

BARSTOW MEMORIAL SCHOOL

Family Handbook

2023 - 2024



A welcome message from our principal

Welcome to the 2023-2024 school year! This handbook was developed to aid families in navigating the many policies and procedures at Barstow Memorial School.

You will see, on the next page, that our mission is to empower our students to be successful students here at Barstow and beyond. It takes all of us, working together to ensure our students receive the best education possible.

On behalf of the faculty and staff at Barstow Memorial School, we are honored that you choose to send your student(s) to our school. Barstow is a special place to work and learn!

Sincerely,

Bob Myers

History of the School



William S. Barstow
1866-1942



Françoise Duclos Barstow
1876-1958

Welcome to the Frederic Duclos Barstow Memorial School! Our school was built back in the 1930's as a memorial to Frederic Duclos Barstow by his parents, Mr. and Mrs. William Slocum Barstow. Frederic Barstow moved to Chittenden from Great Neck, Long Island after serving in World War I. He built a home on the high left bank of East Creek just above the village. Mr. Barstow organized and ran the Vermont Silver Fox Farm in an effort to introduce pheasants to Vermont forests. Frederic was also interested in assisting the local youth through high school and college. He traveled extensively and brought some local young people on those trips with him. He died while on one of those trips in 1931 at the age of thirty-six.

At the time of Frederic's death, the town school consisted of two rooms in the old schoolhouse in Chittenden Village. The local PTA was trying to find ways of raising \$500 for repairs to bring the building up to state standards. At this point, Mr. and Mrs. Barstow stepped in with the idea of a memorial school for their son. Part of the school was built in 1933, and then an addition was completed in 1939. In 1965, the present middle school wing was added. In May of 2002,

construction began once again at the school to bring the existing facility into full compliance with all federal fire, health, safety and architectural standards (ventilation/air quality, electrical, and handicapped accessibility). A larger, junior high size gymnasium was built in the courtyard area. Two levels of general classrooms designed to house grades three and four were constructed in the old gym space, as well as special education and world languages. Music, art, and administration moved into the vacated third and fourth grade classrooms. Restoration of the hall/auditorium allows the space to be used as a multi-purpose room, which serves both school and community. Adequate space for guidance, health, teachers' work area, kitchen and storage were reconfigured into the renovation of the existing building, and the installation of an elevator provides handicapped accessibility to all sections of the school.

A trust fund had been set up by the Barstows which contributes \$25,000 annually to fund approved enrichment activities.



Staff Contact Information

NAME	EXTENSION
Raymond, Kimberly (Admin Assistant)	2501
Myers, Bob (Principal)	2502
Aines, Kristen (Guidance)	2503
Bodin, Erin (Library)	2528
Boucher, Joe (Building & Grounds)	2530
Bowen, Olivia (Grade 2/3)	2504
Brissette, Aria (Middle School Science)	2506
Brosnan, Claire (Nurse)	2522
Cook, Thomas (Physical Education)	2509
Dazzi, Amanda (Grade 1)	2512
Dundas, Orla (5/6 Math/Science)	2520
Elliott, Stacy (Student Support)	2533
Frisch, Rachel (Grade 3)	2527
Gallagher, Jamie (7/8 Humanities)	2513
Gallagher, Sarah (MS Math)	2514
Hitchcock, Mary (Pre K)	2510
Hogan, Jen (Art)	2515
Joyce, Michael (Academic Intervention)	2526
Kay, Jason (Spanish)	2518
Landon, Heidi (Student Support Services)	2521
Miles, Leigh (Academic Intervention)	2526
Myhre, Heather (Speech/Language)	2525
Plotts, Joe (Music)	2508
Sabatato, Julie (Grade 5/6 Humanities)	2505
Stevens, Christian (Grade 2)	2507
Sullivan, Toni (Student Support Services)	2523
Tench, Jenna (RMH)	2536
Walsh, Zach (Student Support)	2516
Ward-Torelli, Coral (Grade K)	2517
Wilcox, Carly (Grade 4)	2524
Computer Lab (Dan)	2537

To reach a staff member please call the school at 802-773-6926 and enter the extension when prompted. To reach staff by email, addresses at first initial last name @rnesu.org unless otherwise noted. For example: bmyers@rnesu.org

Most policies and procedures are common across all schools in Rutland Northeast Supervisory Union. **Rutland Northeast Supervisory Union's District Handbook** should be the first reference point for Barstow families. The district handbook is updated throughout the year and should always be the starting point for families to reference. Please find the link here: [District Handbook](#)

For complete copies of all policies and administrative memorandums please visit the RNEsu website and click on the District Information tab or follow this link: [Policies and Administrative Memos](#).

This family handbook does contain additional information specific to Barstow school that is not covered in the RNEsu District Handbook.

If you would like to follow us on social media, you can find us at:



Barstow Memorial School



barstowbobcats



@BarstowBobcats



Barstow Unified Union School District Ends Policy

Barstow Unified Union empowers all students with the knowledge, skills and attributes needed to be successful and contributing members of a global society through the development of character, competence, creativity, and community, by way of the resources invested by our communities.

1.1 Students will have knowledge in all content areas as enumerated by Vermont's Agency of Education:

- 1.1.1 Arts
- 1.1.2 Digital Learning
- 1.1.3 English Language Arts
- 1.1.4 Financial Literacy
- 1.1.5 Global Citizenship
- 1.1.6 Health Education
- 1.1.7 Mathematics
- 1.1.8 Physical Education
- 1.1.9 Science

1.2 Students will have transferable skills as enumerated by Vermont's Agency of Education:

- 1.2.1 Clear and Effective Communication
- 1.2.2 Creative and Practical Problem-Solving
- 1.2.3 Informed and Integrative Thinking
- 1.2.4 Responsible and Involved Citizenship
- 1.2.5 Self Direction



1.3 Students will demonstrate attributes, including but not limited to:

- 1.3.1 Respect
- 1.3.2 Kindness
- 1.3.3 Resiliency
- 1.3.4 Compassion
- 1.3.5 Self Confidence
- 1.3.6 Curious Life-Long Learners

BARSTOW MEMORIAL SCHOOL BEHAVIORAL EXPECTATIONS

At Barstow we believe all students should feel safe and supported to learn and grow at school. We believe that focusing on desired expectations and reinforcing the positive will benefit all students. We have implemented a Positive Behavior Interventions and Supports (PBIS) framework in order to create and teach common expectations and use common language across the school.

The desire with all responses to problematic behavior is to work to adjust the behavior and repair the harm done. The goal of responses to student behaviors that are problematic is threefold: logical consequence, teaching the desired behavior, and restorative practice.

Communication home is a large piece of reinforcing positive behaviors as well as working with families to address problematic behaviors. Parents and guardians will be contacted by the school when their child is displaying concerning behaviors and also to explain what the course of responses will be. Depending on the nature of the behavior, parents may hear from classroom teachers, Mr. Walsh - Student Support Professional, Mrs. Aines - Guidance Counselor, Mrs. Brosnan - School Nurse, or Mr. Myers - School Principal.

PBIS Statement of Purpose: Barstow Memorial School has a longstanding tradition of positive school culture and high academic achievement. The purpose of PBIS in our school is to continue that tradition by providing a framework for school-wide behavior expectations and consistent responses to behavior in order to allow all students to access their learning.

Throughout the day students will be reminded about the importance and reasons why we ask all students to *choose kind*. Students are taught that at Barstow Memorial School, *choosing kind* means that we are: safe, respectful, responsible and accepting.





Choose Kind

Barstow School-Wide Behavior Expectations



Expectation	SETTING					
	Classroom	Hallway	Cafeteria	Bathroom	Playground	Bus
I am Accepting	<p>Be flexible; be willing to work with anyone</p> <p>Recognize we all have strengths and challenges</p>	<p>Hold doors for others</p> <p>Recognize other's needs, give privacy when needed, go around if needed</p>	<p>Accept others' food choices, and the food prepared at school</p> <p>Welcome others to your table and conversations</p>	<p>Be considerate of other people's needs and circumstance</p>	<p>Welcome others to play</p> <p>Remember, we play to have fun</p>	<p>Follow the assigned seating chart</p> <p>Be mindful that all ages ride on the same bus</p>
I am Safe	<p>Have a calm body</p> <p>Be mindful of the objects in the room</p>	<p>Body in control</p> <p>Be mindful of others</p>	<p>Stay in your own space</p> <p>Avoid sharing food</p>	<p>Be aware of space and privacy</p> <p>Report concerns to adults</p>	<p>Safe and appropriate use of structures and equipment</p> <p>Stay within the playground boundaries</p>	<p>Sit in assigned seat, face forward, bottom on seat and feet and hands in front</p>
I am Respectful	<p>Follow appropriate requests from adults and others</p> <p>When someone asks you to stop, you stop</p>	<p>Quiet voices</p> <p>Respect school property</p> <p>Make space for others</p>	<p>Respect dietary differences</p> <p>Food is for eating</p> <p>Say "please" and "thank you"</p>	<p>Wait your turn when needed</p> <p>Give others privacy</p> <p>Respect school property</p>	<p>Listen to instructions from adults</p> <p>When someone asks you to stop, you stop</p>	<p>Have a safe voice volume</p> <p>Language and content that is appropriate for every student</p>
I am Responsible	<p>Take care of our classroom and materials</p> <p>Be prepared for class and try your best</p>	<p>Move quietly to allow learning to continue</p> <p>Go directly to where you need to be</p>	<p>Clean up after yourself</p>	<p>Clean up after yourself</p>	<p>Dress appropriately for the weather</p> <p>Tell an adult if you see an unsafe choice</p>	<p>Bring everything off the bus that you brought on</p>

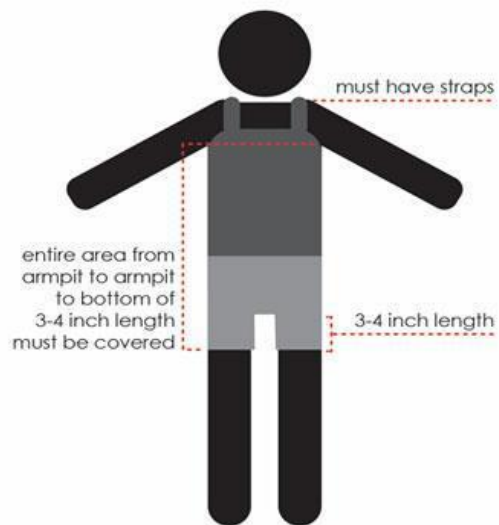
Responses to Problem Behavior: The desire with all responses to problematic behavior is to work to adjust the behavior and repair the harm done. However, consequences may include other options such as but not limited to in-school or out-of-school suspension, alternative learning environments, or alternative lunch and/ or recess. The school administration must weigh many factors when determining consequences.

ADDITIONAL EXPECTATIONS

Dress Code: Students are expected to dress appropriately for school with specific regard for respect, neatness, safety, and modesty at all times. Appropriate and safe footwear is required during physical activities such as physical education, recess, and field trips. Articles of clothing must cover the body properly and be in good taste. Clothing that is distracting to the learning community or is offensive to other members of the school will not be allowed.

Students should keep in mind that school is their workplace and they should dress for the important learning they do here. Therefore,

- Hats and other similar apparel (including hoodies) are not to be worn in the building.
- Students should have undergarments, private areas, and midriffs covered at all times.
- Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches noted in the figure to the right.
- Clothing and personal property displaying words and/or images portraying offensive, aggressive, sexual, or violent behavior is not acceptable in a school setting or during a school activity.
- Clothing or personal property that promotes drugs, tobacco, or alcohol is also prohibited.
- Shoes must be worn at all times.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.



Students who violate this dress code will be asked to change their clothing in school or be sent home to change. **The ultimate interpretation of the dress code will be left to the discretion of the administration.**

Winter Recess: Students in grades K-4 must wear seasonally appropriate outerwear during recess. Students must wear coats, boots, gloves, snow pants, etc. in order to play in the snow.

It is the expectation that parents are aware of what their students are wearing to school. Some students choose to wear shorts during the cold weather. It is not the responsibility of school personnel to determine whether this is appropriate or not; however, it is at the discretion of the administration to permit a student to go outside to play if not dressed appropriately for the weather. Students wearing shorts or not having the appropriate clothing will not be allowed outside to play if the weather conditions endanger the wellbeing of the child.



Digital Devices and Responsible Use Expectations: Using digital devices (whether personal or school owned) and the Barstow/RNESU network is a privilege. When they are used according to the [Responsible Use Guidelines](#) students will keep the privilege to use them. This includes:

- Using digital devices, networks, and software in school for educational purposes and activities
- Keeping personal information (including home/mobile phone number, mailing address, and user password) and that of others private
- Showing respect for self and others when using technology including social media
- Giving acknowledgement to others for their ideas and work
- Reporting inappropriate use of technology immediately

Electronic and Gaming Devices: Personal devices such as laptops, tablets and cell phones are not to be used in school due to the distraction they present. Students may use these devices on the school bus if approved by the driver (or the teacher when on a field trip). Students and parents need to be aware that the school is not responsible for missing or broken equipment, and we strongly recommend that valuable equipment be left at home.

Mobile Device Expectations: Cell phones must be turned off and kept in the student's locker upon arrival at school each morning. At the end of the day, phones must stay off and in bags until the student has been dismissed from their last class. There may be occasions when, with the teacher's permission, students will be permitted to use their cell phones, cell phone camera and/or other devices for academic purposes. Cell phones and cell phone cameras are not to be used during recess, while in the bathroom, or on the bus. Pictures and videos taken at school are only for academic purposes and are not to appear in any social media platform.

If a student does not comply with cell phone expectations the following consequence will take place:

1st offense: Student will be asked to turn the phone off and put it in their locker.

2nd offense: Teacher will take the phone and keep it until the end of the day when the student can pick it up, the teacher will call home and notify the parents/guardians.

3rd offense: The phone will be sent to the office and a parent/ guardian will be asked to come pick it up when school is open. The teacher will notify the parent that the phone is in the office.

ATTENDANCE

Students are expected to be present and on time for all classes throughout the year unless ill. If a student is absent or late, parents/guardians are asked to call the office before 8:30 a.m. indicating that their child will not be in school and provide the reason for the absence. Parents may leave voice mail messages at any time prior to the start of the school day. This call not only informs us of their absence but also confirms your child's safety.

We encourage students to miss as little time as possible. However, if a student is sick, parents should keep their child home until they are well. Students who are absent due to illness during any part of the school day will not be permitted to participate in after school activities on that day. This includes such activities as athletic contests, music concerts, club events, etc..

In case of extended illness, injury or surgery, a letter from the attending provider, including any physical limitations, should accompany the student on their return to school. Students requiring the use of crutches or other orthopedic devices must have a note from the doctor regarding activity limitations.

Vermont State law requires schools to document absences and to report concerns to the Department of Children and Families as well as the State's Attorneys Office. An absence is considered excused if the child is called out of school by their parent/guardian. After ten excused absences, the school reserves the right to document non-medical absences as unexcused. When the number of unexcused absences for a student becomes concerning (in most cases, 5 or more absences), the school will reach out to the family to see what can be done to improve the student's attendance.



Please refer to the [RNESU handbook](#) for the most current attendance policy and procedures.

Family Vacations: We discourage parents from scheduling vacations outside the school calendar. Class instruction time is difficult to recreate and any absence can have a detrimental effect on student learning. However, in the event that a student will be out of school due to a family vacation, the following procedure should be followed:

- ❖ Parents/ guardians must notify the principal in writing (email is acceptable) at least one week in advance of anticipated missed school days stating the reason for the absence. This will eliminate any unnecessary telephone calls or concern over your child's whereabouts.
- ❖ If parents/ guardians would like the days to be considered excused absences, a description of any curricular connections should be included in the written notification.
- ❖ The school principal has the final say in whether an absence is excused or unexcused.

ARRIVAL/DISMISSAL

Students are expected to arrive at school between **7:50 and 8:00 a.m.** Morning announcements will begin approximately at **8:05 a.m.** Students will be considered tardy if they are not in their classroom when the morning announcements begin and will need to report to the office before proceeding to class. Please remember that tardiness is upsetting to students and disruptive to the class. Your cooperation is greatly appreciated!

Children who do not come on the bus should arrive at school no earlier than 7:50 a.m., as supervision is not provided before that time. Students being dropped off by car should be dropped off by the South side entrance across from the playground.

Students are dismissed at **2:45 p.m.** All students are required to leave the school grounds directly after school. **They may not remain on school grounds unless participating in organized and supervised school sponsored extracurricular activities.**

The faculty or staff are not expected to assume responsibility for the welfare of children on school grounds after they have been dismissed. Students not participating on teams may **not** remain after school to watch games as most starting times are after 4:00 p.m. We encourage students wishing to be spectators to make arrangements to return to school when the games are scheduled to begin. Students participating in a supervised after-school activity must remain on school grounds until dismissed.



Students are required to bring a note signed by their parent/guardian when not going home their usual way. This note should be presented to the classroom teacher first thing in the morning. If no note is received, students will be sent home as indicated on their transportation form completed at the beginning of the year. If a permanent change is needed, please contact the school secretary to make that change. **A student may not call to obtain permission to go to someone else's house after school or to stay for a sports event. These arrangements must be made in advance.**

TRANSPORTATION

Car Drop-Off and Pick-Up Procedure: Cars are **not** permitted in the front of the building between 7:50 - 8:10 a.m. and 2:20 – 2:55 p.m. The pick-up and drop-off area for students will be at the south entrance to the school. Cars should go around the back of the building and proceed in a line formation until students can be safely dropped off or picked up. **Please keep the hill clear of any traffic.** This blocks any cars or buses needing to get through.

Always make sure your child is ready to exit the vehicle as quickly and safely as possible. Please do not pull out and pass others as children may be entering/exiting cars. If you need extra time when dropping off your child, parents can park in the area facing the playground for a brief time. However, please note that this is part of the playground area so extended parking is not allowed. To ensure student safety, please use the crosswalk when crossing your students from the playground side to the south entrance. Please be sure to obey all signs in the parking lot.

During afternoon dismissal, cars should remain in line and school staff will dismiss students as your car approaches the south entrance. These procedures have been set up to ensure the safety of all students and your cooperation is necessary.

School Bus Expectations: Bus transportation is coordinated through Rutland Northeast Supervisory Union. Please reference the [RNESU District Handbook](#) and the *Bus Expectations* section for more information.

Bus Schedule: Times are approximate and may vary significantly during the first week of school, as well as during the winter months. The bus schedule is posted on our Barstow webpage. If you do not have access to the internet, please call the office and speak with Kim Raymond, 773-37636, ext. 2501.



Students should be waiting at their bus stop at least five minutes prior to scheduled pick up time. If you have any questions, please contact Rich Vigue, RNESU Transportation Coordinator, at either 247-2769 or by e-mail (rvigue@nesu.org).

HEALTH & SAFETY

Health Services: Our school nurse, Mrs. Claire Brosnan, is on duty every day. In the event of an accident or other emergency, parents will be contacted. It is very important that parents complete and return all emergency paperwork on-line at the beginning of the school year as well as any forms that may come home.

PLEASE INFORM THE SCHOOL IF THERE ARE ANY CHANGES IN MEDICAL or CONTACT INFORMATION DURING THE YEAR.



It is a parent's responsibility to ensure all of their student's health records are kept up to date in the health office. Students should feel free to visit the school nurse by first coordinating with their classroom teacher. Parents should contact the school nurse

regarding any concerns at Ext. 2522.

Emergency drills: Barstow uses a set of standard response protocols in an emergency. This [School Emergency Information Guide for Families](#) can help you gain a greater understanding for how our school will respond in the event of an emergency. Throughout the year, we will share our ever-updating plans as we work with the Chittenden Volunteer Fire Department, Chittenden Emergency Management Team, the Vermont State Police and our central office to improve our response plans. If you should ever have any questions about these response plans, please feel free to contact the school.

This document is posted in all classrooms in the building. To help ensure all of our students are comfortable with these procedures, we ask that parents join us in reviewing the procedures with their student(s). For Lockdown situations we practice an options based protocol that empowers individuals to make decisions regarding the safety of those in their care. More specific information regarding school safety can be found in the [RNESU district handbook](#).

Custody issues or safety concerns: If there are any custody issues or safety concerns regarding your child, please notify the school office. **Legal documents need to be on file in the main office to ensure your child's safety and our ability to follow the court orders.** It is the parent/ guardian's responsibility to provide the administration with these documents.

Guidance Services: Our school guidance counselor, Mrs. Kristen Aines, is available every day for students, parents, and teachers. The guidance counselor supports student development academically, personally, and socially through classroom guidance

experiences, support groups, staff and parent coordination, short individual counseling check-ins, and enrichment programs. Please feel free to contact Mrs. Aines regarding any guidance or counseling concerns at ext. 2503.

Barstow also partners with Rutland Mental Health Services to provide resources to families through a Case Manager on site at Barstow. Please contact the school's Guidance Counselor, Mrs. Aines, to discuss the process for referral to RMH Services at school.

SCHOOL GROUNDS

Visitors: Parents and visitors are welcome in our school. During school hours, we ask that visits be arranged ahead of time and in communication with the area being visited. All exterior doors are locked after morning arrival time to ensure everyone's safety. Please be sure to enter through the main front entrance and buzz into the office. You will be asked to state your name, the nature of your visit and present a driver's license. After checking in, visitors will be given a printed visitor badge, which must be worn while in the building.

Playground Use: The playground area may be used by the public from dawn to dusk when school is not in session. The main playground structure and playground equipment is appropriate and safe for elementary school-aged children only (Grades K-5). Recreational vehicles of all types are prohibited on the playground area.

Substances Free: In accordance with the law, Barstow is a substance free facility which prohibits the use of alcohol, tobacco, e-cigarettes/ vaping devices, and marijuana products in the building or on any school grounds (including playground and fields).



Weapons: Weapons of any kind are prohibited on school property.

Allergy Aware: Barstow, along with all other RNESU schools is allergy aware. Please find the entire RNESU protocol at the link provided [here](#). CDC Guidelines can be found with the link provided [here](#).

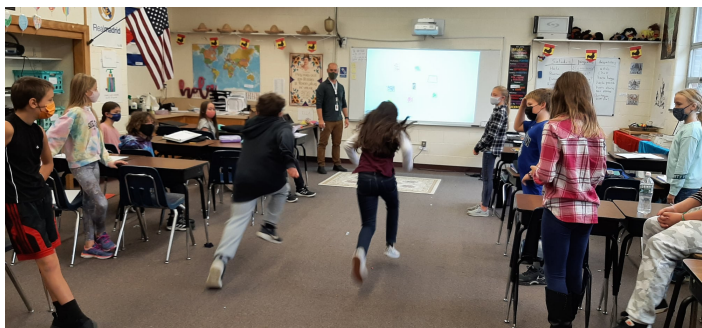
LOST AND FOUND

Throughout the school year we have many "lost" articles of clothing and other belongings. These items can be "found" by the south entrance lobby. Parents are welcome to check this area at any time. Before breaks and at the end of the school

year, any items left unclaimed will be donated. **It is strongly recommended that students leave items of value at home.**

ACADEMICS

Homework: Information on approximate amount of time allocated and frequencies will be explained in communications from the classroom teachers.



Progress Reports: Barstow operates on a trimester reporting basis, with progress reports sent home at the conclusion of each trimester. Parent conferences will be held in the fall and spring. The schedule for conferences during the year can be found below and on the school calendar.

Specific information will be sent home through notices to parents and in the weekly *Barstow Bulletin*, our newsletter. The following important dates are for the 2023-24 school year:

***Please see the RNESU School Year Calendar for all district-wide dates.*

TRIMESTER 1	Wednesday 8/30 - Friday 11/3
Open House	Thursday 9/14
Picture Day	Wednesday 9/20
T1 Report Cards	Thursday 11/9
Fall P/T Conferences	Thursday 11/9 (3-8pm) & Monday 11/13 (3-6pm)
TRIMESTER 2	Monday 11/6 - Friday 3/1
T2 Report Cards	Tuesday, 3/7
Spring P/T Conferences	Thursday 3/7 (3-8pm) & Monday 3/11 (3-6pm)
TRIMESTER 3	Monday 3/4 - Wednesday 6/11
VTCAP Testing	Tuesday 4/30-Thursday 5/2 (Grades 3-8 ELA/Math) Tuesday 5/7-Thursday 5/9 (Grades 3-8 ELA/Math) Tuesday 5/14- Thursday 5/16 (Grades 5 & 8 Science)
T3 Report Cards	Last Day of School

Field Studies/ Class Trips: Many of the Barstow grades participate in a traditional field study/class trip. Preparation for the field study is part of the class curriculum. Since trips are tied to curriculum, students must be enrolled in the course the trip is connected

to in order to attend. Students must also be enrolled for a long enough duration that they have the necessary curricular background to attend, this is generally by the beginning of the third trimester for field studies. Students look forward to these enjoyable and educational opportunities. The students may participate in fundraising events as a class to help to alleviate the cost of these trips. If a student has earned money for their field study but will not be participating, funds will remain in the class account. Field studies are a privilege that may be revoked where a student's behavior or non-compliance of school expectations warrants it.

Students are responsible for curriculum preparation relative to the field study whether the student participates or not. If a student does not participate in a field study because his or her privilege to participate has been revoked, the student is expected to attend school during that time and complete schoolwork that has been assigned.

If a parent and student elect for a student to not participate in the field study trip, the student is to remain home under parental supervision during the time of the trip.

HOME/SCHOOL COMMUNICATION

Phone Calls from the School: Your caller ID may not always display Barstow's main number when a call is coming through from the school. Caller ID will also not display a name associated with the number. Calls often appear to come from a number listed as being in Albany, VT. Be sure to answer these calls.

Other Communication: One way that the school provides information to parents is through our monthly newsletter and calendar of activities which will be sent electronically at the end of each month.

If you do not have access to email or the internet, you may contact the office and request a hard copy be sent home. This same information can also be found on the school's website barstow.rnesu.org.

In an extra effort to maintain communication between home and school, your primary email address will automatically be placed on our Parent Group mailing list so that you will directly receive all general school announcements. If you would prefer not to receive messages from the school, use a different email address and/or include additional ones (especially for students who reside in two different households), please contact the school secretary at kraymond@rnesu.org.

We encourage good communication between home and school, so please do not hesitate to contact us if you have any concerns or questions. Staff contact information is included in the front of this handbook.

We encourage parental and guardian support at Barstow Memorial School. If a parent should wish to meet with a teacher, visit a classroom, or otherwise contact school personnel, we ask that you call the teacher in advance to make arrangements. Parents/guardians are asked to contact teachers at school during the hours of 7:45 a.m. – 3:15 pm or to leave a message outside of school hours.

Expression of Parental Concern: Good communication is the key to keeping the relationship open and honest between home and school and it is important that the lines of communication be kept open, and done in an appropriate manner. If any parent has concerns dealing with school related issues, the appropriate solution is to discuss that concern with the relevant person at school.

Steps toward effective communication when concerned include:

1. Always express any classroom concern directly to the teacher involved. If the concern is one outside the classroom, contact the person most directly involved.
2. If the concern still needs to be resolved after Step 1, please contact the principal. If Step 1 has not occurred, the principal will facilitate a meeting between the teacher and the family.
3. If the concern still needs further resolution after Step 2, then the principal and the parent will inform the superintendent. Please make sure that Step 2 has occurred.
4. If the concern has still not been resolved, the superintendent will then bring it before the school board if deemed appropriate. Please make sure that Step 3 has occurred.

EXTRA-CURRICULAR ACTIVITIES

The aim of our extra-curricular program is to ensure that students are involved and participate as much as possible, while also building skill levels and knowledge in the particular area. **Enjoyment of the activity in the process is essential.** The extra-curricular coaches and advisors also place a major emphasis on interpersonal relationships such as sportsmanship, pride of school and self and basic values and courtesy.

An important value of each extra-curricular activity is always the social interaction and life skills used and gained by participants. We urge all students to participate in an extra-curricular activity as a way of developing a well-rounded school life. Some of our programs may include, but are not limited to the following: soccer, basketball, baseball, softball, talent shows, band, chorus, community service clubs, and peer leadership. It is expected that all students participating in extra-curricular activities abide by the school's expectations.



In the event that school is closed due to weather conditions, snow day, etc., all extra-curricular activities will also be canceled.

Athletic Program Participation: Barstow offers athletic programming to students in 7th and 8th grade. The right of every student to participate in sports and athletics at Barstow is integral to the learning process and total education to the students. The idea of good sportsmanship and team play should be encouraged in keeping with the commitment of a high-quality education at Barstow.

In any sanctioned athletic event or sports activity, no student shall be denied the right to participate or play therein on the basis of disability, race, religion, color, gender, sexual orientation or ethnic background. In sanctioned athletic events or sports activities, all students of appropriate age and/or grade level shall be encouraged to participate in all games and events. Every sanctioned game and event, including tournament play, shall be designed and managed so as to encourage every team member to participate and play in each such game without regard to his or her athletic ability. No student may be excluded or “cut” from the team, or denied the right to play, or participate in every game and event except for disciplinary reasons of substantial nature or due to academic ineligibility.

Before participating in any athletics at Barstow, students and parents/ guardians will be asked to complete the necessary paperwork including but not limited to an athletic agreement, emergency information, well exam verification, and review of concussion information. Barstow follows all guidelines set forth by the Vermont Principals’ Association. Specific questions regarding athletics should be directed to the Athletic Director, Tom Cook at tcook@nesu.org.

Spectator Expectations: All spectators are expected to practice good sportsmanship that demonstrates support and encourages our student athletes and their efforts whether at Barstow or at other surrounding schools. Please allow the players to play their game, the coaches to coach them, and the officials to officiate without assistance or interference. Should these guidelines not be followed, the officials have the right to assess a penalty or foul against the corresponding team and/or you may be asked to leave the premises. Please remember that food and drink are not allowed in our gymnasium.

FAMILY INVOLVEMENT

There is a wealth of community and family support and involvement at Barstow. We have a number of volunteers active in the PTO, Extra-curricular Activities, Four Winds, and/or in the library and in classrooms or serving as chaperones on class trips.

PTO: The Barstow PTO welcomes all parents and community adults who would like to be a part of what is happening at school, whether they have a little time or a lot. We have monthly meetings and organize a myriad of activities. We have many plans underway, but are very open to your suggestions and concerns.

Our fund-raisers support enrichment programs, staff appreciation events, and family entertainment occasions. We appreciate any level of involvement from parents,

teachers and community members. Please join our email information list at thebarstowpto@gmail.com.



Volunteer Information: Barstow is always looking for new ideas to enhance the experience of our students. If you are a parent, guardian, or community member and are interested in serving as a volunteer or advisor for a club or program, please contact the school principal, Bob Myers. All school volunteers and parent chaperones who will have unsupervised contact with students, must complete a background review and criminal record check, as well as undergo the fingerprinting process.



We greatly value your involvement as a volunteer or chaperone. Please understand that our established guidelines are not presented due to any mistrust of parents or community members. It is necessary for schools to have procedures in place that promote the safety and wellbeing of children in all school and school related settings. We hope that you enjoy participating with our school-community. Please feel free to contact us if you have any questions or concerns.

Chaperone Expectations: We would like to thank all prospective parent/ guardian chaperones since it is with your assistance that our field study trips are made possible. We endeavor to give all parents/ guardians who would like the opportunity to accompany and assist us. Various trips and activities will involve differing requirements of chaperones, but in general, we ask parents to remember that classroom expectations prevail and that all field trip participants, including chaperones, are expected to support these expectations and honor the teachers' authority. We ask that chaperones allow school personnel to respond to inappropriate or disruptive student behavior by reporting student issues immediately to a teacher. All volunteers and chaperones are subject to the same policies and procedures as staff at school and on any school sponsored activity or trip. Barstow reserves the right to restrict the number of chaperones attending a trip.

While in our school or on a field trip, please remember that our students have a right to privacy and we ask that chaperones do not share any information about students with others.

Field study trips are designed to reinforce what the students have been studying in class. Siblings will not be allowed on these trips. On extended day field trips, parent chaperones are expected to remain (day and evening) with the school group. Students are allowed to ride with their parents in cars on field trips if the school principal is notified ahead of time. Volunteers and chaperones participate under the supervision of school staff. **All parent chaperones who will have unsupervised contact with students must complete a background review and criminal record check, as well as undergo the fingerprinting process.** This includes parent chaperones that will be on multi-day field study trips (RNESU Policy Code: GBLA); this process can take up to eight weeks, so parents/ guardians are encouraged to take care of this ahead of time.

SCHOOL BOARD MEETINGS

The Barstow School Board meets the third Monday of the month starting at 6 p.m. in the library. These meeting dates and times are subject to change. School board agendas and minutes are located on the Rutland Northeast Supervisory Union webpage. Learn more about the [Barstow Unified Union Board](#).

