</p>
<p>“Lockdown - Secure the School” <i>This command is primarily a response to an intruder who has entered the building.</i></p>	<p><i>Lockdown - Secure the School</i> means all students and staff remain in their assigned workspace/classroom or immediately move to a designated area. Close and lock the door, turn out the lights and close blinds or shut curtains. Teachers, staff, visitors, and students remain quiet in secured rooms, on the floor, away from windows and doors, and with all lights turned off. Do not open classroom doors to people in the halls until the “all clear” is announced by the principal or designee. Students or staff caught in the bathroom should shelter in a bathroom stall. Students and staff outside must go to the Crossfit evacuation site behind Lake Champlain Chocolate Factory on 39 Birchcliff Pkwy.</p>
<p>“Secure and Hold - Shelter in Place” <i>This uncommon command is a response to multiple emergencies, including inclement weather.</i></p>	<p><i>Secure and Hold - Shelter in Place</i> means all students, staff, and visitors remain within the building and await further instructions from the principal or designee. People may move from room to room within the building. Those who must leave the building are required to ask for permission in the office to do so. Students and staff outside must come inside the building and enter the nearest classroom.</p>
<p>“Protect the Perimeter” <i>This command will be used when there is a potential threat to the school below the level of concern of “Lockdown-Secure the School,” such as in response to a person who may have threatened or may pose a threat to the school.</i></p>	<p>While the school is operating under the <i>Protect the Perimeter</i> command, teachers will not take their classes outside for activities. If a threat persists after 2:50, all after-school activities taking place on campus will be cancelled. This decision will be made and announced by 2:00pm over the public address system and placed on the school website. Law enforcement will determine if students may be dismissed from school at the end of the school day.</p>