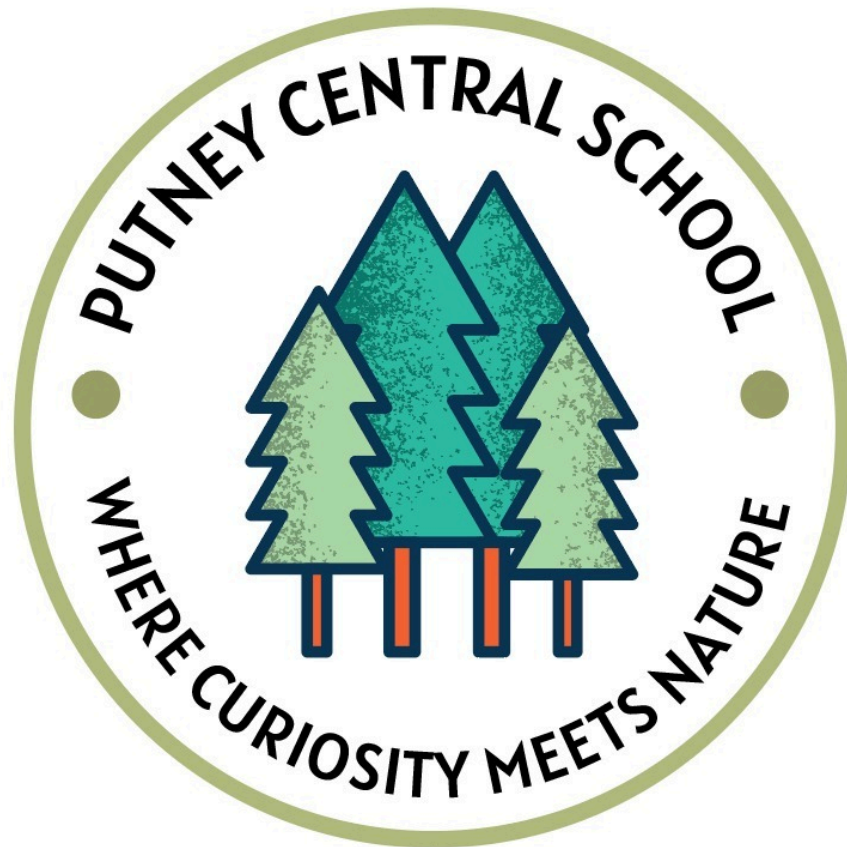


Putney Central School

PreK-8



Family Handbook

2024-25

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

Jon Sessions, Principal

jsessions@wsesdvt.org

Nancy Gagnon, Administrative Assistant

ngagnon@wsesdvt.org

Emily Bristol, Administrative Assistant

ebristol@wsesdvt.org

Nicole Buser, School Nurse

nbuser@wsesdvt.org

Marisa Lazarus, School Counselor

mlazarus@wsesdvt.org

Susan Gunther-Mohr, Social Worker

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)

Name	Position
Sherry Ames	Paraeducator
Tine Biolsi	3rd Grade Teacher
Alison Bissonnette	2nd Grade Teacher
Emily Bristol	Administrative Assistant/Registrar
Jaclyn Buchanan	Paraeducator, Building Substitute
Kayla Carney	Intensive Services Interventionist
Laura Casey	Academic Support Teacher
Sarah Cassidy	Kindergarten Teacher
Serena Clapp-Clark	Paraeducator
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
John Farnsworth	Intensive Services Interventionist
Carey Fay-Horowitz	Librarian
Nancy Gagnon	Administrative Assistant
Heather Girroir	Special Education Case Manager
Susan Gunther-Mohr	Social Worker
Kevin Hadsel	Intensive Services Interventionist
Nicole Hamilton	School Nurse
Maddie Harlow	PE Teacher/Athletic Director
Steve Hed	Kitchen Coordinator/Sustainability
Aidy Holding	Planning Room Coordinator
Christina Hollenbeck	Paraeducator
Danielle Johansmeyer	Paraeducator

Mae Knowles	Special Education 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
Amy Mullins	Paraeducator
Libby North	Paraeducator
Heidi Nystrom	Special Education Teacher
Jennifer O'Donnell	Academic Support Teacher
Emily Pals	Behavior Support
Devin Rhodes	Behavior Support Paraeducator
Torin Riddle	Social Studies Teacher
Kat St. George	5th Grade Teacher
Nathan Sebold	Math Teacher
Mary Seekins	Paraeducator
Jon Sessions	Principal
Molly Stoner	4th Grade Teacher
Kevin Struthers	Evening Custodian
Mike Tafe	Technology Specialist
David Tournoux	Music Teacher
Aaron Walsh	Academic Support Teacher
Emily Walsh	1st Grade Teacher
Maureen Ward	Academic Support Teacher
Jennifer Wilcox	Special Education Teacher
Wendy Windle	Art Teacher
Ila White	Kitchen Staff

2024-2025 School Calendar:

School start and end times

Grades PK - 5: 8:15 - 2:45

Grades 6-8: 8:00 - 2:45

Supervised morning recess begins daily at 7:45

Throughout the year there are various scheduled half days. These days will have a dismissal time of 11:45. Buses will run on half days.

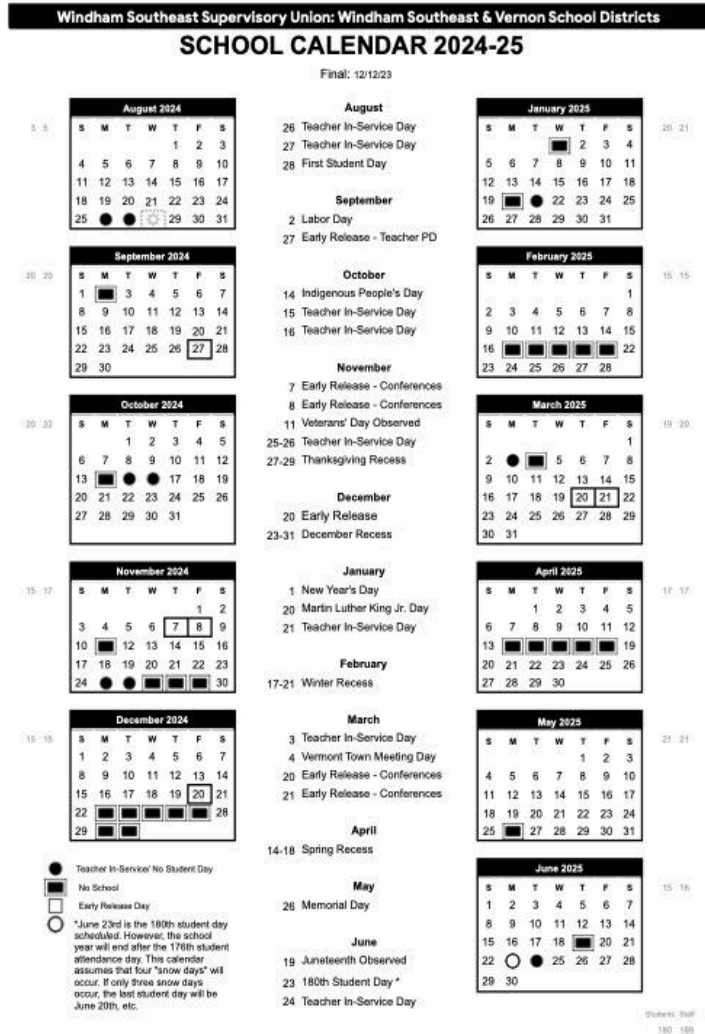
Announcement of school closure

Announcements of school closures will be made by Superintendent Mark Speno through a full district phone call and email. If you do not receive these notifications, please contact the PCS office to ensure that we have correct contact information. You can also check school closures on the WTSA webpage.

Announcement of early or alternative dismissal

Any early or alternative dismissal plan will be communicated to you by school officials through our PowerSchool phone and email data base in the form of a phone call, email and/or text message. Please ensure that we have the correct

contact information for you and all emergency contacts on file in the office.



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.

Educational Support Teams (EST) in WSESU



-- A Guide for Families --

Caregivers, Parents and Families:

Are you concerned about your child's...

- Grades?
- Attendance?
- Behavior?
- Educational Program?
- Health?
- Self-Esteem?
- Need for enrichment?



An EST Plan can provide support!

The family role in the EST can be to:

- Make a referral
- Attend meetings and ask questions
- Share information
- Support the plan
- Stay in touch

The mission of ESTs is to assist teachers, staff, students and families in developing plans that foster support for students to succeed in school.

First Steps:

If there is a concern, referrals can be made by families or staff members. They should:

1. Make contact between home and classroom teacher to discuss concerns.
2. Identify initial supports to try in the classroom and at home.
3. Refer to the school EST if needed.



Next Steps:

After an EST referral is made:

- The team, including the family and students, meets to review information and create a plan designed to address the needs of the student.
- The plan, with goals and supports, is then shared with team members.
- Review and follow-up meetings will be scheduled.

Each student brings a different set of skills, needs, and talents to school. The EST strives to build on a learner's strengths while identifying and supporting academic, social, emotional, and behavioral areas of need.

EST supports might include:

- Identification of interventions and services
- Help for teachers and families to develop strategies for individual students
- Development of specialized plans
- Connection with additional school or community resources in areas of expertise
- Evaluation and follow-up of plans and strategies

Who might be part of the EST?

- Classroom teacher
- Interventionist
- Principal
- Counselor
- Nurse
- Special Educator
- Family Members
- Other staff to offer support



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. We believe that all children can learn in a safe, kind and responsible environment to which they feel they belong, and that it is our responsibility as educators to model and teach these social and behavioral guidelines.

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. We expect that all of our students will follow reasonable expectations regarding conduct and behavior during the school day, 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, who 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.

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 and 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.

Consequences

In addition to supportive methods, there are times when there will be consequences for students in response to behavior that is in conflict with our guiding principles. This can include the following:

- Making up missed work during other times of the day.
- Focused After School Time (FAST) for students in grades 4-8.
- Structured lunch or recess after events in either of those environments.
- In-school, or out of school suspension

Cell Phones

For the 2024-2025 school year we are asking that no student has a cell phone with them during the school day. Why? There is emerging and compelling research around the negative impacts of students having access to cell phones at school, even if they are kept in their lockers or in their pockets. That said, we understand that at times a student must have a cell phone with them for activities they are doing after school, so we have developed the following plans:

This year, we ask that all students in grades PK-5 do not bring a cell phone to school at all. If they must have a phone for after school activities, etc., that phone must be kept in the office during the school day, and retrieved by the student at the end of the day. All students in grades 6-8 will be asked to store their cell phones in a locked box in their homeroom for the day. They will be able to retrieve their phones at the end of the day.

If a student must contact you during the day, we ask that they use a phone in the office to call you. Additionally, if you must contact a student during the day, we also ask that you call the office and we will deliver a message.

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>Susi Gunther-Mohr, School Social Worker sgunthermohr@wsesdvt.org</p>	<ul style="list-style-type: none"> ● Susi can be an excellent resource for families to access housing, food and financial resources in our community ● Susi can assist families to connect with outside therapeutic resources
<p>Marisa Lazarus,</p>	<ul style="list-style-type: none"> ● Marisa can be of assistance to families in creating

<p>School Counselor, mlazarus@wsesdvt.org</p>	<p>healthy routines at home, or supporting positive behavioral supports for families.</p> <ul style="list-style-type: none"> ● Marisa can assist in helping navigate challenging social dynamics at home and/or at school.
<p>Nicole Buser, School Nurse nbuser@wsesdvt.org</p>	<ul style="list-style-type: none"> ● Nurse Nicole can be of assistance in connecting students and families with outside health agencies and creating comprehensive health plans
<p>WSESD Office of Diversity, Equity Inclusion and Social Justice msimms@wsesdvt.org</p>	<ul style="list-style-type: none"> ● 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 ● In addition, PCS has three DEISJ Teacher Leaders who can be a resource to families: Aidy Holding, Carey Fay-Horowitz and Jen O'Donnell
<p>Community Resources:</p>	<p>Putney Foodshelf - (802) 387-8551 Putney Community Cares - (802) 387-5593 https://www.putneycommunitycares.org/ Vermont Family Network - (800) 800-4005 https://www.vermontfamilynetwork.org/ Youth Services - (802) 257-0361 https://youthservicesinc.org/ Department of Children and Families - https://dcf.vermont.gov/ Early Education Services - (802) 254-3742 https://earlyeducationservices.org/ Outright Vermont - (802) 865-9677 https://outrightvt.org/</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 throughout the year. We have boots and outdoor gear for all students. Unless a student is medically exempted from participation, all students will participate in outdoor learning activities as part of the central PCS curriculum.

Food Program

Localvore Cafe

Putney Central School is deeply fortunate to run our 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 or three options for lunch, including a daily salad bar. 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.

What NOT to pack

Soda and candy are not allowed at Putney Central School, aside from pre-arranged occasional celebrations. The definition of soda also includes energy drinks and caffeinated drinks of any kind. Please do not send your child with these items.

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 front 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

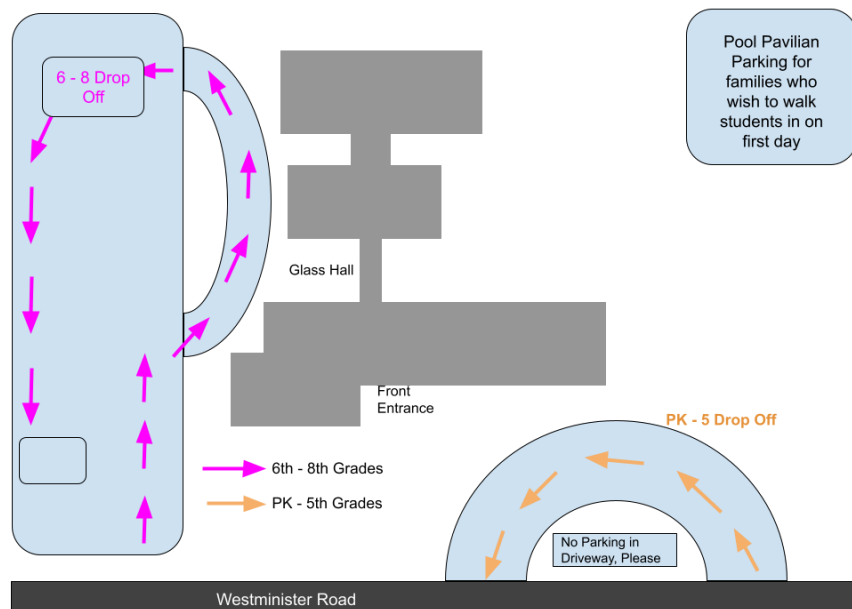
adult at the bus stop, students will be brought back to Putney Central School and an adult will be called to pick them up.

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 for students in grades PK-5, and 8:00 for students in grades 6-8, 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.

Attendance Support

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.

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.

Student Clubs

We value the chance to offer a variety of high-interest clubs for students both during and after school. Many of these clubs are initiated by student interest and initiative, which we really value. If a student is interested in starting a club, details - including identified adult leader, schedule, activities, etc. - must be planned with administration. All clubs,

unless a club designated for particular affinity groups, must be inclusive to anyone interested in the activity.

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 in a lock box in their homeroom 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. If students are found using their cell phones, they will be confiscated and kept in the office for the day.

Is there after school care available?

Yes. We do offer after school care for those families that need care running until 4:45. Spots are limited, so please reach out to the office if you are in need of this care. Starting in the 2024-25 school year, there is a cost to families for this care. In addition, PCS partners with other local agencies for after school care, and we can support you in connecting with other resources.

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.

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 bi-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, though this may differ by classroom.

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

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.

1. The Putney Central School Leadership Council

The Leadership council is a subcommittee of the Windham Southeast school board, whose tasks include assisting and supporting school administration (including in budget development, hiring and policy enactment), and ensuring that local values are represented in our school community. The Leadership council meets monthly, and is open to any member of the Putney community, regardless of their association with Putney Central School. Each meeting contains a detailed report from administration and a WSESD school board representative, as well as a predetermined topic for input and discussion. Please contact Jon (jsessions@wsesdvt.org) for more information.

2. The Putney Central School Parent-Teacher Organization

The Parent-teacher organization (PTO) serves the role of supporting PCS by organizing and running events and activities focused on the PCS community. These can include teacher appreciation week, bake sales, fundraising events, etc.

PUTNEY CENTRAL SCHOOL COMMUNITY SUPPORT

Administration & Staff

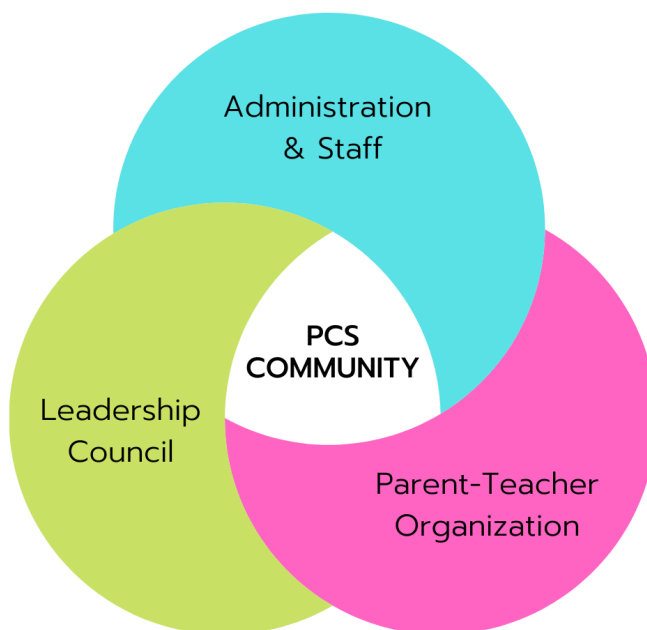
Direct support of PCS students, including academics and social-emotional learning. Parent/caregiver connection through principal and classroom teacher.
putneycentral.org

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

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



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

In addition, there are a variety of other ways to be involved in the PCS community:

- Offer to share a skill or passion with our community by running a 1-day community workshop for students, staff and parents
- Volunteer to support our Winter Sports program
- Participate in a variety of community volunteer days (look for info in newsletter)
- Connect with classroom teachers around ways that you can support specific classrooms throughout the year
- We are always open for new ideas for parental involvement, so if there is something you are interested in, please reach out to us!