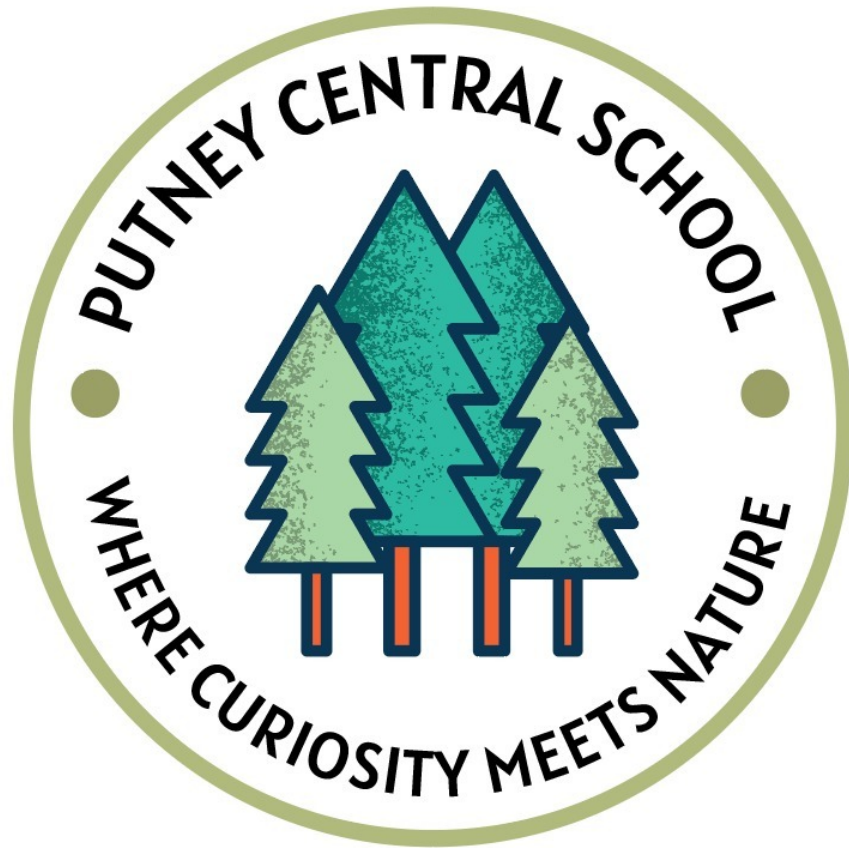


# Putney Central School

*PreK-8*



## Family Handbook

2023-24

# Welcome to Putney Central School



*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.*

We are so glad you are 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!

## **School Contact Information**

Phone: 802-387-5521  
[www.putneycentral.org](http://www.putneycentral.org)

Jon Sessions, Principal

[jsessions@wsesdvt.org](mailto:jsessions@wsesdvt.org)

Nancy Gagnon, Administrative Assistant

[ngagnon@wsesdvt.org](mailto:ngagnon@wsesdvt.org)

Emily Bristol, Administrative Assistant

[ebristol@wsesdvt.org](mailto:ebristol@wsesdvt.org)

Nicole Buser, School Nurse

[nbuser@wsesdvt.org](mailto:nbuser@wsesdvt.org)

Marisa Lazarus, School Counselor

[mlazarus@wsesdvt.org](mailto:mlazarus@wsesdvt.org)

Susan Gunther-Mohr, Social Worker

[sgunthermohr@wsesdvt.org](mailto:sgunthermohr@wsesdvt.org)

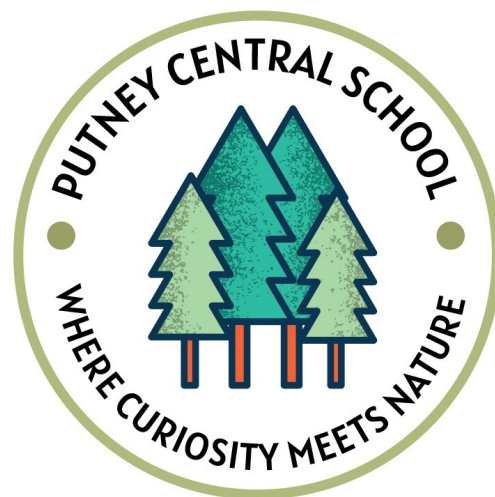
## **Other Important Contact Information**

Windham Southeast Supervisory District (WSESD), Superintendent, 802-254-3730

FM Kuzmeskus Inc Bus Transportation 802-490-2817

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## Staff Directory

(Email addresses are first initial, last name@wsesdvt.org - ex: jsessions@wsesdvt.org)

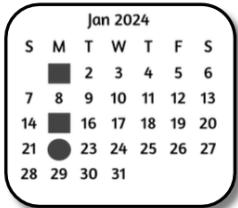
<b>Name</b>	<b>Position</b>
Sherry Ames	Paraeducator
Tine Biolsi	Special Education Teacher
Emily Bristol	Administrative Assistant/Registrar
Jaclyn Buchanon	Paraeducator
Nicole Buser	School Nurse
Kayla Carney	Intensive Services Interventionist
Laura Casey	Academic Support Teacher

Sarah Cassidy	Kindergarten Teacher
Serena Clapp-Clark	Paraeducator
Bethany Connelly	Behavior Interventionist
Emily Corey	Science Teacher
Terry Davis	Intensive Services Interventionist
David Dias	Facility Manager
Amanda Dixon	English Teacher
Angie Dodd	Foreign Language Teacher
Lisa Duncan	Paraeducator
Carey Fay-Horowitz	Librarian
Nancy Gagnon	Administrative Assistant
Susan Gunther-Mohr	Social Worker
Kevin Hadsel	Intensive Services Interventionist
Maddie Harlow	PE Teacher/Athletic Director
Kat Haseltine	5th Grade Teacher
Steve Hed	Kitchen Coordinator/Sustainability
Joslin Hodge	Intensive Services Interventionist
Aidy Holding	Planning Room Coordinator
Christina Hollenbeck	Paraeducator
Danielle Johansmeyer	Paraeducator
Joe Knowles	Behavior Support Paraeducator
Mae Knowles	2nd Grade Teacher
Valerie Kosednar	PreK Teacher
Ariane Lavoie	Kitchen Staff
Marisa Lazarus	School Counselor

Laetitia LeBail	Special Education Teacher
Aimee Levesque	Kindergarten Teacher
Nicole Lord	Speech and Language Pathology Asst.
Melissa Lowe	Paraeducator
Ellen Luna	Intensive Services Interventionist
Jack Millerick	Paraeducator
Paula Newton	Intensive Services Interventionist
Libby North	Paraeducator
Heidi Nystrom	Special Education Teacher
Jennifer O'Donnell	4th Grade Teacher
Devin Rhodes	Behavior Support Paraeducator
Torin Riddle	Social Studies Teacher
Nathan Sebold	Math Teacher
Mary Seekins	Paraeducator
Jon Sessions	Principal
Molly Stoner	Academic Support Teacher
Ellen Strong	Paraeducator
Kevin Struthers	Evening Custodian
David Tournoux	Music Teacher
Aaron Walsh	3rd Grade Teacher
Emily Walsh	1st Grade Teacher
Maureen Ward	Academic Support Teacher
Jennifer Wilcox	Special Education Teacher
Wendy Windle	Art Teacher
Ila White	Kitchen Staff

# 2023-2024 School Calendar:

## WSESU/WSESD CALENDAR 2023-2024 - FINAL



**AUGUST**  
 25 Teacher In-Service Day  
 28 Teacher In-Service Day  
 29 Teacher In-Service Day  
 30 Student School Year Starts

**SEPTEMBER**  
 04 Labor Day

**OCTOBER**  
 09 Indigenous People's Day  
 10 Teacher In-Service Day

**NOVEMBER**  
 03 Early Release  
 06 Early Release  
 10 Veteran's Day Observed  
 20-21 Teacher In-Service Day  
 22-24 Thanksgiving Recess

**DECEMBER**  
 22 Early Release  
 25-29 December Recess

**JANUARY**  
 01 New Year's Day  
 15 Martin Luther King, Jr. Day  
 22 Teacher In-Service Day

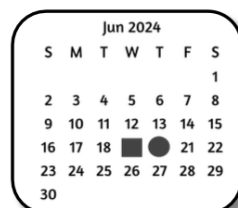
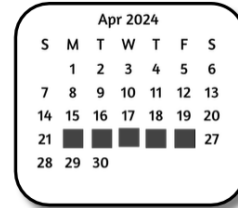
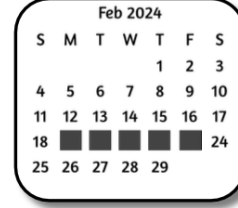
**FEBRUARY**  
 19-23 Winter Recess

**MARCH**  
 04 Teacher In-Service Day  
 05 Vermont Town Meeting Day  
 22 Early Release  
 25 Early Release

**APRIL**  
 22-26 Spring Recess

**MAY**  
 27 Memorial Day

**JUNE**  
 18 Student School Year Ends  
 19 Juneteenth  
 20 Teacher In-Service Day



180 Student Days Scheduled (However, the school year will end after the 176th student attendance day.)

- = Teacher In-Service/No Student Day
- = No School
- = District-Wide Early Release

## **Student Supports**

### ***Academic Supports***

At Putney Central School, we hold all students to high standards of academic achievement. We believe that all students, regardless of demographics, can and will succeed academically when they are provided timely and research-based academic support.

At every grade level, all PCS students will work with a range of educators who are skilled in providing individualized educational instruction. These educators will include classroom teachers, paraeducators, academic support teachers, special education teachers and a range of other support personnel.

### **Educational Support Team**

The Educational Support Team (EST) is a school-based system designed to help all students improve and advance their school performance and help them grow academically, socially, emotionally and physically. The system provides a way for faculty and staff to address students' varying needs in school. Each Vermont school is required, by law, to develop an Educational Support System (EES) and Team (EST).

Putney Central School's EST is a group of school staff who meet weekly to review individual student referrals from teachers and/or parents. The team is composed of the principal, counselor, nurse, classroom teacher, special educator, academic support teacher, parents/guardians, and others as needed.

The EST team may develop a plan to assist your child. The team will discuss services and/or accommodations that might assist your child in the school setting. Further evaluations may be warranted and recommended by the EST team.

If you have questions or would like to learn more about what the team can do to support your child please reach out to your child's classroom teacher or middle school advisor.

## ***Student Behavior Expectations and Supports***

### **Expectations**

At Putney Central School we encourage students and staff to experience joy in their day, build positive relationships, and cultivate positivity.

PCS has three basic school wide expectations: Be Safe, Be Kind, Be Responsible. All other school and classroom rules stem from these three basic expectations.

Our goal is to teach the skills necessary to become safe, responsible, and kind learners and citizens. These are the beliefs behind the rules that guide how we teach, learn, and become a community at PCS. We believe that all children can learn in a safe, kind and responsible environment. All staff are committed to modeling positive behaviors and teaching the skills necessary to achieve them. We expect our students to value and follow these schoolwide expectations.

Building relationships with students, families and staff is the fundamental way that we can support student growth and learning. PCS utilizes restorative practices to set expectations for all community members, address behavior and conflict, to direct our response to challenging behaviors.

PCS expects that all of our students will follow reasonable expectations regarding conduct and behavior during the school day and in afterschool programs, on school buses, and at school activities. Our school staff are responsible for establishing and maintaining an atmosphere that fosters such behavior, and will share with parents/guardians the responsibility of fostering positive behavior among everyone in the school. However, the ultimate responsibility for behavior expectations rests with the students and their parents/guardians, and parents/guardians will be informed if their child's behavior becomes concerning.

### **Strategies to Encourage Expected Behaviors**

- On-going positive encouragement and praise
- Building strong relationships between and among students and adults
- Explicitly teaching and modeling classroom and schoolwide behavioral expectations
- Consistent routines and practices
- Peaceful/Calm Corner in classroom
- Mindful practices and/or movement
- Individual and Classroom incentive programs
- Classroom and School-wide recognition events
- Parent Communication and Involvement
- Restorative practices (see more below)

### **Strategies Used to Respond to Unexpected Behaviors:**

#### **Restorative Practices**

Restorative Practices are rooted in relationship-building and rebuilding to create a culture of equity and belonging that results in healing and learning. Putney Central School embraces Restorative Practices ensuring that all, including those who have been harmed, will have their needs and experiences recognized and acted upon, thus creating a supportive climate of empowerment for all. PCS has made restorative practices a top



priority in mending breaks in the school community and supporting behaviors that threaten the healthy functioning of the school community.

### **The Student Planning Room**

In cases where a student may need to receive more intensive one-on-one support they may go to the planning room. Students will work with a dedicated staff member to consider the present challenges and develop a plan to participate positively in their learning and return to class as soon as possible. Relationship building, restorative practices, emotional regulation skills are part of the menu of options.

There are times that students may be asked to be out of the classroom for particular activities in order to engage in this proactive planning work. We will try to minimize the amount of class time that students miss due to behavioral incidents.

## ***Health & Wellness Student Support***

### **School Counseling**

School counseling addresses the needs of the whole child beyond classroom learning, primarily to address the barriers to students' emotional and social wellbeing. School counseling lessons and interventions vary based on student needs. The school counselor teaches lessons on guidance topics in classes, often with the classroom teachers present. These developmental lessons focus on cultural competence, such as self-awareness and regulation, growth mindset, coping strategies, decision making, social skills, relationships, and bullying prevention. The school counselor may also provide short term small-group and individual counseling services on an as-needed basis.

### **School Social Worker**

School social workers bring unique skills to an educational environment. They are clinically trained mental health professionals who can assist with emotional health and behavioral concerns, can consult with parents, teachers and administrators, as well as offer longer term individual and group therapy. All school social work activities are meant to support the educational goals of the community and the children served. Additionally, families in need of support should call upon our social worker to help meet needs or to gain access to community-based social services.

### **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, Nicole Buser, 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 Nicole in the Health Office at 387-5521. 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 Nicole. 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.

**Additional Note from Nurse Nicole:** Please note WSESD policy that if your child has a fever or has vomited, they may not return to school until they have gone 24 hours without either a fever (without use of medication) or vomiting.

### **Additional Resources**

In our school, we meet the needs of students wherever they are. Our goal is to help every child succeed and we understand that each student may need individualized support to be successful. Below is a reference list to understand how students may qualify for additional supports:

- **Special Education:** If your child is experiencing difficulty academically, please reach out to your child's teacher to discuss avenues for further support.
- **English Language Learner Supports:** If your child is an English Language Learner, and requires language support to access educational programming, please contact Jon in the office who can enlist the services of WSESD resources.
- **Students needing additional academic supports:** start with your child's teacher
- **Behavioral supports:** start with your child's teacher
- **Medical and health services:** contact the School Nurse
- **For a mental health crisis or emergency support outside of school hours,** please call Health Care and Rehabilitation Services Crisis: (802) 254-6028

In order to access any of these academic, behavioral or social resources at school, we encourage you to contact your child's teacher.

## **Family Supports**

There are many ways that staff of the PCS community can assist you and your family. Please see a general list of folks and supports that they can offer below. If you have further questions or are in need of support that is not listed below, please contact the office and we can do our best to connect you.

<p><b>Susi Gunther-Mohr,</b> School Social Worker sgunthermohr@wsesdvt.org</p>	<ul style="list-style-type: none"> <li>• Susi can be an excellent resource for families to access housing, food and financial resources in our community</li> <li>• Susi can assist families to connect with outside therapeutic resources</li> </ul>
<p><b>Bethany Connelly,</b> Behavior Interventionist bconnelly@wsesdvt.org</p>	<ul style="list-style-type: none"> <li>• Bethany can be of assistance to families in creating healthy routines at home, or supporting positive behavioral supports for families</li> </ul>
<p><b>Nicole Buser,</b> School Nurse nbuser@wsesdvt.org</p>	<ul style="list-style-type: none"> <li>• Nurse Nicole can be of assistance in connecting students and families with outside health agencies and creating comprehensive health plans</li> </ul>
<p><b>WSESD Office of Diversity, Equity Inclusion and Social Justice</b> msimms@wsesdvt.org</p>	<ul style="list-style-type: none"> <li>• The WSESD office of Diversity, Equity and Inclusion can be of support in connecting families with related resources, and helping navigate any challenges that arise related to school</li> <li>• In addition, PCS has three DEISJ Teacher Leaders who can be a resource to families: Aidy Holding, Carey Fay-Horowitz and Jen O'Donnell</li> </ul>
<p><b>Community Resources:</b></p>	<p><b>Putney Foodshelf</b> - (802) 387-8551  <b>Putney Community Cares</b> - (802) 387-5593  <a href="https://www.putneycommunitycares.org/">https://www.putneycommunitycares.org/</a>  <b>Vermont Family Network</b> - (800) 800-4005  <a href="https://www.vermontfamilynetwork.org/">https://www.vermontfamilynetwork.org/</a>  <b>Youth Services</b> - (802) 257-0361  <a href="https://youthservicesinc.org/">https://youthservicesinc.org/</a>  <b>Department of Children and Families</b> -  <a href="https://dcf.vermont.gov/">https://dcf.vermont.gov/</a>  <b>Early Education Services</b> - (802) 254-3742  <a href="https://earlyeducationservices.org/">https://earlyeducationservices.org/</a>  <b>Outright Vermont</b> - (802) 865-9677  <a href="https://outrightvt.org/">https://outrightvt.org/</a></p>

## **The Forest for Learning and Outdoor Education**

At PCS we are extremely fortunate to have access to the Forest for Learning, and their network of trails and outdoor classrooms on the 175 acre parcel abutting our campus. Learning outside is a critical piece of the Putney Central School experience, and is invaluable to a child's social, academic and emotional development. Therefore, we embed time in the forest into our classroom routines, with all of our students participating in this programming. We have boots and outdoor gear for all students.

## **Food Program**

### ***Localvore Cafe***

Putney Central School runs its own independent food program. This kitchen crew of Steve, Ariane and Ila cook many meals from scratch, and provide our students with healthy daily breakfast and lunch options. This year all students at PCS can receive these meals at no cost to families. There is generally one option for breakfast, and two options for lunch. Monthly menus will be sent home before the upcoming month, and all students will have the chance to sign up for breakfast or lunch daily.

### ***Food4Kids Program***

In addition to our regular meals program, we partner with the Putney Foodshelf to provide an open market-style distribution site at school on Wednesdays at dismissal time. All staff and students PreK-8 and their families are invited to participate and shop during these times at no cost. Please see information in our first day folders for more details about the Food4Kids program.

## **Student Transportation**

Students generally arrive and leave from PCS on foot, bike, bus or car. This year we will have a crossing guard stationed at the crosswalk on Westminster Road to increase safety for those students traveling by bike or on foot.

### **Bicycles and helmets**

Pursuant to WSESD 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 schools in the Windham Southeast School district contract with TravelKuz for bus transportation, and all students have access to bus transportation to and from school. Behavioral expectations of being kind, safe and responsible are the guiding principles on the bus. If there are instances of repeated behavioral incidents on the bus, the school does have the right to suspend ridership for a period of time. It is the policy in WSESD that children in grades PreK through grade two must be met at the bus stop by a parent

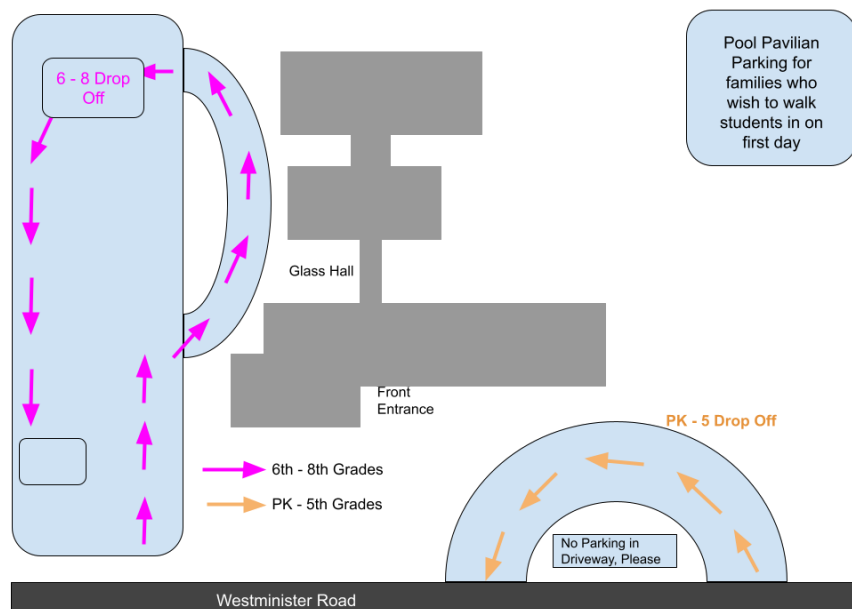
or other designated responsible adult. The driver is prohibited from leaving a child (grade K -2) at a stop unless a responsible adult or older sibling is present. If there is no adult at the bus stop, students will be brought back to Putney Central School and an adult will be called to pick them up.

### **Pick up/drop off routines**

If you are dropping off your students in the morning or picking them up in the afternoon, we ask that you adhere to the following traffic patterns and drop off locations (as drawn on the following page):

- All students in grades PK - 5 should be dropped off and picked up on the playground side.
- All students in grades 6 - 8 should be dropped off and picked up on the parking lot side.

While the school day begins at 8:15, we will have recess coverage in both drop off locations starting at 7:45. If you are picking your child up at the end of the day, please be prepared and at the school by 2:45, as we will not have after school supervision available unless your child is enrolled in the after care program



\*\*Please note that if you are dropping off multiple children who would go to different locations in the morning, it is advised that you can drop on the PK-5 side, and ask middle school students to walk over the soccer field side rather than pulling into both locations.

## **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 WSESD Handbook.

### **Truancy**

It is our shared responsibility to be sure that every child is safe and accounted for on every school day. If your child is absent from school, please notify the school by 9:00 am. If the school does not receive a call by 9:00, the school will contact the parent/guardian at home or at work. If a child is not in school on a given day and we have not received notification from the parent/guardian, nor are we able to verify the child's whereabouts, we are required to report each unverified absence to the appropriate police agency or sheriff's department as early in the day as possible. To ensure the child's safety and to prevent truancy, the police agency will confirm the child's whereabouts.

### **Protocol Notification**

We utilize a team approach for school attendance, including the child, their family, and a school official to explore with the student and family what obstacles are hindering school attendance. An individualized plan will be developed to increase school attendance. Follow-up steps are set to assess if the plan is working for the student and the family. Records are kept in school files of all contacts related to this plan made with the family of the student. We rely on school staff to support improved attendance. If needed at a later stage, staff from state and community agencies, as well as parent liaison support will assist. Team meetings can be part of EST, 504, IEP, Act 264, or other modes for joint planning with families.

### **School staff will use the following procedures to support families with school attendance.**

- After 5 absent days school personnel may contact family in person or by phone.
- After 10 absent days a letter will go out to family offering support to increase regular school attendance
- After 15 absent days a letter will go out to the family, and school personnel may call to arrange an Educational Support Team (EST) meeting to talk about strategies to increase regular attendance.
- After 20 absent days, the previous steps will take place, and the school may engage the support of local social service agencies in helping a family increase

regular attendance at school. This could include the engagement of the Department of Children and Families, and the State's Attorney's office.

If you have concerns about transportation or anything else related to timely, regular attendance at school, please do not hesitate to reach out to us for support.

## **Other Policies and Information**

### **Inclusivity**

All students need a safe and supportive school environment to succeed academically and developmentally. We each play an important part in creating and sustaining that environment. PCS is committed to fostering a school culture that respects and values all students and builds understanding of a diversity of experiences and viewpoints within the school community.

### **Harassment, Hazing and Bullying**

Any complaint of harassment or bullying by a parent or student should be reported, and will be responded to promptly by school staff. 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 Jon Sessions, Principal, and Marisa Lazarus, 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.

## **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 WSESD Parent Handbook.

## **Mandated Reporting**

As educators and mandated reporters, it is our duty to help protect students from abuse and neglect. Act 60 of 2015 provides that any mandated reporter who reasonably suspects abuse or neglect of a child shall report in accordance with the provisions of Section 4914 of this Title within 24 hours of the time information regarding the suspected abuse or neglect was first received or observed. A full description of the mandated reporting policy can be found in the WSESD Parent Handbook.

## **Emergency Drills**

In compliance with state law to prepare for all emergencies requiring building evacuation and/or building lockdowns, Putney Central School will conduct safety rehearsals up to 10 times a year. Due to circumstances affecting schools today, all types of safety drills will be taught and rehearsed. The first evacuation practice drill will be announced to all staff. 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.

## **Student Records**

Confidential information that is personally identifiable such as psychological reports, discipline reports, medical reports, health records and similar information are confidential and will be treated confidentially in accordance with federal and state requirements regarding rights and privacy. If you do not want your child's name or photo published for any reason, you must indicate that desire in a letter to the school principal within the first two weeks of school.

Parents have a right to review their child's records, request amendments or deletions to records, consent to disclose information, file a complaint for failure of the school to comply with legal requirements, and obtain a copy of the policy and procedures relating to records (Policy F6: Student Records-Family Privacy). If you have questions about this practice, please contact the principal's office.



## **Student Privacy**

School equipment, student desks, educational supplies, and computers are the property of the school. They may be opened and inspected for maintenance, cleaning, emergencies, or when there is reasonable suspicion that a law or policy is being violated. Searches of students' personal belongings are allowed with conditions when there is reasonable cause to believe that a breach of school policy or law is being committed. Students should not expect that their writings or internet searches are personal and therefore private. Internet access is provided for educational purposes only.

## **Frequently Asked Questions**

### **What time are students dismissed on early release days?**

11:45. There is bus transportation available on half days, except for the first week of school when all PreK and K students have half days to start the year.

### **Must I contact the school if my child is unable to attend? Who should I call?**

Yes, your child's safety is our utmost concern; therefore, we request that you contact the school no later than 9:00am if your child will not be attending school. If we fail to hear from you, we will attempt to contact you to ensure that your child is accounted for at home. You may call the main office at 387-5521 and speak with Nancy or Emily, or leave a message regarding your child's attendance.

### **If my child's after school plan changes, what should I do?**

Please call the office as soon as you are able to. We will deliver the message to your child. It is difficult to get information to students if you call after 2:00 with a change of plans.

### **How do I find out if school is canceled due to snow or other event?**

School closings will be determined by the superintendent's office, and Mark Speno will send out a robocall notification to all families. In addition, this information is available on the website of WTSA FM in Brattleboro. Please be sure that we have accurate phone numbers and email addresses so that you are sure to get this communication.

### **Can my child eat school meals for free?**

Yes, all children at PCS can receive breakfast and lunch from our PCS Localvore Cafe at no cost. Monthly menus will be shared ahead of time, and students can make breakfast selections the day before, and lunch selections that day.

### **How do I inform the kitchen of my child's food allergies?**

It is important to notify our school nurse, Nicole Buser, of any allergies, including food allergies by a note from a physician. Nurse Nicole will then meet with the food service

director, Steve Hed, and prepare foods that meet your child's recommended health guidelines. At any time, you may ask to meet with the director to discuss modifications to your child's meal plan. Please note that we may not be able to accommodate food preferences.

**How can I contact my child during the school day?**

You may call the main office during the school day and leave a message with Nancy or Emily who will get the message to your child.

**How can I contact my child's teacher during the school day?**

Parent communication is important, however, during the school day the expectation is that our teachers are teaching and working with students. Therefore, teachers may not respond to your email until they have planning time or after school. We ask that you please allow 24 hours for teachers to respond. If you have an urgent matter, you can reach out to the office and we can deliver a message.

**If my child forgot something that needs to be delivered, where would I bring it?**

You are always welcome to deliver forgotten things to the office, and we will bring them down to classrooms.

**Can my child bring a cell phone to school?**

If your child is in Middle School, they can bring a cell phone to school, but it must be away throughout the day. If students must contact you, we ask that they call from the office. Students in PreK - 5th grade are asked to not bring cellphones to school.

**Is there after school care available?**

Yes. We do offer after school care for those families that need care running until 5:00. This program is at no cost to families. Spots are limited, so please reach out to the office if you are in need of this care.

**Can my child bring toys from home?**

Aside from classroom-specific special occasions, we ask that you do not bring toys from home.

**What if my child wants to ride the bus but doesn't usually do so?**

We can provide students with a bus pass to ride the bus. To do this we must have parent confirmation.

**Can my child stay after school unattended on the playground?**

No. We ask that parents are present for pick up at 2:45 and stay with their children if they wish to stay after school, unless of course they are registered in an after school program.

**Do we have outside recess in the winter and in inclement weather?**

Yes. It is rare that we call inside recess - only in extremely cold temperatures (below 10 degrees), or in instances of heavy rain. Please send your children to school with gear appropriate for any weather that the day may bring.

**Will there be All School Sings this year?**

We are working on developing a schedule for more regular All School Sings. More information to come!

**How will I get information about my child's class, or things happening at school?**

Jon and the office team will write and publish a weekly newsletter that will be emailed to all parents, and posted on our school website. In addition, classroom teachers will communicate things happening in their classrooms on a regular basis.

**When will student pictures be taken?**

We will again have a local photographer take pictures rather than a school photo company. We expect that these will be scheduled in October.

**Will there be snacks at school and can my student bring a snack?**

There is daily snack time built into the schedule, and PCS provides a daily healthy snack program to all students (generally fruits and vegetables). Students can bring a supplemental snack if they wish.

**Will there be a parent directory? Does my information have to be in it?**

Yes, there will be a list of families and their contact information distributed. The goal is to help parents and families communicate with each other in the support of their children's development. Having your information in this document is optional, and you will have the option to not have your contact information published.

**Ways to be Involved**

In addition to classroom-specific opportunities, PCS is reliant on two central parent and community organizations - the Leadership Council and the PTO - to help guide our community. All members of our community are welcomed and encouraged to participate if you are able.

# PUTNEY CENTRAL SCHOOL COMMUNITY SUPPORT

## Administration & Staff

Direct support of PCS students, including academics and social-emotional learning. Parent/caregiver connection through principal and classroom teacher.

[putneycentral.org](http://putneycentral.org)

## Leadership Council

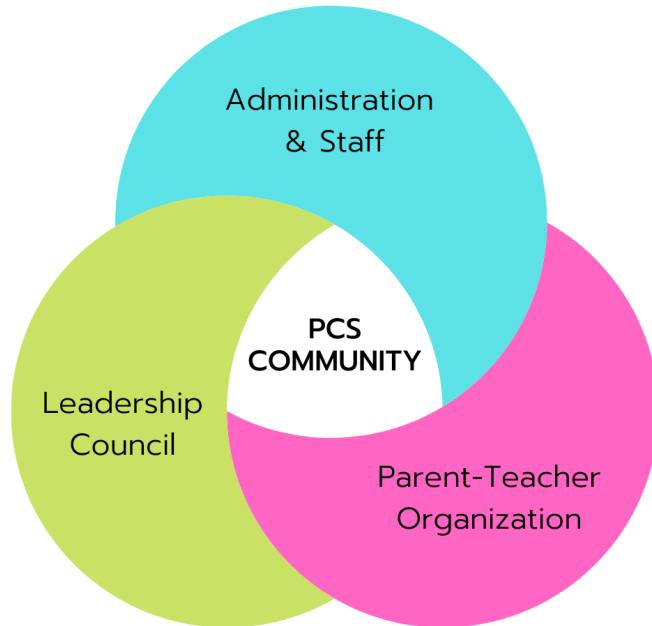
Sub-committee of the school district board, providing insight to Putney community values and supporting PCS Administration (including budget, policy & hiring). Community connection through monthly meetings and outreach events.

[facebook.com/PCSLeadershipCouncil](https://facebook.com/PCSLeadershipCouncil)

## Parent-Teacher Organization

Events and activities focused on the PCS community. Parent/caregiver connection through attending meetings and supporting events on the PTO calendar.

[facebook.com/putneycentralschoolpto](https://facebook.com/putneycentralschoolpto)



**PUTNEY COMMUNITY MEMBERS ARE ENCOURAGED TO PARTICIPATE & ATTEND MEETINGS.  
CONTACT PCS PRINCIPAL JON SESSIONS FOR MORE INFO: [JSESSIONS@WSESDVT.ORG](mailto:jsessions@wsesdvt.org)**