

Mount Holly Elementary School Handbook

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Mount Holly Elementary School

Mission Statement

Mount Holly School is dedicated to creating a positive and safe learning environment. We will provide students with an exceptional education that, while recognizing their individuality, challenges all levels of learners with high academic standards. We will encourage family and community involvement as a means of developing citizens with an appreciation for diverse ideas. Together we will empower students by fostering the academic, social and personal skills needed to prepare them for an increasingly complex society. With strong administrative leadership, a clear vision, and a highly skilled and dedicated staff, we will nurture a respectful school community of healthy, responsible, lifelong learners.

Home/School Partnership

Belief Statements

We believe the foundation for life long learning is a responsibility shared by family, community, and school.

We value and respect each child.

We believe the educational system has the responsibility to recognize and develop the unique qualities and talents of each student.

We believe high expectations result in high achievements.

We believe that there are certain conditions basic to student learning. These include appropriate amounts of sleep, a healthy diet, good hygiene, self-discipline, and regular, on-time attendance at school.

We believe that every student should be treated with respect and dignity in a safe and nurturing school environment.

We welcome the challenge to change.

Parents will:

- * organize time – (TV, friends, chores and create a homework ritual (time, space/materials)
- * read with each child regularly and encourage library use
- * attend parent conferences, workshops, volunteer at school, and share your talents
- * integrate academic skills into everyday life
- * teach children respect, manners, compassion and tolerance
- * have consistent rewards and consequences for behavior
- * encourage independent learning and responsibility
- * create a language rich environment
- * eat meals together as much as possible
- ** **Parents and Teachers will work actively to assure the success of this compact.**

Teachers will:

- * inform parents of homework expectations
- * provide course of study and goals
- * encourage family visits to their classrooms to observe, volunteer and participate
- * inform parents of upcoming classroom units
- * communicate children's progress as needed
- * provide a school-wide discipline system
- * communicate disciplinary action with parents
- * meet and communicate with parents throughout the school year
- * initiate parent workshops

CALENDAR

RUTLAND WINDSOR SUPERVISORY UNION

2011-2012 School Calendar

REVISED: 6/21/11

August

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25 **	26
29	30	31		

Student: 2 Cumulative: 2
Staff: 4 Cumulative: 4

August 25:** New Faculty Orientation**
August 26 & 29: In Service (no classes)
August 30: First Day of Classes

November

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Student: 18 Cumulative: 60
Staff: 19 Cumulative: 64

Nov. 11: In Service (No classes)
Nov. 23-25: Thanksgiving Break

February

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

Student: 16 Cumulative: 112
Staff: 16 Cumulative: 117

Feb. 17: Early Dismissal
Feb. 20-24: Winter Break
2/18 Early Dismissal

May

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Student: 22 Cumulative: 171
Staff: 22 Cumulative: 177

May 28: Memorial Day (Holiday)

September

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Student: 20 Cumulative: 22
Staff: 21 Cumulative: 25

Sept. 5: Labor Day (Holiday)
Sept. 28: In Service (No classes)

December

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Student: 17 Cumulative: 77
Staff: 17 Cumulative: 81

Dec. 23: Early Dismissal
Dec. 26-30: Holiday Break

March

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Student: 21 Cumulative: 133
Staff: 22 Cumulative: 139

March 26: In Service (no classes)

3/28 Inservice Day

June

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Student: 4 Cumulative: 175
Staff: 5 Cumulative: 182

June 6: Last Day (with No Snow Days)
June 9: Graduation, Black River High School
June 13: Last Day (with 5 Snow Days)
June 7-14: In Service (one day. After students' last day)

October

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Student: 20 Cumulative: 42
Staff: 20 Cumulative: 45

Oct. 10: Columbus Day (Holiday)

January

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Student: 19 Cumulative: 96
Staff: 20 Cumulative: 101


Jan. 2: New Year (Holiday)
Jan. 16: Martin Luther King Day (Holiday)
Jan. 23: In Service (No classes)


April


M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				


Student: 16 Cumulative: 149
Staff: 16 Cumulative: 155


April 20: Early Dismissal
April 23-27: Spring Break
4/15 Early Dismissal


 First day (Students)

 Holidays & Breaks

 Inservice (No Class)

 Early Release/Dismissal

 Last day: (no snow days)

 Last day: (with 5 snow days)

Rutland/Windsor Supervisory Union

8 High Street

Ludlow, Vermont 05149

PERSONNEL DIRECTORY

Central Office

Williams, Bruce
Ficken, Julie
Frechette, Eleanor
Barton, Mary
McKillop, Ann Margaret

Hammond, Cheryl
Boni, Krista

Superintendent
Secretary
Business Manager
Special Education Coordinator
Educational Technology
Professional Development Coordinator
Bookkeeper / Accountant
Bookkeeper

Board of School Directors

Venter, David, Chr.
Bania, Jo
Cohen, Tina

Nye, Will
Vastola, Gabriel

Mount Holly Elementary School

Hutt Vater, Craig
Collins, Raye Lin
Perry, Doris
Lienhard, Laura
Long, Suzanne
Vastola, Emma
Manney, Margaret
Coldwell, Penelope
Townsend, Shelley
Cormier, Danielle
Reed, Brenda
Tobey, Rebecca
Hyjek, Judy
Ahlers, Theresa
French, Lily
Cupoli, Bryan
Goraj, Julie
Wilcox, Connie
Perry, Nancy
Pierce, Darica
Veysey, Kristin
Ehlert, Wendy
Demers, Robin
Larsen, Roy
Larsen, Kristine

Principal
Office Manager
Kindergarten
Grade 1
Grade 2
Grade 3
Grade 4
Grade 5
Grade 6
Pre-School
Pre-School Paraeducator
Learning Specialist
Paraeducator
Title 1 Reading & Math
Speech/Language
Physical Education
Librarian
Music
Bus Driver
Bus Driver
Nurse
Guidance Counselor
Hot Lunch Staff
Custodian
Custodian

Mount Holly Elementary School

School Hours

Students who walk or are driven to school are asked to arrive no earlier than 8:00 a.m. School dismissal is at 3:00 p.m.

School Closings

It becomes necessary at times to close school because of inclement weather. In such cases you will be informed by announcements from the AlertNow phone messaging system as well as on area radio stations as soon as the decision to close school is made.

If school must be closed after the school day has begun you will be notified in the same way. It is important that the school have an emergency phone number to contact you in such cases.

Attendance

All students are expected to attend school each day, except in the case of illness. Any work missed during an absence needs to be made up. Students must bring in a written excuse when they are absent or tardy.

Students may be excused for family emergencies or family vacations by notifying the teacher(s) and the principal. *According to state law, a student may be excused from school for up to ten days.* Excused absences longer than 10 days will require the consent of the superintendent or school board. Requests for extended absences must be made in writing to the principal at least one month in advance of the planned absence.

Students who are absent from school, without being excused by the Principal, cannot attend school functions held after school or in the evening of the day of absence.

If your child must be absent from school, please notify the school office (259-2392) by 8:30 a.m. If the school is not notified by this time, the office will call the student's home for verification.

Tardiness

Students are expected to arrive at school by 8:10 a.m. Being on time gives the students a great start to their day and saves them from being behind and disrupting their class. Student arriving after 8:20 a.m. are considered tardy.

Report Cards

Report cards are issued three times a year. Parent-teacher conferences are held at the end of the first and second trimesters. Parents are encouraged to meet with teachers whenever they have a concern or question.

Emergency Drill

Fire drill procedures are posted throughout the school. In the event of a fire, students exit through the nearest exit and proceed to the playground area where all students and staff are accounted for. Fire drills are conducted once each month throughout the school year. The detailed procedures for lock-down emergencies, site evacuations and other more serious situations are outlined in the Crisis Response Plan that is reviewed annually. Parents may request a copy at any time.

Student Behavior

All students will feel a sense of belonging, will learn the social skills necessary for a community to function, and will be held accountable for their behavior. We encourage students to share and show kindness to each other. To set the conditions necessary for learning and belonging, the following rules have been established:

1. Students will show respect for others, self and property. This includes the “Golden Rule” of treating others the way that they wish to be treated, and using common courtesies, such as listening, following directions and saying “please” and “thank you”.
2. The possession, use and distribution of alcoholic beverages, tobacco, or and regulated drug on school property or at school functions by children and adults is *strictly prohibited* and will be reported to the proper authorities.
3. Students will be in the proper place at all times, and will use proper traveling habits when moving from class to class.
4. Proper language and behavior are expected at all times; this includes school functions, after school activities, and field trips. Students displaying inappropriate behavior may be excluded from these activities, at the discretion of the Principal.
5. Students are responsible for their personal property and any property that has been assigned to them by the school. Replacement of any lost or damaged property is the responsibility of the student and/or parent.
6. The following are not permitted:
 - Physical aggression against others or property
 - Foul language
 - Stealing
 - The possession of firearms, knives or weapons
 - Rough-housing
 - Chewing gum
 - Candy
 - Soda, coffee (caffeinated beverages)
 - Inappropriate clothing

Mount Holly School District Policies

Mount Holly School policies are available for review upon request to the principal.

Mount Holly Elementary Playground Rules

1. **Be Polite – Fighting, pushing, kicking, tripping, throwing stones, swearing, and spitting are not allowed.**
2. **Treat people the way you want to be treated and include others in your game.**
3. **Share the playground and the equipment. Take turns.**
4. **Play safely on the slide, swings and near the windows.**
5. **Remain in the playground area.**
6. **Please help to keep our playground clean.**

PLAYGROUND RULES

Developed by Mt. Holly Elementary School Students

“IF YOU DON’T FEEL SAFE, DON’T DO IT!”

SWINGS

- Use feet to stop
- Keep safe distance away
- Hold on with both hands
- Sit on the swing
- Keep swing from “snapping”
- Swing separately
- Swing independently
- No flipping / jumping off
- No underdogs
- No climbing up swing poles
- No twisting swing chains

CLIMBING APPARATUS

- Slide on your back
- Slide feet first
- Keep tag games on grassy area
- Share
- Keep hands off others
- Standing on ground – higher than waist
- No flipping over handle
- Don’t jump off

MERRY-GO-ROUND

- Stop to let people on and off
- Keep your body inside
- Hold on while it is moving
- Keep feet on the platform
- Stand and push from one spot
- No jumping on or off

BASKETBALL AREAS

- Share area and equipment
- No hanging on nets or rims

PICNIC TABLES

- Sit on benches
- Keep feet off benches & tables

GREEN SLIDER

- No picking people up
- No climbing up poles
- No flipping hander to another
- No sitting on top

Bus Rules

The following rules are in place for buses. Violations of these rules, or other behavior problems, will be handled according to the policy “Students Conduct on Buses.”

1. The bus driver is in charge of the bus at all times.
2. Students must be at the pick-up points on time.
3. Students are to remain well out of the roadway or parking lot when waiting for the bus.
4. Getting on and off the bus will take place in an orderly manner.
5. Students are to remain seated while the bus is in motion and they must keep all parts of their bodies inside the bus at all times.
6. The aisles of the bus must be kept clear at all times.
7. Nothing will be thrown either in or out of the bus.
8. Drivers are **not** permitted to let children get off the bus at a stop other than their own without a note from a parent or guardian.
9. Kindergarten and 1st grade students must be met at the bus stop by a parent or a person designated by the family.

It is the responsibility of the parent(s) or legal guardian(s) to insure the safety and well-being of their child(ren) up until the time he/she gets on the bus in the morning, and resume that responsibility when their child(ren) gets off the bus in the afternoon.

Students who do not follow the behavior expectations for the bus may be subject to bus reports. The 1st bus report will result in an in-school consequence, the 2nd bus report results in an automatic 3 day suspension from the bus, a 3rd bus report results in an automatic week long suspension from the bus and any additional reports may result in the loss of bus riding privileges for the remainder of the year.

Dressing for Weather

Children are expected to dress for the weather conditions. They are required to have adequate clothing, boots and mittens to go to and from school and out for recess during the winter months. Appropriate footwear must be worn at all times in school. Boots are limited to outside wear in winter as it is not healthy to wear them inside all day.

Dress Conduct Standards

A student's appearance or mode of dress or cleanliness will not be permitted to disrupt the educational process or constitute a threat to health or safety. When in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. A student : (1) must groom his/her hair so that it is clean and safe for any school activity in which he/she will take part ; (2) must use footwear ; (3) must wear attire that is not a distraction.

Clothing and conduct are prohibited when they are: obscene, lewd, vulgar, harassing, threatening, abusive, demeaning, intimidating, disrespectful, sexually suggestive or suggestive of illegal activity.

Some examples of clothing that are not allowed are: hats, tops that allow the midriff to show, tank tops with spaghetti straps, low-cut tops, skirts and shorts above mid-thigh length and pants that allow the underwear to show.

Homework

Homework is assigned in varying amounts according to grade level. Generally, the higher the grade level, the more homework assigned.

Students should remember that studying involves more than the completion of written assignments; time should also be allowed for independent reading. Students should be provided with a relatively quiet, distraction-free area to complete their homework.

Homework can help a child develop the habit of independent study. It also gives students the opportunity to practice basic skills and teaches them how to budget their time.

Student Records

Mount Holly Elementary School collects and maintains academic information on all students. This information is stored in the students' records, which are kept in a secure place in the principal's office. In accordance with the rights afforded by the *Family Educational Rights and Privacy Act*, and the *Individuals with Disabilities Education Act*, P.L. 101-476, parents or guardians have the right to request a review of their child(ren)'s records. Students records are not released, to other than authorized school personnel, without written permission from the parents or guardians. Mount Holly Elementary School has written policies and procedures related to student records. These policies and procedures are available for review.

Volunteers

A parent or community member giving time to the school to assist teachers and children is a valuable asset to the overall program. The involvement of volunteers serves to promote understanding, support, appreciation and cooperation. Volunteers are welcome and you may contact the school as to your interest. Volunteers are required to complete a form in the office before they begin volunteering.

Parent/Teacher Group

The PTC provides programs and sponsors various school activities through the support of parents and the Mt. Holly community. All parents and friends are welcome to attend the PTC meetings which are held the first Wednesday of each month.

Asbestos Management Plan

In accordance with the provisions of the Asbestos Emergency Response Act, the Mt. Holly School building has been inspected for asbestos containing materials. Such materials are assumed to be located in the building and a “management plan” has been developed and submitted to the Governor. This plan is available for inspection during normal working hours in the school or in the central office at 8 High Street in Ludlow.

Electives

Art

The art program's foremost concern is for the creative and developmental growth of each student. The curriculum is designed to be a vehicle for self expression and creative thought. All students are exposed to and explore the areas of visual perception, creative behavior, manipulative skills and aesthetic judgments.

Chorus

Elementary Chorus is offered to grade three through grade six students on an elective basis. Choristers will learn proper vocal technique and sequential melodic and harmonic part work that will allow them to sing a variety of quality literature in a choral setting.

Co-Curricular and Extra-Curricular Activities

Students at MHS may participate in a wide range of athletic activities through the Ludlow Recreation Department. These offerings include soccer, basketball, baseball and softball. There are nominal fees associated with these programs and we rely on volunteer coaches to make these programs possible. In addition to the formal sports programs MHS has an After-School Program available to students Monday through Friday. Activities include homework club, indoor/outdoor sports, yoga, arts & crafts, culinary arts, gardening and other enrichment activities.

Drama

The theater program at Mount Holly School is designed to give every child, Kindergarten through grade six, an opportunity to express themselves in a theatrical setting. Students work together to create a performance learning awareness of audience and stagecraft. They assume roles and develop a character through movement, voice, and costumes. Students also learn how to be an attentive, respectful, and appreciative audience.

General Music

Music class allows each child to express their deepest feelings in many ways. Music skills are taught to children through a developmentally appropriate and sequential approach which allows music literacy to develop in an active and natural way. The singing voice is used to teach a wealth of folk songs, traditional singing games, dances and quality composed music.

Instrumental Lessons

Instrumental lessons begin in grade 4 for interested students. The lessons are provided on a weekly basis and follow the school calendar. Students/families are responsible for the cost of instrument rentals or purchase.

French

Using a wide variety of learning methods from signing puppets to pen pals, Kindergarten through 6th graders are introduced to the French language and Francophone culture. Mt. Holly School recognizes that even our youngest students should be aware that they are a part of the global community. In their weekly French classes, students learn some of the basics of communicating in a second language, while also learning about and experiencing cultural similarities and differences.

Ski Program

All students in grades 1-6 may participate in an organized downhill ski/snowboard program/cross country ski program at Okemo Mountain. The program runs from January through March for 1 afternoon per week. Students will receive instruction, equipment and a lift ticket for a nominal fee.

Library

A Message from the Librarian

Mount Holly School students are enthusiastic readers and library users. At any given time during the school year, there are hundreds of library books checked out of the library. The majority are returned on time and in good condition. However, occasionally students have difficulty keeping track of the books they have checked out, and either don't return them on time or lose them for a period of weeks to months. This prevents other students from having access to them. Also on occasion, books are returned in a damaged condition which prevents their re-use.

It would be helpful if you would remind your child to be responsible with the books they check out. To help your child keep track of their library books, try choosing a special spot at home where our child can keep the books between readings. This way they will be less likely to be misplaced or mixed in with the family's own books. Our policy is that books that are lost or badly damaged need to be paid for using a replacement cost basis.

Students in grades K-2 may take out one book a week for a one week period, and students in Grades 3-6 may take out two books a week for a one week period. With permission, students may check out additional curriculum related materials. Students may renew a book for an additional week two times with approval of the library. Each class visits the library once a week for a scheduled class period. Students may return a book any day of the school week, and take out another that same day as a "trade" to ensure that all students have access to reading materials as needed. Students who have an "overdue" book need to return that book before they may take out another.

If you happen to move out of the area during the school year, please remind your child to return all books before leaving the Mount Holly School. Thank you for helping your child be a responsible library user!

Mount Holly School Library Media Center

Acceptable Student Computer and Internet Use Policy

- Student use of computer technology, the Internet, the computer network, and other telecommunications equipment at Mount Holly School is intended for educational purposes only.
- Students are responsible for appropriate behavior when using school computers at all times. Use of computer technology, the Internet, and telecommunications is a privilege, not a right. Inappropriate use will result in immediate consequences.
- Students and staff are expected to:
 - Use computer services for curriculum-related purposes,
 - Monitor time online in consideration of others,
 - Use appropriate language and etiquette,
 - Observe copyright laws,
 - Comply with all school rules concerning behavior and personal conduct,
 - And practice responsible, ethical, and legal behavior
- Students and staff may not:
 - Use computer technology, the Internet, and telecommunication services for financial gain
 - Degrade or disrupt the computer or telecommunication system performance and integrity,
 - Access information inconsistent with curriculum-related purposes,
 - Or reveal home telephone numbers, addresses, or other personal information
 - May not, without permission, install programs, install or remove any type of hardware, download mp3 files or games,
 - Alter the appearance of programs or a desktop background,
 - Or script code into any program or web page while using the school computer system.

Continued~

Mount Holly School Library Media Center

Acceptable Student Computer and Internet Use Policy

- Students must always use their own log-in name when using any computer in the school and not reveal their password to others.
- School staff reserves the right to monitor computer use and communications for acceptable use. Consequences for unacceptable use are decided by the school principal or designee and may result in cancellation of privileges and disciplinary action including suspension from school.
- Students and their parents/guardians will sign an agreement giving permission for the student to use the computer network and Internet at the Mount Holly School.

Special Services

Special Education

Special Education services are provided to students who meet the criteria for eligibility in the following areas: speech language deficiencies, learning disability, impairments in vision, hearing, orthopedics and emotional disturbance.

Parent involvement is encouraged through IEP's (Individual Education Plan). We welcome parent input. It is very important to the program and a crucial element to the child's success.

Speech/Language Service

The speech and language program is responsible for seeing that student's academic progress is not hindered by a communication problem. The program offers services to children whose problems are most severe. Children may receive services individually or in small groups. The speech therapist also serves preschool children and is available for informal consultations at any time.

Title I

Title 1 is a federally funded program available to students who are recommended by teachers and who score below the 40% on standardized tests. The program is coordinated with classroom goals and parents are encouraged to become actively involved. Since 1991, Reading Recovery has been a part of Title 1. This is an early intervention program where first grade students work 1:1 with a teacher for 30 minutes a day for an average of 60 days.

Educational Support System and Educational Support Team for All Students

The Educational Support System in a school based system designed to help all students improve their school performance and help them grow academically, socially, emotionally, and physically. This system provides a way for the school staff to address student's varying needs in school.

We believe that a comprehensive system of instructional support designed and implemented in consultation with the parents should be available to any student who needs assistance. To the maximum extent possible, this Educational Support System will provide educational resources and accommodations in a manner that will allow all students to succeed in their regular classrooms.

To achieve this end our school shall identify its educational support service resources such as guidance, on site consultation, collaborative strategies, classroom accommodations, community resources, public services, and remedial service. In order that students and teachers may receive appropriate assistance from the identified resources, an Educational Support Team (EST) shall be established to accept referrals from teachers and parents. All teachers and parents shall be informed of the Educational Support Team process. If warranted the EST shall allow for the timely referral to Special Education. The membership of this team shall come from the professional staff of the school. The team will make appropriate recommendations concerning in-service programs to meet the needs of professional and support staff members.

A child may be referred to the EST by school staff or a parent. If you have concerns, questions, or would like to refer your child, you can contact your child's teacher or the school Principal.

Medication

Prescription Medication

Mount Holly Elementary School recognizes that many children are able to attend school because of the effective use of prescribed medications. These medications are used to treat chronic disabilities or illnesses. Although it is most desirable to have these medications administered at home, we understand that this is not always possible. In those circumstances, the following regulation must be complied with:

Any medication (prescription or non-prescription) to be used by students at Mount Holly Elementary School must be reported to the school nurse who will supply the parent/guardian with a form to be filled out and returned to school.

This regulation provides the school with the necessary health information to assist your child in case of an emergency. *There are no exceptions to this rule.* Forms are available at the nurse's office.

Non-Prescription Medication

Non-prescription medication will be administered only after a permission form has been signed by the parent/guardian. Non-prescription medication must be left with the nurse.