

Oak Grove School

PreK-6



Parent Handbook

2017-2018

As a community of teachers, families, and students our purpose is to provide opportunities to maximize learning while being kind, safe, responsible and respectful.

Our goal is to foster a culturally rich and inclusive environment to promote a love of learning, a sense of belonging, and the skills necessary to become a thoughtful, creative and productive member of one's community.

Welcome to Oak Grove School

We are so glad that you are a part of our community. Please don't hesitate to call or stop by if you have any questions, concerns, or happy news to share. We love to hear from you! Jeri Curry, Principal

School Contact Information

Phone: 802-254-3740

Fax: 802-254-3633

www.oakgroveschoolvt.com

Jeri Curry, Principal

254-3740

Tricia Hill, Administrative Assistant

254-3740

Kim Rose, School Nurse

254-3740, extension 105 or 254-3746

Kathryn Mason, School Counselor

254-3740, extension 132 or 254-4678

Sandy Stockton, Board Certified Behavior Analyst, STEP Services

254-3740

Greg Frost, Facilities Manager

254-3740

Other Important Contact Information

Windham Southeast Supervisory Union (WSESU)

Superintendent, Lyle Holiday

254-3730

Café Services Food Program

257-3322

First Student Bus Transportation

Carol Lynch

257-1761

Table of Contents

- Staff Directory: Pages 4-6
- Academics at Oak Grove: Pages 6-10
- Behavioral Expectations at Oak Grove: Pages 10-12
- Multi-Tiered Systems of Supports (MTSS): Pages 12-14
- School & Home Information: Pages 15-17
- Notes from the Principal: Pages 18-19
- Student Activities: Page 20
- Student Transportation: Pages 20-21



Staff Directory

Staff Member	Position	Email
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Blouin, Peach	Paraeducator grade 3	rblouin@wsesu.org
Carreno, Maria	Spanish Teacher Wednesday	mcarreno@wsesu.org
Chase, Desiree	Paraeducator grade 4/5	dchase@wsesu.org
Christmas, Jeff	Night Custodian	jchristmas@wsesu.org
Cornellier, Alison	Paraeducator grade K	acornellier@wsesu.org
Crafts-Allen, Cathy	Art Teacher Thur/Fri	ccrafts-Allen@wsesu.org
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Daniels, Lorna	Paraeducator SpEd 4-6	ldaniels@wsesu.org
Davis, Andy	Music Teacher Mon & Wed	adavis@wsesu.org
DiIorio-Bowen, Karen	Teacher grade 5	kdiIorio@wsesu.org
Eastman, Michael	Paraeducator SpEd 4-6	meastman@wsesu.org
Frost, Greg	Facilities Manager	gfrost@wsesu.org
Fuoroli, Marissa	Special Education grades 4-6	mfuoroli@wsesu.org
Garrison, Joe	Registered Behavior Technician STEP	jgarrison@wsesu.org
Gilbert, Christie	Paraeducator grade 5-6	cgilbert@wsesu.org
Haskins, Laura	Teacher Academic Support	lhaskins@wsesu.org
Haynes, Ashley	Intensive Case Manager STEP	ahaynes@wsesu.org

Hill, Tricia	Administrative Assistant	thill@wsesu.org
Homer, Dana	Paraeducator SpEd 4-6	dhomer@wsesu.org
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Lane, Kim	Teacher Physical Education	klane@wsesu.org
Lapinski, Will	Teacher grade 6	wlapinski@wsesu.org
Leblanc, Matt	Adventure Teacher Monday	mleblanc@wsesu.org
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Mason, Kathryn	School Counselor	kmason@wsesu.org
Montgomery, Greg	Technology Integration Specialist	gmontgomery@wsesu.org
Moranski, Lisa	Teacher SpED K-3	lmoranski@wsesu.org
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Oliver, Alexandra	Library/Technology/ Enrichment	loliver@wsesu.org
Paquette, Allison	Paraeducator grade 1	apaquette@wsesu.org
Pierotti, Deb	Teacher grade 3	dpierotti@wsesu.org
Pollard, Ron	Paraeducator PreK	rpollard@wsesu.org
Rogers, Emilee	Registered Behavior Technician, STEP	erogers@wsesu.org
Rose, Kim	School Nurse	kröse@wsesu.org
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Stockton, Sandy	Behavior Specialist, BCBA STEP	sstockton@wsesu.org
Tourville, Jennifer	Teacher PreK	jtourville@wsesu.org
Tuma Erek	Teacher grade 4/5	etuma@wsesu.org

Whitcomb, Trilby	Teacher Academic Support	twhitcomb@wsesu.org
Wiehl, Chelsea	Teacher grade K	cwiehl@wsesu.org
Wright, Marie	Teacher Academic Support	mwright@wsesu.org
Yahner, Tom	Teacher SpED 4-6	tyahner@wsesu.org



Academics at Oak Grove

Curriculum

The curriculum of all BTSD schools is guided by The Learning Framework of the WSESU School District, the Vermont Framework of Standards and Learning Opportunities, and the Common Core Standards. For more information on the curriculum being taught in each grade level visit our website at www.oakgroveschoolvt.com and click on the Units of Study link. All students receive daily instruction in mathematics, literacy and writing. During the week children also have lessons with their classroom teacher on social studies and science, and attend classes in music, art, library and physical education. Students in grades 1 - 6 also receive regular instruction in Spanish.

Curriculum Maps

Curriculum Maps provide a visual outline of the topics taught by subject area over the course of a year. Each year, classroom teachers will be sending home and/or posting on their classroom blog more specific units of study.

Curriculum Programs

- Creative Curriculum PreK
- Eureka Math grades K - 6
- Reading Street grades K - 6
- FUNDations grade 3
- Enhanced Core grades K-2
- Language! Literacy grades 4-6

Data Driven Assessments

As part of the WSESU Assessment Plan, all classroom teachers are required to collect academic data for their students on a consistent basis. Currently, the WSESU is using the AIMSWeb Data Collection system for much of the literacy and math assessments. Regular data team meetings (3 times per year) and our Vertical Team meetings (approximately two times per month) will be scheduled for teachers to discuss and interpret data and plan for intervention and support for academic and behavioral growth.

Enrichment Opportunities

There are several after school programs and in school enrichment opportunities for students at Oak Grove. In the past we have been able to offer Chess, Computer Club, Drama Club, Girls on the Run, Cooking Club, Juggling, Green Team, Student Leadership, and many other activities based on student interest. A late bus has been available to transport students home after these activities. We hope to continue these programs throughout the next school year. Check the blog or Weekly Update for more information on upcoming program opportunities.

Field Trips

Field Trips are an integral part of the curriculum at Oak Grove. Field trips will be arranged by individual teachers or teams of teachers. On occasion, parents may be asked to chaperone and even provide transportation for the field trip. When parents are asked to chaperone, Oak Grove will cover any costs for the event. If space is available, parents are encouraged to attend field trips at their expense. Field trips are supported by fund raising activities, the general school fund supported by taxpayers, and through student or family payments on a sliding scale. Scholarship aid is available so that no student is denied the opportunity to participate due to cost. There are two different types of field trips, one being a walking trip and one being a transportation trip. At the start of the school year, students are asked to secure parent signatures on a general 'walking field trip' form. This form covers all walking trips that occur within a 1.5 mile radius of the school. For field trips that require transportation, a signed permission slip must be returned to school no later than 24 hours before the trip.

According to school district policy, all drivers must carry \$100,000 to \$300,000 of liability insurance on their vehicle in order to drive with students in their cars. All drivers, be them parents or employees of our school district, must also complete the Volunteer Driver Form and provide a copy of their policy to the school office at least 5 school days prior to the day of the field trip.

Home School Compact

The Home to School Compact is an agreement made amongst the staff members, Principal, and families to support the learning and well being of the children that come to Oak Grove. Each fall the Home to School Compact will be sent home to be signed and returned. A copy of our Home to School Compact is sent home during the first weeks of school.

Homework

The assignment of homework is an important part of the curriculum and the educational process. The length and frequency of assignments will vary according to the subject taught and the students' needs. Homework is issued to reinforce skills in the classroom and to expand the student's learning through independent practice. When it comes to homework the most important role parents have is to offer encouragement to their child for his or her efforts. Providing a consistent time and space for homework will help children develop a routine. We also encourage parents to use homework as a way to communicate with the classroom teacher. Any comment written to the teacher about the homework (difficulty, amount, concerns) provides the teacher with valuable information about instruction and support for your child.

When your child is absent, especially if it is a planned or extended absence, it is reasonable to ask your child's teacher to collect homework and assignments for your child. Of course, there will always be assignments that are completed in class or with student groups, but every effort will be made to get students information about what they have missed during their absence.

Homework Club

Oak Grove School is able to offer a homework club on Monday, Wednesday, and Thursday from mid September until mid May. It is open to any student.

Music Program

All School Sing

All School Sing occurs every Wednesday from 8:30 a.m.- 9:00 a.m. All School Sing is an important way for our school to build community. Each Wednesday morning the entire school meets in the auditorium for singing, class presentations, Guiding Principles, student organizations, and whatever else comes before the community. We acknowledge birthdays, give awards and recognize students for their many successes. Parents are welcome and encouraged to attend this event each week. Pre-school siblings are always welcome, with their parents, of course.

Instrumental Music/Band

Beginning in grade four, students have the opportunity to pick up an instrument and join the band! Students who elect to be in band become part of the leveled group bands, but also have small group lessons based on the instrument they chose. Being in the band requires a lot of practice, both in school and out, but the payoff is a lifetime of enjoying music. Extension band is an after school opportunity for band students at Oak Grove School that have had at least one year prior experience in the band program. In this ensemble, students will have an opportunity to develop their musicianship, work with band students from other schools, and play a variety of repertoire. Check out the BTSD Band link on our website for more information.

Chorus and Intergenerational Chorus

Oak Grove supports a chorus open to students in grades 4-6 who love to sing. The chorus meets once a week for 45 minutes and performs at the Fall Concert, Arts Night (in the spring) and at special events. In the spring the Oak Grove Chorus is joined by a group of adult volunteers from the community to form the Oak Grove Intergenerational Chorus. For well over ten years this group has performed at area nursing homes, schools and community centers. The Intergenerational Chorus makes a CD each year and has sung at the All District Chorus Night. Parents and grandparents who love to sing and can attend rehearsals are encouraged to participate.

Vocal Music Program

The K-6 music program at Oak Grove gives every student a weekly music class that includes singing, classroom instruments (xylophones, recorders and percussion), movement and dance. Primary students (K-3) are immersed in singing, dancing, storytelling and opportunities to create and improvise with music. Third graders focus on recorders, an introduction to music literacy, playing a wind instrument and working in an ensemble. Upper elementary students learn about different styles of music and its role in human history and culture, as well as sing, dance and play instruments. Multiple opportunities for performance are available for motivated students. Oak Grove students participate in WSESU District Band and Chorus nights.

OWLS (Outstanding Wise Learner's Skills) Block

Skills block occurs four to five times per week, depending on the grade level clusters (K-1, 2-3, 4-6). During Skills time teachers work with groups of students to address specific, targeted needs in literacy and mathematics. Skills groups are multi-age and the content taught to each group is developed based on the skills or practices that have been identified through assessment. Skills Block also offers enrichment activities to students who need more academic challenges. The focus of each skill group may change as content is mastered.

Physical Education

The purpose of Physical Education is to educate students on the benefits of being active and give students a chance to receive the fitness and skill work they need. Studies have shown that physical activity can boost students' academic success! Some other positive aspects to PE are students gaining self-confidence, cooperation skills, body awareness, manipulative skills and some good old fashion fun! Our PE class is broken into 3 major parts- The exercise routine, lesson focus and game. The exercise routine is 20 minutes of hard fitness work and our routine changes monthly. The lesson focus is when

students have a chance to practice physical skills. Lastly the game is a chance to get exercise using skill we practiced while having fun. Please have your student ready for PE by sending them to school with a safe pair of shoes for activity and clothes that are easy to move in, floor friendly and comfortable.

Retention

If you are wondering about the possibility of having your child repeat a school grade year, please call our School Counselor, Kathryn Mason, to talk about the possibilities. Retention is a complex issue and one that takes a lot of thoughtful consideration. Kathryn is available to talk through and discuss all of the options for your child.

Parent & Teacher Conferences

Parent-teacher conferences are held in November and in March. However, parent communication, including conferences, is encouraged at all times during the year in order to foster positive communication and to build relationships with families of our school. Positive communication is an objective included in our school action plan.

Student Assessments

Vermont public schools have chosen to administer the Smarter Balanced Assessment Consortium (SBAC) in the spring to student in grades 3 - 6. The SBAC is a computer-based assessment that is aligned to the Common Core. More information will be shared about the SBAC as the spring approaches.

The National Assessment of Educational Progress (NAEP) is another assessment conducted in grade 4. The results of the NAEP are not individual to students but are reflective of the state of Vermont as a whole. NAEP testing occurs in late January or early February every other year.

Student Surveys

Every year since 1985, the Department of Health Division of Alcohol and Drug Abuse Programs and the Department of Education Comprehensive School Health Programs have sponsored surveys of Vermont students. Depending on the school year, students in grades four and six may participate in either the Vermont Youth Risk Behavior Survey (YRBS) or the Me and My World Survey. The YRBS measures the prevalence of behaviors that contribute to the leading causes of death, disease, and injury among youth. The Me and My World Survey provides a tool for assessing the health and well being of students.

Additionally, all students in grades 2 – 6 take a School Climate Survey. The Climate Survey is specific to our school and tells us information about how children feel about their school, the staff and their peers. All surveys are part of a larger effort to help schools and communities promote resiliency in young people by reducing high-risk behaviors and increasing healthy behaviors. Parents must provide consent before students participate in any surveys funded by the U.S. Department of Education that reveal information such as political affiliations, income, behaviors or attitudes. Parents also have the right to inspect any survey before the survey is administered or distributed to students.

Technology Education

Students in grades 2 – 6 will be assigned Chromebooks for use in-school only. As we continue to grow our inventory of technology, we are creating laptop and iPad carts for students to use throughout the day. Oak Grove is continuously working to acquire a more technology-rich environment with the hopes of increasing opportunities for the use of technology in classroom instruction. Digital cameras, LCD projectors, laptops, SMART or ENO boards and digital video cameras are available for teacher and classroom use. There are several resource personnel in our school, including the WSESU Technology Coordinator, our librarian, and our Technology Integration Specialist.

Oak Grove subscribes to *GoGuardian*, a program to keep students safe while they are online. “With *GoGuardian*, educators can harness the power of the internet for learning without harmful content or distractions getting in the way.” When students and/or families access their school issued account, they

are automatically screened by *GoGuardian* for any technology violations that are contrary to our guiding principles. Students will be held responsible for these actions in or out of school.

Tutoring

Oak Grove School is able to offer tutoring to students on Monday, Wednesday, and Thursday. Students will be referred by his/her classroom teacher for tutoring services to help them meet targeted academic goals. There will be 3 sessions held: mid September to mid December (12 weeks), mid January to Mid March (10 weeks) and April to mid May (7 weeks).

Winter Sports

The Winter Sports Program is an extension of our school day and specifically our physical education program. The program promotes healthy lifestyle activities that encourage students to try new things to foster learning and acquire new skills. The financial cost to families is dependent on the winter sport your child wishes to enroll. This year, Oak Grove is dedicating 4 half days of classroom instruction to winter sports for the whole school. Students will be offered a variety of outdoor activities in which to participate. Details about the Winter Sports program will be made available in the late fall.

Behavioral Expectations at Oak Grove

PBiS

It is the policy of the BTSD to maintain a safe, orderly, civil and positive learning environment. In order to ensure that the school is free from harassment, bullying, and other disruptive misconduct, a system of classroom and school management practices, supported by consistent, clear and fair disciplinary procedures, will be utilized. Our school has worked diligently to create a set of guiding principles around the behaviors we would like to see of our students and adults. A copy of these guidelines is included at the end of the handbook.

We have four guiding principles at Oak Grove: ***Be Respectful, Be Responsible, Be Safe and Be Kind***. These principles guide all the work we do here at our school. These principles represent the values our community at Oak Grove wishes to see in each other and encourage in our students.

The majority of discipline and behavior management issues are handled at the classroom level. Consequences for student behavior focus on education and remediation for the student or students involved in the misbehavior. Teachers are encouraged to have regular communication with the child's family, particularly if a student is experiencing a frequent number of behavior interventions. There are times that a student needs to be referred to the office for a disciplinary matter, particularly if that child's actions are putting himself or others in a physically unsafe situation, then the office should be called immediately. Our goal is for the school and family to work as a team to redirect misbehaviors and to help students focus on building strengths. If you have an idea or suggestion that may help change a negative behavior into a positive one, please share your thoughts with your child's teacher or the office.

Grovies

Oak Grove uses a Grovie program to recognize positive behaviors in students. Students are awarded Grovie tokens that are used for classroom and school-wide recognition events. When a student is seen demonstrating one of our guiding principles, any staff member can recognize these students by awarding them a Grovie. A menu of classroom incentives is created through a collaborative effort between the classroom teacher and students. School-side recognitions are scheduled every time students receive 10,000 grovies.

Strategies to Encourage Appropriate Behaviors

- On-going positive encouragement and praise
- Build strong relationships between and among students and adults
- Explicitly teach and model behavioral expectations
- Consistent routines and practices
- Take-A-Break box in the classroom
- Individual and Classroom Grovie incentive program
- Classroom and School-wide recognition events
- Individual Check-In/Check-Out incentive program
- STEP Behavioral Services
- Parent Communication and Involvement

Strategies to Respond to Inappropriate Behaviors (tiered levels)

- Reset in place - to re-focus and correct behavior
- Reset Away - asked to move to another space in the classroom
- Partner Class - asked to move to a neighboring classroom
- Parent Communication and Involvement
- Loss of privileges
- Owed Time/Work for Later - equal time away from high preference activity
- Restoring harm/Restorative Justice
- Detention - lunch, recess, after school
- STEP Services - behavior supports
- Suspensions
- Restitution

Level One - Minor Behaviors Teacher/Team *Reset*Reset Away*Partner Class *Parent Contact	Level Two - Major Behaviors Teacher/STEP/Principal *Office Behavior Referral *Parent Contact	Level Three - Major & Illegal Crisis Team/Principal *Office Behavior Referral*Parent Contact *HCRS Crisis*911
Defiance/Non-compliance Student engages in brief or low-intensity failure to respond to adult directions	Defiance/Insubordination Student continues to refuse to engage in classwork or comply with adult directions even after several attempts and interventions which may result in removal from the class	Insubordination Student blatantly refuses to comply becoming a safety risk resulting in removal from the class
Distraction Student engages in low-intensity, but inappropriate disruption to the classroom	Disruption Student engages in disruptive behavior in the classroom or on school grounds resulting in student removal from the area	Unsafe Behavior Student engages in behavior resulting in removal from the class, evacuation of the rest of the class and/or CPI restraints
Disrespect/Inappropriate Lang Student uses unkind words and/or actions towards adults or peers	Disrespect/Abusive Language Student uses profanity, excessive name calling, talking back or other socially rude interactions with adults or peers	Harassment/Bullying Student engages in behaviors towards others with the intent to intimidate, ridicule, or threaten under the laws and policies of WSESU
Physical Contact Student engages in non-serious, but inappropriate physical contact with adults or peers in order to obtain their attention or an object	Physical Aggression Student engages in actions involving serious physical contact where the <u>intent</u> to harm is apparent and injury may occur	Fighting/Assault Student engages in mutual participation in an incident involving physical violence and/or a one-sided assault causing serious injury
Property Misuse Student uses materials/items in a way they were not intended to be used or which causes minor damage	Property Damage Student intentionally damages school or peer's property	Property Vandalism Student participates in an activity that results in destruction or disfigurement of property
Technology Misuse Student uses computer for things other than assigned classwork	Technology Violation Student engages in inappropriate computer use as identified by GoGuardian	Technology Damage/Theft Student intentionally damages or steals school technology equipment

Multi-Tiered Systems of Supports (MTSS)

Educational Support Team

The Educational Support Team (EST) functions as a “think tank” to help strategize support for students in the building. The team will communicate with parents to identify contributing factors that influence behavioral and academic success.

The job of the EST is to:

- Brainstorm accommodations, instructional strategies, curriculum adjustments and non-academic supports as appropriate
- Develop individualized EST student plans
- Make referrals for 504 or special education evaluation
- Support and follow-up implementation of plans
- Determine effectiveness of plans

Multi Tiered Systems of Support (MTSS)

MTSS is a comprehensive wrap around way to support all students. Every student receives Tier 1 services, some students receive Tier 2 in addition to Tier 1, and some receive all 3 tiers.

Tier	Academics	Behavior
3 (few students)	Intense instructional support in 1:1 and/or small group setting provided to students with the greatest needs. Frequent progress monitoring. Special Education and tutoring services.	Individualized student behavior plan coordinated by STEP Services to increase student's school success.
2 (some students)	Supplemental instructional support in small group setting. Frequent progress monitoring. Academic Support services, Skills Block support, Homework Club, and tutoring.	Targeted behavioral skill interventions in the form of Check in-Check out system to recognize improved behavior and school success.
1 (all students)	All students receive high quality curriculum and instruction in the classroom. Classroom teachers, paraeducators, Academic Support teachers and others work collaboratively to promote high standards of learning and engagement.	All students are explicitly taught behavioral expectations during Monday Morning Meeting and through the Guiding Principles. All staff members use common school-wide language and implement Grovie recognition program.

School Counselor

The goal of our school-counseling program is to support the success of each child academically, socially and emotionally by developing their habits of heart and mind.

Our school counselor, Kathryn Mason, LICSW is available to support your children with concerns such as learning difficulties, stress, friendships, changing families, loss, etc. She works with students in the classroom, in small groups and individually. Our students are welcome to visit with Kathryn as needs occur. They may seek her out on their own or with the encouragement of parents, guardians, teachers, school staff or peers.

The key to a child's success is their family. Kathryn is also available to meet with parents and guardians regarding their child, to provide support and consultation as well as information and referrals to community resources. She can be reached directly at 254-4678 or at kathryn_mason@wsesu.org.

School Nurse

A child's health is an important part of who he or she is at school as well as at home. Health has a direct effect on his or her ability to learn. Our School Nurse, Kim Rose, is available every day to help your child with their basic health needs.

We provide annual school health assessments that include hearing and vision screenings. All medications, including cough drops and Tylenol-type products, must be administered by the school nurse or her designee. The school must have permission from a student's physician in order to administer medication. All Medication brought to school must be in the original pharmaceutical container and must be delivered to the health office by an adult.

Classrooms are screened on an on-going and as needed basis for head lice. If you suspect your child may have head lice please contact Kim in the Health Office at 254-3746. She will do a quick over the phone assessment or ask you to bring your child into the health office. Students that are found with live head lice

will be sent home from school at the close of the school day. They need to be treated as soon as they arrive at home. Please escort your child into school the following day for further screening by Kim. If live lice are found at that time the student will have to return home with the parent.

You may also hear from our nurse about your child's immunization forms. All students enrolling in school are required by the State of Vermont to have an immunization record issued by a physician or health clinic stating that the student has received immunizations as specified by the Vermont Department of Health. If you have any questions as to whether your child is adequately immunized please contact your pediatrician and follow up with the nurse.

Section 504

To qualify for protection under Section 504 the student, through verification of formal school testing or other professional evaluation, must have a physical or mental impairment which substantially limits one or more major life activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working. In addition, such limitations must significantly affect the student's access to educational activities requiring accommodations not provided to other students of the same age or ability. If you believe that your child may be eligible for a Section 504 Plan, please speak with our School Counselor.

Special Education

We have many different approaches for serving children with Individual Education Plans. Under Public Law 101-476, all eligible children have the right to a free and appropriate education. If you have any questions about our special education services, please call school to arrange an appointment with one of our case managers to discuss your concerns.

Supportive Teams for Educational Progress (STEP) Services

STEP is an inclusion support designed to provide direct behavioral intervention to students within a general education environment. The team is comprised of a Board Certified Behavior Analyst (BCBA), an Intensive Services Case Manager, and behavior support staff. The STEP team will help develop positive behavior support plans and provide ongoing behavioral coaching and support to teachers within the school. The STEP team will complete functional behavior assessments, create individual behavior plans with a student's educational team, identify and reinforce pro-social replacement behaviors in the class as well as provide individual or small group behavioral coaching. Lastly, the team will work in partnership with teachers, special educators, paraeducators and administration to provide unique programs that promote inclusion of students with social/emotional needs.

Title One

What is Title I? Title 1 is a federal program that provides funds based on the free and reduced lunch population in our school district. Schools that qualify as a Title I School must have at least 40% of its students from low-income families. The goals of a Title I Program are to ensure that high-risk students meet at least the minimum proficiency on State academic standards and assessments, and that they have a fair opportunity to earn a high-quality education. What does this mean for Oak Grove students? Our Title 1 funds are used to improve curriculum, instructional activities, counseling, parental involvement, increase staff and program improvement. Title 1 funds typically support supplemental instruction in reading and math. For students, this means that there are more teachers available to help students both in the classroom and in small group instruction. All students are eligible to receive this extra help from our Academic Support Teachers.

School & Home Information

Attendance Policy

The purpose of the WSESU Attendance policy is to ensure that students and their families have support for attending school. The intent is to ensure that all students are in school and learning. Regular school attendance is critical to successful school performance and to maintain healthy connections with peers.

In addition, regular attendance to school helps create healthy communities between staff and families. The WSESU Attendance Council has created a policy for all schools and families to follow. A copy of the WSESU Attendance Policy and Parent Guide are included in the BTSD Handbook. While Oak Grove recognizes the value of educational enrichment opportunities which may impact a student's daily attendance, we will continue to mark your child absent from school on their permanent record.

Outstanding Attendance is recognized monthly and then at the end of the school year for students who miss fewer than 3 school days. For students who have excused appointments, he or she must be in school for a minimum of 4 hours in order to be eligible for an Outstanding Attendance award.

Breakfast/Lunch Program

Café Services holds the contract for our lunch and breakfast programs in the BTSD. Oak Grove School will be participating in the National School Lunch and School Breakfast programs called the Community Eligibility Provision (CEP) once again for the 2017-2018 school year. This means that all enrolled students are eligible to receive a healthy breakfast and lunch at school at no charge each day. Teachers will give more information to parents about classroom expectations and lunch procedures. Breakfast will be served from 7:45 a.m.-8:15 a.m.

Calling Your Child in Absent

If your child is ill it is best to keep them home where they can recover and recuperate. We value having students in school each day, but we know there are times when it is best to keep them home and away from other children. Please keep your child at home when he or she has symptoms of illness during the day or night before school, such as a fever over 100 degrees, nausea, vomiting, stomach upset, body aches or persistent cough. Your child should be fever free for 24 hours without the use of fever reducing medicine before returning to school.

If your child is going to be absent from school, please call the school secretary, Tricia Hill, at 254-3740 as soon as possible. If we do not hear from you we will begin calling your home as early as 9am. If by 10am we have not been able to contact you, we shall contact the Brattleboro Police Department. Calling the police is part of our obligation to ensure that all children who are not in school are safe and supervised. The Brattleboro Police work with our schools as partners to make certain children in our community are safe and not in distress.

Credit Union

To provide students with an opportunity to save money, a River Valley Credit Union representative is at Oak Grove School each week to receive deposits of any amount from students in grades one through six. Children are provided with new envelopes for the following week's deposit.

Electronic Devices

If students choose to bring electronic items to school, such as cell phones, music players of any kind, or electronic game devices these must be turned off by 8:10 a.m. Students may elect to bring them to the office for safekeeping until the end of the school day. Students may not carry these with them during the school day. Any other electronic equipment not mentioned here is also included in this rule, unless it has been previously approved by the administration.

Healthy Home Lunch & Snacks

Food that fuels the brain is a vital part of your child's day. We ask that you do not send your child to school with soda/cafeinated beverages, candy, and other high sugar, unhealthy snacks and lunch options. For information on healthy lunch and snack options, please visit choosemyplate.gov.

Healthy Snack Program – Fresh Fruit and Vegetables

Morning snack time is built into the daily schedule. Every classroom has fresh fruits and/or vegetables provided each day as part of a healthy snack. Families may want to supplement this snack with food from home, as we receive a limited amount that is shared amongst the class. Some classrooms collect a small amount of money from each family to buy additional snacks for students each day. Students may also bring their own snack from home if they choose.

Lost and Found

The school provides a location for lost and found objects and clothing. These accumulate quickly! Students and parents are encouraged to check the lost and found table near the gym to claim personal belongings. Items not claimed will be donated to local agencies in November, March and at the end of the school year.

Money and Valuables

Students are discouraged from bringing valuables or large sums of unneeded money to school. Students bring these items to school at their own risk.

Newsletter

Newsletters keep parents informed of important events that happen at school and in the community. The weekly update, Oak Grove Owl News is distributed each Friday. Please look for it or ask your child about it. We also send the update to parents using email and it can be found on our blog. Please make sure the office has your email address! In addition, classroom teachers send newsletters home throughout the year.

Nut & Seed-Free Environments

We have students attending Oak Grove that have PEANUT, NUT and SEED allergies. Due to the potential for severe, life threatening reactions to nuts, nut butters, and oils, these items will not be allowed to be opened or consumed in any of our classrooms and learning spaces. Students will be allowed to bring these items to lunch in the cafeteria. There will be a guaranteed nut and seed free cafeteria table available to the students that need it. All food produced by Café Services will continue to be nut and seed free. We will also ask that all home snacks, birthday treats, potluck dishes, and school wide events remain nut and seed free. The list of items that are potentially dangerous to some students include but is not limited to peanuts, almonds, cashews, pecans, walnuts, hazelnuts, brazil nuts, macadamias and any snack item that may include peanut butter. Your child's classroom teacher will send home more information.

Please take special care that when your child has nut products at home in the morning that hands and faces are washed well. We need to be cautious about cross-contamination. This truly is a matter of protecting the life of a child. If you have any questions, please feel free to contact Kim in the Health Office at 254-3746. Thank you for your care and support!

Outside Recess

The general rule of thumb in our district is that if it is 10 degrees or higher, the students are headed outside. Please remind your children to dress for the weather! On days with inclement weather, students will be inside for a supervised recess. Specific rules for the playground, indoor, and outdoor recess are aligned with our guiding principles. These rules are designed for students to have an enjoyable, safe, and well-supervised recess with their peers. Students must wear closed-toe shoes and weather-related clothing when on the playground.

Parent Directory

Each year, parents are asked if they would like their name and contact information included in a parent directory. The parent directory is distributed to all parents for the purpose of helping students and families communicate. Being a part of the directory is optional.

Party Invitations

Please help prevent hurt feelings by sending party invitations by mail or by telephone rather than asking that students distribute invitations at school. Delivery of invitations in a classroom can only occur if ALL students in that classroom are invited to the party

Parent Teacher Organization (P.T.O)

P.T.O is our parent-teacher organization. P.T.O. organizes classroom parents, volunteers, fundraising and events throughout the school year. P.T.O is an important part of our school community. I hope you will consider joining this team!

School delays and closings

On days that the weather looks uncertain there are a number of ways you can find out if school is in session, delayed, or if an early release is expected. To help keep everyone in our school community informed, we use an automatic calling service. Please provide us your preferred form of communication on your child's registration paperwork. Listening to WTSA or checking the School Cancellation page on their website is also an effective way to hear about snow days or cancellations.

School Day

The student day is 8:15 a.m. – 2:43 p.m. (bus riders) and 2:45 p.m. for all others.

- Early dismissal is 11:30a.m.
- 90 minute Delay Day: School for students begins at 9:45a.m.

Students can begin arriving at 7:45 a.m. and must go directly to the playground or to the cafeteria for breakfast until the first bell rings at 8:10 a.m. All PreK students will go directly to their classroom upon arrival. Students who arrive after 8:10 a.m. will enter the building through the front door. At the end of the school day, student pickup begins promptly at 2:45pm on the playground side of the building. Once confirmation of your presence has been made, the staff will release your child into your care. Students who walk to school will be asked to leave campus immediately. Any students who have not been picked up by 3:00 p.m. will be brought to the office.

Student Attire

We expect students to dress appropriately to allow for participation in all school activities. Shoes should be safe for walking in the halls, participating in PE class, playing on the playground and participating on walking field trips. Flip-flop sandals or sandals with no backs are not permitted at school. Close-toed shoes MUST be worn on the playground to reduce injury.

In the winter, students should be dressed for weather as low as ten degrees. For all students, this means winter coats, hats and gloves. Snow pants are required for students PK-3 and optional for upper grades. **All** students must wear snow boots in order to play off the blacktop at recess when snow is present.

Student clothing should not reveal undergarments, nor should it refer to alcohol, drugs or violence. If a student is wearing clothing that is inappropriate for school, they may be asked to change clothing, cover up, or call home for a new outfit. Please refer to the BTSD Handbook or contact the school office for more in-depth information about the dress code.

Student Pictures

Students will take photographs in the fall with a photography service as contracted with the BTSD. The photographs taken during the school day will be individual student photographs. Photo package options will be sent home early in the school year.

Tardy to School

Students are brought inside from the playground at 8:10 and the doors are locked. After 8:10am, families are asked to enter through the front door and come directly to the office for check in. Students will be marked tardy after an 8:20 arrival. Please be mindful not to park in the bus drop off area in front of the school.

Volunteer Opportunities

There are numerous ways for volunteers to contribute to the school. Parent and community volunteers are an integral part of our school community. There are many ways to volunteer and be a part of your child's school experience - being a P.T.O. member, becoming classroom parents, reading to students, preparing math or art materials for a classroom teacher, offering science lessons, giving a workshop to other parents, chaperoning on a field trip, helping with a school dance or dinner – there are many opportunities to volunteer even with full work and life schedules. All adults who work with students are required to complete paperwork with the Central Office, which includes a background check and fingerprinting with the Sheriff's Department.

Water Bottles

Students are permitted to keep and use water bottles while they are at Oak Grove School. For hygienic reasons, we do not allow students to share their personal water bottles. Water bottles can be filled at home or from school water fountains. Each child receives a stainless steel water bottle when they become a student at Oak Grove. Please label this bottle with your child's first and last name! Water bottles should go home each Friday to be washed.

Website/ Blogs

The Oak Grove website www.oakgroveschoolvt.com is a great way to learn about the events happening at school. All of our classes have active blog pages and many have regular updates to share what is happening in the classroom and at school.

Yearbook

Each year the sixth grade class publishes a school yearbook. Each student decorates their own page that includes a photograph taken here at school. Yearbooks are free and given to each 6th grade student as a part of our 6th Grade Night Celebration.

Notes from the Principal

Bullying and Harassment

Any complaint of harassment or bullying by a parent or student should be reported. Harassment is defined as an incident or incidents of verbal, written, visual, or physical conduct based on or motivated by a student's or student's family member's actual or perceived race, creed, color, national origin, marital status, sexual orientation, disability or gender identity.

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

- (a) occurs during the school day on school property, on a school bus, or at a school sponsored activity;
- (b) is intended to ridicule, humiliate, or intimidate the student; and
- (c) is repeated over time.

If you need to report an incident of bullying or harassment, please see any staff member. The “Designated Employees” that investigate complaints are Jeri Curry, Principal, and Kathryn Mason, School Counselor.

Bullying and Harassment Prevention

Windham Southeast Supervisory Union (WSESU) and Brattleboro Town School District (BTSD) have written policies, which define harassment and bullying and stipulate procedures for investigating complaints and making a determination, if complaints are founded. The Vermont State Legislature has adopted House Bill 113, “An Act Relating to Harassment in Schools,” and House Bill 629, “An Act Relating to Bullying Prevention Policies.” A full description of the WSESU bullying and harassment policies can be found in the BTSD Parent Handbook.

Emergency Drills

In compliance with state law and in order to be prepared for a building evacuation, fire drills and intruder alert drills will be conducted 10 times each school year so students and staff may practice the procedures. The first evacuation drill will be announced to all staff. Due to circumstances affecting schools today, other types of emergency evacuations will also be practiced. Procedures to follow in the case of fire or other emergency are reviewed in each classroom throughout the school year. Directions for evacuation of the school are posted in each classroom. Students are expected to remain silent and orderly throughout the drill so that any emergency instructions from staff or firefighters may be heard and responded to immediately.

FERPA – Family Educational Rights & Privacy Act

Students and families have a right to privacy and information under the Family Educational Rights and Privacy Act. Parents have the right to review educational records. According to the WSESU policy, parents must give the school 24 hours notice to prepare the copies of any records. All student information is confidential and staff members should restrain from discussing confidential student information unless pertinent to a discussion about a child’s academic needs. For more information about student privacy and student records, please see the BTSD Parent Handbook.

Safety Procedures & Visits During the School Day

All of the exterior doors at Oak Grove are locked. During special events the front door will be unlocked. At all other times, visitors will be greeted and then “buzzed in” by the front office. Any visitor who plans on staying more than a few minutes, plans to visit a classroom or who has business elsewhere in the building will need to sign in and wear a visitor’s badge. If you are dropping off a forgotten item or stopping into the office for a quick check-in, you will not be required to sign-in and wear a visitor’s badge. The front office is happy to run those forgotten lunches, coats and instruments down to the classroom for you!

Students who leave for an appointment, or go home early for illness or any other reason during the school day must sign out when they leave and back in when they return. In the event of an emergency it is essential that we have a written record of the whereabouts of all students, staff members, and visitors.

Student Activities

Green Team

Oak Grove School is a green school. We recycle, compost, and do our best to conserve resources and be conscious about our impact on the environment. The Green Team is comprised of a mix of teachers and students that organize the efforts of our school.

Middle School Leadership Retreat

This SU wide event is for students in grades 6-8. During the summer a group of approximately 55 students work together to develop conflict resolution, self-awareness and advocacy skills, and to develop relationships that will guide them through middle school and beyond. Students in sixth grade are encouraged to attend the retreat.

Student Leadership

Student Leadership Council is facilitated by 1-2 staff members and is comprised of students in 5th-6th grade. These students are seen as model citizens at Oak Grove School, and work to develop activities that increase the social and emotional wellness of Oak Grove students by utilizing the Guiding Principles. Some examples of Student Leadership Council work are: “Mix it Up Day,” spirit week, classroom representatives to share school news, fundraising for a good cause, and community outreach such as visiting a local nursing home.

Welcome Committee

The School Counselor organizes a committee of students to welcome new students and families to our school. Families that enter Oak Grove mid-year will also receive a welcome bag of information about our school and community. New students will be matched with a peer buddy that will introduce them to Oak Grove during their first few days.

Student Transportation

Bicycles and helmets

Pursuant to BTSD policy, students who ride their bicycles or scooters to school must wear a helmet and must lock their bikes during the school day in the bike rack in the back of the building. For their own safety, students who neglect to wear a helmet will be asked to take alternative transportation home and have a parent return to school to pick up the bicycle at a later time.

Bus Transportation

All students are expected to act in a safe and courteous manner while riding the bus. Please see the BTSD handbook for a full explanation of the rules and policies for riding the bus. It is the policy in Brattleboro that children in grades kindergarten through grade two must be met at the bus stop by a parent or other designated responsible adult. The driver is prohibited from leaving a child (grade K -2) at a stop unless a responsible adult or older sibling is present. If there is no adult at the bus stop, students will be brought back to Oak Grove School and an adult will be called to pick him or her up.

Bus Passes

Students need a bus pass if they are requesting to ride a bus or to get off at a stop that is different than their designated bus route. Students need written parent permission or a parent may call before 2pm to request a bus pass for their child. See the Brattleboro Town School District (BTSD) Parent Handbook for full policies and procedures for the school bus.

Bus Rides

Bus Riders are dismissed at 2:43pm at the front of the school. On occasion, the buses will be running late as much as 15 minutes. This is especially likely during the wintertime when road conditions slow down traffic. If you are worried that your child's bus is late, please call the bus company, First Student, directly at 257-1761. They have radio communication with all of the bus drivers and can answer your questions immediately.

Walkers & Private Transportation

Students who are walking to and from school, or students who are being dropped off/picked up enter and exit through the doors on the playground side of the building. They are dismissed through the backdoor onto the playground from classrooms at the end of the day. During Student Pick-up time the road behind our school, Parkside, is for one-way traffic only. Parents typically pick students up on Parkside or Clark Avenue. Please **do not** pick students up in the front of the school. Our regular and special education busses have limited access to the front of the building and the road needs to remain clear. For drivers, this can be frustrating, as the red stop signs on the busses will remain out until all students are safely loaded. This often means all traffic is stopped for several minutes.

We encourage parents to establish a routine with children about where cars will be waiting. This is especially important during the wintertime, when snow often crowds our streets and limits visibility. Cars are not permitted to park behind other parked cars, in fire lanes, or in "double park" fashion on Clark Avenue. This is for the safety of all of our students.

Any child who has not been picked up by 3:00 will be brought to the office and wait for a family member to arrive.