

# School Procedures

## Food Program

Our kitchen serves hot and cold breakfast from 7:30AM until 8:00AM, snacks between 9:00-10:00AM and hot lunch from 12:10-12:40PM. Students may be eligible for free or reduced breakfast or lunch. This determination is made by income and numbers of family members. An official form from the State of Vermont Child Nutrition Program will be sent home for you to fill out the first week of school. You may also request a form should your economic circumstances change during the year, thus making you eligible for assistance. Snacks may be purchased and are not part of the free/reduced program. The menu is sent home in Thursday Packets each week. We ask that you circle choices and return it with the correct amount of money (check or cash) on the Friday of each week. The cost of meals changes yearly and will be published on the first menu.

## Field Trips

Class trips are an integral part of the curriculum. Children may be transported by the school bus or in parent or teacher driven cars. By state law, children in cars must be in seat belts/car seats. According to our insurance company, should there be an accident on a school trip in which parents are driving their own automobile, the parent's auto insurance would provide primary coverage and the school's insurance secondary coverage. It is the School Board's Policy that anyone transporting students must have a minimum of \$100,000/300,000 insurance. Proof of this insurance must be on file in the office before a parent can drive students for a field trip. All students must have a permission slip signed by a parent/guardian to participate in a field trip activity.

## Student Absences

Illness, contagious disease, death in the family, hazardous road conditions and exceptionally urgent situations affecting the child are the only reasons for excusable absence from school. A typical number of absences for a generally healthy child is three to five days in a school year. Genuine sick days are hard to avoid and we do not advise sending a sick child to school. However, if your child is frequently absent for medical reasons, we may request a note from your doctor as to the nature of the illness. We want to help parents with the problem of habitual student absences that are often used to avoid school issues.

If your child is going to be absent from school, please call the school before 8:00AM or send a note in with a sibling. Parents are asked to avoid the scheduling of trips and appointments during school time. It is the responsibility of the parent to contact the teacher about making up work that has been missed due to absences. A child may be dismissed from school during the school day for illness or other emergency situations. Responsibility for contacting the child's parents and dismissal will be shared by the teacher and principal. In conclusion, absences can negatively impact a child's school success.

## Signing In ~ Signing Out

If students arrive late or leave early for an appointment, they must sign the sheet on the clipboard outside the front office. The time of entry or leaving is recorded and becomes part of our daily membership count for the state register.

## Emergency Information

The school will have information on file for contacting parents in case of emergency. A designated “back-up” contact should also be listed and live in town if possible. Please keep the school advised about changes in this information.

## Weekly Newsletter/Thursday Packets

The school’s main line of communication to parents is the weekly newsletters which are sent home with students every Thursday in the Thursday Packets. Thursday Notes and notices are emailed to all families upon request. All letters from the principal and teachers, announcements of events and activities, meetings and schedule changes are made in these packets/email. Breakfast and lunch sign-up procedures are also included in Thursday Packets. Please read this material with your child. All food money and permission slips must be returned Friday. If you want a notice included in Thursday Packets, please send it to school by Wednesday morning at the latest. Thank you.

## Phone Tree

A phone tree is organized each year to facilitate more urgent communication. The phone tree is used on days when school is canceled due to poor road conditions. School closing is also announced on local radio stations.

## Telephone

An answering machine is on at all times to ensure that important calls are not missed. Students may use the phone in an emergency or if transportation arrangements are needed. All social after school activities should be arranged prior to the school day. School personnel will contact parents if there is an urgent message. A written note must be sent to school to allow a child to change his/her regular after school routine.

## Common Road Traffic

The road in front of the school (Common Road) is one way traffic (Rt. 35 to Rt. 30) from 7:30 AM to 3:00 PM. This procedure is for the safety of our students. Please drive slowly. Please do not park in the two bus lanes. These lanes exist to give the bus ample space to deliver and pick up students. When parking, especially in winter, please pull off the road as much as possible to allow the bus to get through.

## Equipment At School

(Rollerblades, Wheelies, Skateboards, Scooters, Bicycles, Electronic Devices)

If students bring equipment to school, they will be asked to leave it in the office or another safe place until they are dismissed at 2:30 PM. Students may not use this equipment during designated school hours:

7:30 AM (arrival) -3:00 PM (departure of last bus).

The reasons for this rule are varied but focus on safety and insurance liability. Other students may wish to borrow or use the equipment but shouldn’t without protective gear and without the permission from their parents.