



**The Edgartown School**  
**2016-2017**  
**Student/Parent Handbook**

## Table of Contents

Letter from the Principal .....	1
History of School .....	1
School Philosophy .....	2
Edgartown School Vision .....	3
Systematic Approach to Teaching and Learning .....	3
Residency .....	3
Age Requirements .....	4
Academic Year Calendar .....	4
Parent Teacher Conference Dates	
State Testing & ACCESS ELL Testing Dates	
Edgartown School Hours .....	5
Cancellation of School .....	5
Delayed School Opening Procedures .....	5
Early Dismissal Procedures .....	5
Transportation .....	6
School Bus Schedules	
Crossing Guard Rules .....	6
School Attendance .....	7
Tardy Arrivals	
Absences	
Picking Up Children During School Time .....	8
Homework and Make-up Work .....	8
Family Procedure for Vacation Leave for Students.....	9
Change of Address and Contact Information .....	9
Responsibility for Child when Parents are Off-Island .....	9
Custodial Issues .....	9
Parental Notification Policy .....	10
School Visits Conferences and Reports .....	10
Communication	
Parent Teacher Conferences	
CORI Check .....	10
Animals in School .....	11
Health and Health Services .....	11
Lunch Program .....	11
Special Education Programs .....	12
Island Parents Advisory Council	
Grades 5-8 Academic Standards .....	12-14
Honor Roll & High Honor Roll	
Report Cards	
Students with Special Needs	
Student Eligibility	
Eighth Grade Graduation	
Eighth Grade Class Trip	
Community Service	
Guidance .....	14

State Testing and ACCESS ELL Testing .....	15
School Rules .....	15-18
General Rules	
Lunchroom Rules	
Assembly Behavior	
Suspension	
Disciplinary Action	
Respect for Property .....	19
Representing Your School .....	19
After School Activities .....	19
School Social Events .....	20
Emergency Procedures and Drills .....	20
Accident Insurance .....	20
Bicycle Helmets .....	20
Lost and Found .....	20
Telephone Use .....	21
Library .....	21
Edgartown School Parent Teacher Association .....	21
Statement of Purpose	
Classroom Parent	
Volunteer	
Edgartown School Advisory Council .....	22
Use of School Facilities .....	22
Smoking .....	22
Equal Educational Opportunity .....	22
School Policies .....	23
Civil Rights Policy MVPS Compliance Coordinators and Liaisons .....	23
Faculty and School Personnel .....	24-27

## **Letter from the Principal**

Greetings and welcome to the Edgartown School. This handbook contains procedures and information to help you become acquainted with the school. The faculty and staff are dedicated to making your child's education an enjoyable and challenging endeavor. The Edgartown School is an excellent place for children to experience learning opportunities. I encourage you to be an active part of your child's education by monitoring his/her progress and keeping in close contact with the teacher(s).

If you should have any questions about the school, or if I can be of assistance to you, please do not hesitate to contact me.

John W. Stevens  
Principal

## **A Brief History of the Edgartown School**

Prior to the opening of the present main building the Edgartown School, grades 1 through 6 met in the North School, now a section of Edgartown Commons and grades 7 through 12 met at the South School, former home of the Edgartown Boys' and Girls' Club.

Regionalization was considered in 1922 and 1923. A joint committee was formed and the superintendent in one of his annual reports strongly recommended unionization. However, discussion came to an end when Edgartown decided to go ahead and erect its own building. It wasn't until the 50's that the subject was brought up again and action started, which culminated with the opening of the M.V.R.H.S. in 1959.

The class of 1926 was the first senior class to complete a year and graduate from the Edgartown building. Eleven members received diplomas. However, the first public event to be held was the exercises for the graduation of the class of 1925.

There were 14 members in that class. In the twelve grades there were 246 students, of these, 58 were in the high school. The principal was Walter Grenall, who has since been succeeded by Charles Cooper, Walter Morris, General Theodore Dillon, Robert Scott, Bryant Bean, William Reagan, James Tripp, Marvin Shapiro, Edward Jerome, Paul Dulac and John Stevens.

In the early 50's overcrowding became a real problem. In 1955 a new wing was added which provided space for grades 1, 2, 3 and Kindergarten. Later, the interior of the main building was restructured to meet the needs of today's education.

In September 1959, the M.V.R.H.S. opened and the students of the four upper classes left to attend the new school, leaving more space for the remaining grades.

In September of 1980, a free standing addition was erected to house a library, art department, shop and music room.

From September 1986 through December 1987, the entire facility was renovated and new space was added for classrooms, special needs, reading, physical education, computer lab, library, office and cafeteria with its own kitchen.

In June of 2001, construction on a new two story K-8 school building began. Additions built in 1956, 1979 and 1986 were demolished to make room for a facility that would accommodate children and meet the needs of today's educational demands. In 2003 a new era in Edgartown School history began as we moved into the new facility with a capacity to house 550 students in its classroom and 600 students in its core facilities.

In 2005-2006 long-term principal Edward J. Jerome retired from the Edgartown School and G. Paul Dulac became the new principal. In 2007, Edgartown School graduate John W. Stevens joined the facility as principal.

In 2006 a vision statement for our school was developed that directs our behavior. Our current enrollment has leveled off and remains slightly over 350 students with a well-qualified staff to serve them.

Joseph Robichau  
Betty D. Robichau  
Edward J. Jerome  
G. Paul Dulac  
John W. Stevens

### **School Philosophy**

The child is the center of the educational process at the Edgartown School and we are committed to providing a quality education in all areas, including academics, technology, life skills and the arts.

The school endeavors to provide a nurturing environment that challenges each student to meet his/her own potential. Through the use of standardized and individualized assessment, we constantly evaluate and adapt the curriculum to provide a comprehensive educational experience. We offer each child the opportunity to learn, to explore, to create, to exchange ideas, to question, to mature and to think both critically and creatively. Valuing all learning styles and cultures, we foster and develop positive self-image, mutual respect and personal responsibility in our students using developmentally appropriate programs.

We encourage each student to become a productive member of society. Education is a never-ending process for students, parents and faculty. We promote a partnership between school, home and community allowing each student a rich, diverse educational experience.

We are committed to fostering a lifelong love of learning while we prepare our students for an ever-changing and challenging world.

The child is the center of our educational process, and we use this basic premise as a measuring stick in all that we do. Our building and district goals focus on preparing our students for an ever changing

world, a world that uses and integrates technology in all basic learning applications. We stress life skills in our curriculum that reflect their culture, heritage and region of this country.

We provide an environment that nurtures everyone's potential, one that is safe and allows students to take risks. We are committed at school and district level to provide a new facility that will prepare our students for the next century. We stress the value of assessing student performance to improve curriculum at our school.

Our community service programs carry our message of commitment to our community and support the partnership that our school and community cherish. Our school goals, developed by our School Advisory Council with community input, are valued for their consensus building. Our efforts to communicate are evident in numerous newsletters by staff and administration, the principal's Town Report and use of our website.

Our school staff and school committee share in the common goal of fostering a life-long love of learning as we continually grow through numerous professional development avenues. Our school committee and community generously support the goal in our budget year after year.

### **Edgartown School Vision**

The Edgartown School will exemplify an effective learning environment by building a Respectful, Stimulating and Nurturing school community for **all** students, staff and parents.

All students will be inspired and motivated to reach their academic, creative, critical thinking and leadership potential based on consistent "best practices" instruction.

Students will possess a deep sense of personal responsibility and pride toward academic endeavors as well as service to others.

Adopted April 26, 2006

### **Systematic Approach to Teaching and Learning**

The Edgartown School believes in educating the whole child and meeting both the academic and social needs. The Responsive Classroom and Developmental Design approach to teaching and learning fosters safe, challenging and joyful classrooms and school. Staff uses components from the Responsive Classroom in grades Kindergarten through 4<sup>th</sup> and Developmental Design in grades 5<sup>th</sup> through 8<sup>th</sup> to help foster a learning community which helps all children reach their potential.

### **Residency**

Students must be physically residing in the Town of Edgartown in order to attend the Edgartown School. Their place of residence must be with their legal guardian. Parents who reside outside of Edgartown

may request permission to have their children attend the Edgartown School through the school choice program. Contact the school's main office for more information regarding school choice.

### **Age Requirements**

It is the policy of this school that a child **must** be 5 years old on or before September 1 of the school year of entrance for kindergarten placement, and a child **must** be 6 years old on or before September 1 of the school year of entrance for grade 1 placement.

It is the policy of this school to place children who enter from other public schools in the grade placement of the sending school.

### **ACADEMIC YEAR 2016-2017 MARTHA'S VINEYARD PUBLIC SCHOOLS**

#### **2016**

August 31, Sept 1 & 2 .... Staff Professional and Preparatory Days  
September 6..... School Opens (Grades K-12)  
October 7 ..... No School / Professional Development Day K-12  
October 10 ..... No School / Columbus Day  
November 11 ..... No School / Veteran's Day (Observed)  
November 23 – 25 ..... No School / Thanksgiving  
December 23 ..... 12:00 Dismissal – start of December Recess  
December 26 – Jan 2 ..... No School / December Recess

#### **2017**

January 1 ..... No School / New Year's Day  
January 3 ..... School Re-opens  
January 13 ..... No School / Professional Development Day K-12  
January 16 ..... No School / Martin Luther King Jr. Day  
February 20 ..... No School / Presidents' Day  
February 27 – March 3 .... No School / Winter Recess  
March 14..... 12:00 Dismissal / Professional Development K – 12  
April 17 – 21 ..... No School / Spring Recess  
May 29 ..... No School / Memorial Day  
June 7 ..... 12:00 Dismissal / Professional Development Day K-12  
June 23..... Last Day of school with no snow days – 12:00 Dismissal  
June 27 ..... Last Day of school with 5 snow days

#### Parent Teacher Conferences

October 19, 25 and 27, 2016      School closes at 12:00 noon  
April 6, 10 and 12, 2016      School closes at 12:00 noon

ACCESS ELL Testing Dates

January 23, 2017 – March 3, 2017

State Testing – MCAS

State testing scheduled to be made November 2016.

**Edgartown School Hours**

School begins at 8:20 A.M. and ends at 2:40 P.M. on all full days and begins at 8:20 A.M. and ends at 12:00 P.M. on all half days the school is in session. Students in 5<sup>th</sup> – 8<sup>th</sup> grade may enter the building at 8:15 A.M. and K – 4<sup>th</sup> grade at 8:15 A.M. Students are considered tardy when they arrive to school after 8:20 A.M. School yard supervision begins at 8:00 A.M.

Students not involved in before school or after school activity are not to be on the property before 8:00 A.M. or after 2:50 P.M.

**Cancellation of School**

On days when there is not school because of weather conditions or some other emergency, it is advisable to listen to WMVY (FM 88.7), WQRC (FM 99.9) or the M.V. Communication Center Broadcast Network for “No School” announcements. School cancellation will also be posted on the school’s website and a text message and email will be sent to parents. When no announcement is made and if weather conditions are questionable, parents are encouraged to use their personal judgment to keep their children at home.

**Delayed School Opening Procedures**

If weather forecast indicate clearing weather during the morning, we may have a DELAYED OPENING, which means all bus routes and schools will begin one or two hours later than normal. Listening to WMVY (88.7) or WQRC (99.9) and the M.V. Communication Center Broadcast Network will announce a delayed opening by 6:30 A.M. Delayed opening decision will also be posted on the school’s website and a text message and email will be sent to parents.

If weather does not improve by 8:00 A.M., school may be cancelled. Radio Stations and the Communications Network will announce the cancellation of schools by 8:00 A.M.

**Early Dismissal Procedure**

If it becomes necessary to dismiss school early because of deteriorating weather conditions or some other emergency, the early dismissal announcement will be made over Radio Stations WMVY and WQRC and over the Island Communication Center Network Broadcast. On stormy days parents are urged to listen for these announcements, which will be made at or before 12 Noon. Early dismissal will also be posted on the school’s website.

Parents who will not be at home if school is dismissed early should make arrangements with relatives or friends to care for young children. Written notice of these special arrangements should be provided to the school so children can be reminded to follow parents’ wishes. The school will contact all parents of



Kindergarten students and notify them of an early dismissal. Students in grades first through eighth will be dismissed in the usual fashion if no other arrangements have been made by the parents.

### **Transportation**

The Edgartown School is part of the regional/island-wide transportation system which provides bus services. The buses are marked *Martha's Vineyard Public Schools*.

School bus service is furnished to students living 1 ½ miles from school as measured from the closest bus route stop nearest the child's home.

#### **Bus Schedule:**

Vineyard Haven Road	7:40 – 8:00 A.M.
West Tisbury Road/Katama	7:40 – 8:00 A.M.
Chappaquiddick	7:40 – 8:00 A.M.

Students should be at their stop ready to board the bus; drivers are not required to wait for students arriving late to their stop. All students should arrive home between 3:00 – 3:20 P.M.

#### **Bus Rules**

1. All students must abide by school rules to and from school. This includes walking to and from the bus and waiting for the bus and on the bus. Poor behavior while being transported to and from school may result in the suspension of bus riding privileges or given an assigned seat for a period of time.
2. For the safety of all children, the bus driver is always in complete charge.
3. Students should never board a bus unless the driver is in the vehicle.
4. Students must be seated properly at all times and especially when the bus is moving.
5. Students may talk on the bus at a reasonable level.
6. Due to food allergies no eating or drinking is allowed on the bus.
7. The Edgartown/Vineyard Haven bus is full, and as such students who are not living on this bus route or are not part of the YMCA after school program are not to ride this bus.
8. If a younger student wishes to get dropped off at a stop other than his/her regular stop, we request a note to that affect.

### **Crossing Guard Rules**

The crossing guards are responsible for helping your children cross at dangerous intersections. They are in charge at those crossings.

Children are to cross only where guards are stationed and we ask parents to reinforce this at home.

Bicycle riders are to walk their bicycles across the street where the guards are stationed.

Crossing guards are on duty form:

- 7:55 – 8:20 A.M.
- 2:35 – 2:55 P.M.

## School Attendance

School attendance is very important. The more your child attends school, the more opportunity your child has to learn. As a result, we encourage students and parents to strive for perfect attendance and to make as many non-emergency appointments with doctors, dentists, etc. after school hours.

### Tardiness

Students are considered tardy when they arrive to school between 8:20 A.M. and 11:30 A.M. Tardy students arriving to school between 8:20 and 8:25 A.M. should report directly to their homerooms. Tardy students who arrive to school after 8:25 A.M. must report to the office and sign-in before reporting to class. Each day parents will be contacted through the email system if their student is marked tardy. A pattern of 8+ unexcused tardy arrivals in more than one quarter could result in the school taking action.

An excused tardy arrival will be assigned for the following reasons:

1. Student was at an appointment that could not be scheduled outside of school hours (such as doctors/dentist)
2. Student was off-island due to cancelation of ferry transportation
3. Inclement weather (determined by administration)
4. Extenuating circumstances that have been discussed with administration

All other tardy arrivals will be marked as unexcused.

### Absence

When a child is absent from school, parents should call the school before 9:00 A.M. on the day of the absence to inform the school and let the school know the reason for the absence.

Students will be considered absent when arriving after 11:30 A.M. on full days and after 10:30 A.M. on half days and/or they leave school for the remainder of the day before 11:30 A.M. on full days and 10:30 A.M. on half days for the purpose of special awards, after school activities and extra-curricular events. Parents are asked to notify the office if there are extenuating circumstances which affect the student's attendance. Each day parents will be notified through the email system if their student is marked absent.

Students may be excused temporarily from school attendance for the following reasons:

1. Prolonged or continuing illness that has been certified by a doctor and a doctor's note is provided within 3 days of the student returning to school.
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child.
4. For observance of major religious holidays.
5. Legal issues
6. Doctor's appointment that has been certified by a note from the doctor's office listing date and time of the appointment.
- 7.

8. Extenuating circumstances that have been discussed with the administration.

The doctor's office may fax a note regarding a student's health to the school at 508-627-7983. It is the parent's responsibility to request a note. A note may also be brought to school within 3 days of the student returning to school.

Students who are absent for reasons other than stated above will be marked as unexcused absence.

For students in 5<sup>th</sup> – 8<sup>th</sup> grade, after 5 unexcused absences during the year, a letter will be mailed home and a meeting arranged to make a plan to address attendance concerns. A pattern of 8+ absences in more than one quarter could result in the school taking further action.

For extended or reoccurring absences, a note from the student's physician may be requested by administration. Students that miss more than 30 school days in one year may be retained unless extenuating circumstances exist

### **Picking up Children During School Time**

For your child's protection, please abide by the following procedure:

1. A parent or individual (with written permission from the child's parent), wishing to pick up a child during the school day, must check in with the office.
2. The parent or designated individual must sign out the child.
3. The office will then call the classroom and have the child report to the office.
4. No teacher will release a child without a telephone call from the office.

### **Homework and Make-Up Work**

At the Edgartown School, teachers may assign homework which is engaging and varied that meets the needs of the individual learner. Homework can assist students in reinforcing previously taught skills, in exploring lessons, and in inspiring independent learning. Homework is a valuable tool that allows parents to be included in a student's day school experience. Parents can follow students' learning activities through monitoring homework.

If a parent requests homework assignments because their child is ill they must call the office by 9:00 A.M. on the day of the absence to be picked up in the main office after 2:30 P.M. Assignments may be found on the teacher's web page.

If a student is absent for the entire day, it is the student's responsibility to obtain missing assignments, and complete them as soon as possible. All make-up work is to be made up within 5 school days from the day the student returns to school.

In the event of an extended illness, an adjustment will be made to the makeup time allotted on an individual basis.

### **Family Procedure for Vacation Leave for Students**

The administration and faculty of the Edgartown School feel that school attendance is a reflection of how each student and his family perceive the importance of school. It is for this reason we strongly urge every family to make school attendance a top priority.

If it is imperative for a student to miss school for any length of time, individual teachers will provide work for up to 5 days. In case of a short absence such as 2 days, the parent should check the teacher's website for a list of assignments. If a student is going to be out of school for an extended period of time because of a family vacation, it is the responsibility of the parent to notify the school at least one week in advance. Five (5) days of school work will be prepared for the student to complete while on vacation and/or be available on the teacher's website. When a student will be absent over ten (10) days, the parent may request to have the student withdrawn from school to avoid accumulating unexcused absences. Parents must contact the office to arrange a return date at least one day prior to the student's return.

Valuable in-class instruction cannot be duplicated while on vacation. It is important that your child remain up to date on school work. We encourage you to check the school's website for classroom information when your child is not in school.

1. The parent/student should check with each teacher regarding work expectations.
2. When a student returns, the parent should communicate with the teacher(s) to see if all work is made up and accounted for within the five day limit.
3. Students are responsible for making up all work and any work not completed within the five day period will be dealt with according to the expectations established for the class.
4. Students who miss thirty (30) days of school in any given year may be retained unless extenuating circumstances exist.

### **Change of Address and Contact Information**

It is the responsibility of the parent/guardian to notify the school when there is any change of address, phone numbers, emergency contact information or changes in child custody.

### **Responsibility for Child When Parents are Off-Island**

When parents plan to be off island during school time, please let the school know who will responsible for your child in case of illness.

### **Custodial Issues**

In 1998 Massachusetts Law (General Laws Chapter 71, section 34H) specified detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please contact the school Principal.

## **Parental Notification Policy**

The Parental Notification Policy states that parents and guardians will be notified about any curriculum that primarily involves human sexual education or human sexuality issues, and permitting them to exempt their children from any portion of that curriculum without penalty. All instructional materials for these programs are available for parental review.

## **School Visits Conferences and Reports**

### Communication

Good communication is the best way to alleviate concerns about your child's performance, the classroom, and the school in general. Should a concern arise during the year, it is always best to first talk directly to the person who is at the origin of your concern. If an agreeable solution can not be reached, you should contact the Principal. If your concern is not solved by the Principal, you should contact the Superintendent and finally the School Committee for assistance.

Call the classroom teacher, school office or come into school to arrange a meeting with a teacher, principal or guidance counselor.

Open House and parent-teacher meetings are held throughout the year.

All visitors and parents are expected to sign-in at the office and wear a visitor's badge before entering any portion of the building.

Students who are not enrolled in the Edgartown School may not visit during the regular school hours.

We encourage you to keep in contact with your child's progress in school. Parents are welcome to come into school at any time to visit his/her child's class. However, a courtesy phone call must be made to the office and teacher before the visit. Parents must sign in at the office during regular school hours before proceeding to the classroom.

### Parent-Teacher Conferences

These are held in late October and April. Notification of when to sign-up for your conference will be found on the website, emailed or mailed home with instructions and needed information. If you are unable to use the computer program to sign-up for conferences, please call the office for assistance.

## **CORI Check**

Any parent/guardian who would like to volunteer in the classroom, on school field trips or during other school organized activities must have an up to date CORI check on file with the Superintendent and Edgartown School offices. Two forms of identification are required at the time of application. The CORI check is good for one (1) year. Any parent on an overnight trip must be fingerprinted through the superintendent's office.

## **Animals in School**

Pets are not allowed in the school building unless permission has been granted by the principal.

## **Health and Health Services**

The school nurse is available every school day. Any student, who is ill during school, should report to the nurse's office with a note or pass from their teacher. If a student is too ill to remain in school, parents will be contacted and asked to take the child home. Children should be kept home when they have fevers, vomited and/or diarrhea the night before school. Children who come to school ill are unable to learn and also expose other children to illness.

Students entering Kindergarten, 4<sup>th</sup> grade, 8<sup>th</sup> grade and who will participate in after school athletics are required to have and submit to the nurse a physical examination record and complete all concussion forms. Every new student must submit a physical exam report and an immunization record (both signed by a physician), and a birth certificate to the school nurse.

1. Medication should be delivered directly to the school nurse by an adult.
2. The medication must be delivered in the original container, properly labeled with the student's name, the physician's name, the date of the prescription, the name and strength of the medication, and the directions for administering the medication.
3. A permission form from the parent must be signed before any medicine is given to his/her child. A form completed by the prescribing physician is also required for those medications to be taken for more than 10 days.
4. Students may not carry any medication, including Tylenol or other over-the-counter medicines, on her/his person during school hours, including on the school bus and on the playground.

The school nurse may excuse a student from gym for medical reasons. Any injury or illness which requires a student to be excused from gym for more than 2 consecutive days requires a letter from the physician with the dates the child is to be excused and the date he/she may return to gym class. Students who have a cast/splint will not be permitted to take part in gym class or recess. When the cast/splint is removed, written permission from the physician is necessary before the child may participate in gym class or recess.

## **Lunch Program**

The Edgartown School provides a healthy, nutritious, hot lunch each day as well as an a la carte menu for students.

Each child attending the Edgartown School will have a lunch account where money will be placed for purchasing lunch. Every time a student purchases lunch, money is deducted from the account. We encourage parents to place money in the account at the beginning of each month or when needed. When a child's account runs in deficit, the cafeteria will send a bill home either with the child or in the mail. It is important to pay this bill promptly. Contact the school if extenuating circumstances occurs which prevents you from settling the bill. The cost for hot lunch, milk and water will be announced each year.

Each morning a hand count will be taken of those students wanting lunch that day. Lunch menus are given to each student to bring home at the start of each month and posted in the *Vineyard Gazette* and *Martha's Vineyard Times*. Your child should be sent with a lunch if the day's item is not to his/her liking.

Lunches at no cost or at a reduced cost are available to families whose incomes qualify according to state and federal guidelines. Applications are included in the opening day packet at the start of the year, at all intake meetings during the year and also on the school's website. Requests need to be completed on a yearly basis. Please contact the school office for additional information.

### **Special Education Programs**

For specific information concerning the special education program, please contact the Principal or Guidance Counselors.

### **Island Parents Advisory Council**

IPAC is an island-wide advisory organization consisting of special needs parents who lend support and assistance to parents who have special needs children.

IPAC offers support to parents at IEP meetings and presents various workshops throughout the year. The workshops are designed to increase the awareness of parents, teachers, and the general public of issues that special needs children may face in the school and community setting.

Parents with children of special needs are encouraged to take part in this helpful advisory council.

### **Grades 5-8 Academic Standards**

Students in grades 5-8 will receive a percentile and letter grade for each of their academic subjects four times a year, plus a final average.

#### Academic Performance

A – Excellent	90-100
B – Above Average	80-89
C – Average	70-79
D – Below Average	60-69
F – Unacceptable Work	59 and below
I – Incomplete Work	– Must be made up within ten school days or it becomes a zero.

Specific comments are given regarding effort and conduct for each subject area.

#### Unified Arts

Students receive a number grade relating to their overall performance in the subject as follows: **4-** Exceptional, **3-** Above Average, **2-** Average, and **1-** Needs Improvement. Comments specific to each student's effort and conduct are also given for each subject area.

All information in an 8<sup>th</sup> grade student's academic folder is transported to the High School after 8<sup>th</sup> grade graduation.

#### Honor Roll

To be considered an Honor Roll student, the following grades must be achieved on all subjects:

Academic Performance	Grades: 80 or higher
Unified Arts	Grades: 1, 2, or 3

#### High Honor Roll

To be considered a High Honor Roll student, the following grades must be achieved on all subjects:

Academic Performance	Grades: 90 or higher
Unified Arts	Grades: 1, 2, or 3

#### Report Cards

Report cards are given to student to bring home at the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarter marking periods for students in grades 5-8. Report cards are given to student to bring home at the end of the 1<sup>st</sup> semester for students in grades K-4. 4<sup>th</sup> quarter report cards for all grades will be available to be picked up in the school's main office for a period of 10 work days; days to be determined yearly. After this time period, they will be mailed home unless there is an outstanding lunch bill or missing school books.

#### Students with Special Needs

Any student on an I.E.P. that is unable to meet the regular academic and or behavioral standards for a specific discipline, will be evaluated on a separate and individualized set of criteria designated by that student's plan.

#### Student Eligibility

Students in good academic and behavioral standing are encouraged to participate in extra-curricular activities offered at the Edgartown School.

For purposes of after school events and sports, students must follow the eligibility requirements as written. Copies are available in the main office, through the athletic and music departments and on our website.

Students who receive three disciplinary actions and/or are suspended during a marking period will be ineligible to participate in extra-curricular activities coordinated through and/or held at the Edgartown School for the remainder of that quarter.

#### Eighth Grade Graduation

Eighth grade students are entitled to participate in the formal graduation exercises in June if they have met the academic, behavioral and community service standards established by the faculty and administration. Parents and students will be notified at the end of the third marking period and/or throughout the fourth making period if they are in danger of not participating in the formal graduation ceremonies in June. A complete list of graduation requirements are on file in the Principal's office and available to anyone.



### Eighth Grade Class Trip

Each year the eighth grade class fundraises and participates in a class trip. Students must be academically and behaviorally eligible in order to participate in the class trip. Students who are not eligible for the trip, or choose not to participate, are required to be in school. Parents and students will be notified by the administration if a student's academic or behavioral standing is such that he/she is ineligible to participate in the trip.

### Community Service

Students in grades 6-8 are to accumulate at least twenty-two (22) hours of community service before their 8<sup>th</sup> grade graduation. This service must be provided free of charge and no payment of any kind is to be accepted by the student. Services are provided to anyone outside the student's immediate family and for non-profit businesses. It is suggested that each student complete 4 hours in 6<sup>th</sup> grade, 8 hours in 7<sup>th</sup> grade and 10 hours in 8<sup>th</sup> grade. These hours must be completed and recorded with the assistant principal.

### **Guidance**

Students at every grade level will participate in classroom guidance addressing issues such as conflict resolution, friendship, getting along, relationships, stress, discrimination, and decision making. Health issues are also discussed in this format, age-appropriately addressing safety, disease and illness, smoking, hygiene, puberty and nutrition.

Individual and group counseling is available to all students. Referrals are made by a parent, teacher and student requests. Some groups meet to help process classroom and playground issues. Others are specific topic groups created to help work on the feelings following separation, divorce and remarriage, being new to the school and grieving. In the fall of sixth grade, students go for four days to University of Rhode Island's Environmental Education Center for outdoor education and team building. Also in sixth grade counseling class, through the sheriff's department, Officer Bob Ogden teaches the D.A.R.E. (Drug Abuse Resistance Education) Program. The state tests are administered each year according to the state schedule. It is important for all students to be present during all testing periods for purpose of individual and school assessment.

All parents can schedule conferences throughout the year to discuss concerns related to student learning styles, behaviors in and out of school, stages of development (ranging from separation issues in kindergarten to adolescence) and personal issues that are getting in the way of student achievement. Referrals can be made to outside counseling agencies, counseling in school can be arranged, behavior modification programs can be set up in school and at home and testing can be discussed and recommended. Connecting with other parents is essential and often we recommend attending parent meetings, groups and classes.

Consultation with classroom teachers is important for us. Teachers see daily the frustrations and success that students encounter. Classroom and student observations help us to get a full picture of students in order to help them achieve their potential.

Hopefully, this gives you a good idea about guidance at the Edgartown School. Please feel free to contact us with concerns or issues you would like us to address with your son or daughter.

## **State Testing and ACCESS ELL Testing**

State tests are administered each year for all students in grades 3 through 8 and the ACCESS ELL tests for English Language students in grades K through 8, both according to the state schedule. Specific dates are sent home at the start of school each year, and reminders sent home during the year. It is important for all students to be present during all testing periods for purposes of individual and school assessment. We encourage parents to arrange vacations and doctors appointments not to fall within the testing time periods.

Testing windows and type of test for state tests is scheduled to be determine November 2015

Testing window for ACCESS ELL 2014-2015 school year is as follows:

January 8<sup>th</sup> through February 11<sup>th</sup>

## **School Rules**

The following rules are for the safety and well being of the individuals attending school. Respect and courtesy for one another, adults and children, underlay all the rules of the school. These are minimum rules for the entire school, and each class may have its own individual rules which will also be followed:

### General Rules

1. Students at the Edgartown School are to be respected as individuals, and in turn we expect them to respect all staff members and other adults working and volunteering in the school.
2. Students are expected to attend all classes on time and follow the rules of that class.
3. Students are expected to exhibit good manners at all times.
4. All school property must be treated with respect as if it were your own.
5. All textbooks, library books and locks (grades 5-8) must be returned by the close of the school year. Students are responsible for the replacement costs of any lost or damages books or locks.
6. For safety reasons, children may not ride bicycles, skateboards, scooters, or rollerblades on school grounds between 7:45 A.M. and 3:15 P.M. on school days.
7. In an effort to keep the school building clean, as well as practice good nutrition, chewing gum, eating candy or drinking soda in school during regular hours and while participating in after school activities is not permitted.
8. No food or drink is allowed in the hallways, gymnasium, or in classrooms during school hours, except snack time in class or specific classroom activities under the supervision of the classroom teacher.
9. Inappropriate behavior will not be tolerated; i.e., lying, cheating, pushing and shoving, spitting, bullying, throwing objects, throwing snowballs, destruction of school property, improper use of school equipment, wandering the halls without permission, leaving school grounds during school hours without parental written permission, running in the building, and inappropriate language.

10. Students out of the classroom (except during class change) must have a hall pass.
11. All electronic devices (cell phones, music players, cameras) brought to school must be turned off and placed in the student's backpack or locker during the regular school day. Items will be confiscated if seen on the student or in use during the regular school day, unless given permission by a staff member.
12. Dress Code: A student's clothing and hairstyle must be reasonable, neat and appropriate for school. The individual student's appearance is mainly the responsibility of the student and his/her parents. However, health and safety standards will be maintained.
  - Students may wear hats when entering the building and when on their way to their lockers or class before school and from their lockers as they depart the building at the close of school. Hats may also be worn while outdoors during recess and physical education classes when appropriate. Hats may not be worn to the lunch room or while in the lunch room, but may be brought with the student to wear during outdoor lunch recess.
  - Inappropriate messages or logos on clothing (i.e. alcohol, drugs, sex, violent messages, etc.) will not be allowed.
  - Clothing which exposes midriffs and/or underwear is not acceptable.
  - No Spaghetti straps or strapless tops/dresses
  - Necklines must not be revealing.
  - Skirts, dresses and shorts must be an appropriate length at the discretion of administration and nurse.

When the student's appearance disrupts the education process the administration may suggest a change in clothing. Alternate clothing may be offered by the nurse or parents may be asked to bring appropriate attire for the student to wear.

#### Lunchroom Rules

1. A quiet pleasant atmosphere is expected in the lunchroom. Tables and seats are provided for all students to eat their lunches seated and in an orderly fashion.
2. All food and drink is to be consumed in the lunchroom and should not be taken outside.
3. In an effort to keep all students healthy and safe, the sharing of food is not permitted.
4. Students are responsible for properly returning their lunch trays and cleaning their tables before being dismissed.
5. Students will be dismissed as a group by the lunchroom monitor.
6. Students are required to go outside for recess unless provided with a pass by a staff member. The pass must be presented to the lunch staff monitors. Students will remain outdoors during lunch recess, but may go inside with permission from the recess monitor.
7. During indoor lunch recess, students are expected to abide by all classroom rules and remain in their classrooms.
8. A student who returns to school after an illness may remain indoors during lunch recess if he/she has a note signed by a parent or physician.

#### Assembly Behavior

Assemblies are an important part of school and create an excellent activity for students to understand proper behavior when attending large group activities, both in and out of school.

1. Students are encouraged to use the bathroom and get a drink of water before entering the assembly.
2. Everyone should wait to be called to the assembly via the P.A. system, unless otherwise directed by the office.
3. All teachers will escort their class and remain with them throughout the assembly.
4. Students should walk to and from the assembly in an orderly fashion.
5. Students should be seated quietly and follow orderly dismissal directions.
6. Students should show respectful behavior during the assembly.

### Suspension

If a student is suspended from school, the school will provide needed work/resources to ensure that the student has the opportunity to make academic progress during any suspension. This could include work available on the teacher's websites and/or hard copies provided to the student/parent. If the suspension is longer than 10 day, a school-wide education service plan will be developed by administration and reviewed with the student/parent.

Parents will be contacted if their student receives a suspension, and have the right to meet with administration to discuss the incident/consequence. A parent may request a hearing if they disagree with administration; more information regarding suspensions may be found on the school's and superintendent's websites.

The following offenses are very serious and may result in immediate in-house suspension or out of school suspension. When a student returns to school after an out of school suspension, he/she must be accompanied by a parent and will have a reentry meeting with the principal and/or assistant principal before attending classes.

1. Swearing at or striking a staff member – Any student who uses inappropriate language in any form or swears at a staff member, or strikes a staff member, will be suspended immediately.
2. Smoking – Our school, school grounds and school functions are smoke-free environments at all times. Smoking is not permitted in the school building, on the school grounds or while participating in any school related function. Any student caught smoking or having cigarettes in his/her possession will be suspended.
3. Harassment – The Edgartown School will provide a safe and secure environment for all members. Students who engage in verbal, physical or visual harassment or cyber bullying of fellow students/staff or students/staff in other schools will be dealt with on an individual basis. Parents may be notified and the student may receive a suspension or be reprimanded as deemed necessary by the administration. A full copy of the MVPS Harassment Policy is on file in the Principal's office and available to anyone.
4. Civil Rights – No person shall be excluded or discriminated against on account of race, color, religion, sex, age, national origin or disability. Anyone who violates another's rights may be suspended or reprimanded as deemed necessary by the administration. A full copy of the MPS Civil Rights Policy is on file in the Principal's office and available to anyone.
5. The Martha's Vineyard School System adopted Bully, Cyber Bullying and Harassment Guidelines and Procedures. Any student found guilty of bullying, cyber bullying or retaliation may be suspended immediately or reprimanded depending on the severity and age level of the student. A full copy of the guidelines and procedures is available in the Principal's office and on the school's website.
6. Prejudicial Acts – Any prejudicial act and/or harmful language will not be tolerated and students will be suspended.

7. Drugs and/or Alcohol – The Edgartown School Committee prohibits possession, use, purchase or sale of drugs, alcohol, drug paraphernalia, or any controlled substance in any place or vehicle under school jurisdiction and at all school-sponsored activities, regardless of location. Attempted sale, purchase or distributions are likewise prohibited. The goal of this policy is to ensure a drug-free school environment. The complete policy is on file in the Principal's office if you would like to review it in depth.
8. Fighting – Fighting is a serious offense at school and will not be tolerated. Students involved in fighting will either be suspended or reprimanded depending upon the severity and age level.
9. Stealing – Stealing will not be tolerated. It is a most serious offense. If a student is involved in any stealing in school his/her parents will be notified and he/she will be suspended immediately or reprimanded as deemed necessary by the Administration. The student may be held responsible for reimbursing the school or the individual for the item(s).
10. Weapons – Students are not allowed to have any kind of weapon on school property or while on any school trip. Students found with weapons will be suspended immediately and the police will be notified.
11. Truancy – Truancy is a serious offense and will not be tolerated. Truants will either receive an in-house suspension or be reprimanded depending upon the age level.
12. Special Education Students – The individual educational plans for every Special Needs Student will indicate whether the student can be expected to meet the regular discipline code or if a modification is required due to the student's handicapping condition. If a modification is required, it will be written into the individual education plan. When a Special Needs Student accumulates ten (10) suspension days in a school year, a review of that student's I.E.P. will be held. If the TEAM concludes that the student's misconduct was related to the student's handicapping condition, then the I.E.P. will be modified to reflect a new program designated to better meet the student's needs. This process attempts to assure a student's continued attendance in an educational program.

#### Disciplinary Action

The Education School is a Responsive Classroom (K-4) and Developmental Design (5-8) school. These programs help to create a safe learning environment where students can thrive in their academic, social and emotional development. When students are disruptive to the educational process or procedures established for the school, they are given opportunities to regain self-control so they can remain in the classroom with their peers. In cases where students are unable to regain self-control, they may be sent to the office along with a referral form from a school staff member. At that time the student will meet with an administrator and a consequence may be determined. In some instances, it may be determined that the student's behavior warrants an after school detention.

Detentions will be held in coordination with the assistant principal and student's parents. Students in grades 1-6 who receive detention will stay from 2:40 – 3:10 P.M. or a period of 30 minutes. Students in grades 7 and 8 will stay from 2:40 – 3:30 P.M. or a period of 50 minutes.

### **Respect for Property**

We encourage responsible use of all school equipment, materials, and property. Because school supplies are costly, it is important that they be used wisely.

1. All property belongs to the school, staff members, or fellow students will be respected and each child will be held responsible for the damage he/she causes. Restitution will be made for waste and destruction of school and personal property.
2. Students are responsible for lost books and locks. Lost books and locks must be paid for before new books or locks are given to the student. Junior High teachers will give out textbooks and locks with a card so these items can be accounted for.
3. Parents will be billed for all textbooks, library books and locks not returned at the end of the year.

### **Representing Your School**

Each student becomes a representative of the Edgartown School wherever he/she goes. If you are the only Edgartown student at an activity, your actions speak for the school and student body.

When you choose to become a member of a team or other organization that represents the school, this means your actions are observed by adults and students of your community and communities you visit. This means more will be expected of you than the non-participating student.

### **After School Activities**

An interscholastic athletic program is organized Island wide around seasonal sports for students in grades 6 through 8. Individual schools also organize musical productions that include after school hours. Parents will be notified through their children and on the website about the dates and times of various games/practices. Students must meet the school's eligibility requirements; copies available on the school's website or through the coaches/staff.

Students must be in school by 11:30 A.M. on full days and 10:30 A.M. on half days and remain throughout the entire day in order to participate in after school activities. If extenuating circumstances exist that counter the time requirements, it is the responsibility of the parents or guardians to make the school aware. Students are to follow the eligibility requirements to participate in many after school events.

For any student to participate in after school sports there must be a current physical and concussion form filed with the school nurse before participating in practices or games.

During the year a number of short term after school activities may be organized in certain rooms, or for the whole school in the areas of crafts, dramatics, music, and other special activities. Parents will be notified in advance so they can make arrangements for their children to get home safely.

### **School Social Events**

1. School social functions are extensions of the school day and school rules continue to apply.
2. Students are not allowed to leave an event and then reenter.
3. Students are not allowed to leave an event without first placing a phone call home (with the chaperone's permission) and to verify that the parent/guardian will come and pick up the student at the event. No student will be allowed to just leave an event.
4. High school students are not allowed to attend dances or certain events as specified by the administration.

### Evening Programs

Evening programs are a time for families to participate together. We encourage parents/guardians to attend with their children and be responsible for their actions.

### **Emergency Procedures and Drills**

Safety continues to be a concern in our every changing world. Various emergency procedures will be held throughout the year. Students will have the procedures explained to them by the school staff. In case of an actual emergency it is important that parents and guardians obey directions given by the police or fire personnel; please do not come to the school unless directed to do so by authorities. During an actual emergency, the Superintendent's office will handle communication regarding the situation; it is advised not to contact the school or your student for information.

### **Accident Insurance**

Each child registered in the school is enrolled in the school accident insurance program. If you have health insurance, the school insurance will only cover any balance remaining after your own insurance responds. However, in the event of an accident, please obtain and submit the school insurance form immediately. If your child has an accident during school hours, you will be notified immediately. In case of an emergency, the child will be transported at once to the hospital. If you find it necessary to take your child to a doctor as a result of a mishap during school hours, notify the office or school nurse by the end of the next school day. Should an accident happen on the way to or from school, please report this to the school nurse.

### **Bicycle Helmets**

Bicycle helmets are required by law to be worn by all students who ride bicycles to school. If you do not own a helmet or need a new one, please check with the school about where to purchase inexpensive helmets.

### **Lost and Found**

Labeling children's clothing and belongings is helpful. All articles that are found are turned into the office and displayed. If not claimed, articles will be conveniently stored for search at any time. Disposal of lost and found items will occur during the holiday vacation in December, February, April and also at the close of school each year.

## **Telephone Use**

The classroom phone may be used with a teacher's permission. Individual cell phones should not be used during normal school hours without a staff member's permission.

## **Library**

In addition to over 15, 000 volumes, our fully automated Library Media Center holds a large collection of periodicals and audio/visual materials, along with up-to-date computer technology offering a wide variety of programs and on-line services to students and staff.

The Library Media Center is an extension of the classroom, and it is a place where information skills are taught and learned within the context of the classroom curriculum frameworks.

The State Board of Education endorses the philosophy that library programs are an integral part of the district's educational program, and that, as such, flexible scheduling must be maintained. This open scheduling ensures that students and staff can come to the library media center throughout the day to use information resources, read for pleasure, check out materials, and meet to work with other students and staff.

Some reference materials, such as encyclopedias, atlases, dictionaries and other special items, cannot be removed from the library.

Books can be checked out for a two week period, periodicals for one week. A verbal notice is given to students regarding overdue material. This notice does not incur a fine. If materials are not returned, a printed notice will be given to a student. A fine of five cents each school day will be charged at that point until the materials are returned. A bill is usually mailed to parents when a material is a month or more overdue.

## **Edgartown School Parent Teacher Association**

The Edgartown PTA is a supportive parent group which exists to provide opportunities for students and parents to come together in various activities throughout the year. Notices for meetings and activities will be sent home with each student and information available on the school's website.

### Statement of Purpose

To cultivate and encourage a positive relationship between parents and staff members through cooperation and communication for the benefit of the children at the Edgartown School.

### Classroom Parent

The Edgartown PTA and the teaching staff would like to encourage parents to take an active role in their children's education. One way to become involved is to become a "classroom parent." As a classroom parent you might be asked to assist with a special project, go on a field trip with the students, or just be



an extra hand when needed. If interested, please notify your child's teacher or a PTA officer. Up to date CORI check is required as a classroom parent.

#### Volunteer

Volunteers are always welcome in our school. Some areas for volunteers to consider are field trips, classroom plays, the library, the classroom, garden club, the school play, eighth grade class trip, and the book fair. Up to date CORI check is required as a volunteer.

### **Edgartown School Advisory Council**

The passage of the Education Reform Act of 1993 has mandated the creation of a school advisory council that will assess site base management processes, analyze budgetary impact on class size and student needs, and create a process for the development of a school improvement plan. The SAC is comprised of four (4) parents, two (2) community members at large, three (3) faculty, one (1) support staff member and one (1) student along with the principal. Elections for open SAC positions will be held in October of each year. Members will serve two year terms on a rotating basis. Individuals interested in service on the SAC should notify the school office or a SAC member. List of current members is available on the school's website.

### **Use of School Facilities**

Anyone who wishes to use the school facilities may request an application from the school principal. Proof of appropriate liability insurance must accompany the application. A fee structure for profit or non-profit organizations is included in the application.

### **Smoking**

In accordance with State requirements, there is no smoking anywhere in the school building or on the school property at any time.

### **Equal Educational Opportunity**

The Edgartown School is committed to equal educational opportunity for all children regardless of race, gender, abilities, heritage or beliefs. Prejudicial attitudes or abusive language harm the emotional and educational growth of children of color and destroy the dignity of the individual, their families, our community and will not be tolerated. Further, we believe that the school has a central responsibility to support the development of healthy self-esteem in an atmosphere of respect for all children and adults.

We intend to build on the rich cultural diversity of our community, creating a sense of unity from our many individual differences. We will respond to prejudicial attitudes in our school through inservice education for staff and a discipline policy which is both vigorous and affirming in its focus. We will work with community groups to promote a culturally enriched, non-biased curriculum at all grade levels and

in all subject matter. We welcome participation in our school programs by members of the community who wish to share their ethnic background, experiences and life skills with our students.

### **School Policies**

The following policies have been adopted by the Martha's Vineyard Public Schools. The complete policies can be found at the Superintendent's office in Vineyard Haven and at each school's main office or on the school's website.

#### List of Policies

Administering Prescription  
Admission of Transfer Student  
Animals in Schools  
Automated External Defibrillator (AED)  
Background Checks  
Body Mass Index (BMI)  
Bullying Policy  
Criteria for Regular Review of all Instructional and Educational Materials  
Edgartown School – Bullying Prevention and Intervention Plan  
ELL Policies  
Evaluation of Instructional Programs  
Fiscal Accounting and Reporting  
Head Injury  
Head Lice  
Island-Wide Chaperone Guidelines  
Managing Life Threatening Allergies  
MV Public Schools Family Educational Rights and Privacy Act  
MV Public Schools Notification of Rights  
MV Public Schools Title 1 Parent Information  
MV Public Schools School Choice  
MV Public Schools Student Conduct and Discipline  
Non Custodial Parents Rights  
Physical Restraint  
School Advisory Council  
School District Goals and Objectives  
Substance Abuse Policy  
SPED – Observation of Education Programs  
Statement of Civil Rights  
Student Absences and Excuses  
Student Travel  
Wellness Policy

### **Civil Rights Policy**

#### **Martha's Vineyard Public Schools Compliance Coordinators and Liaisons**

Individual – Area of responsibility  
Matt D'Andrea, Superintendent – Titles II, VI and IX  
Martha's Vineyard Public Schools  
4 Pine Street

Vineyard Haven, MA 02568  
Tel: 508-693-2007

Nancy Dugan, Co-Director of Student Support Services K-7<sup>th</sup> grades  
Hope MacLeod, Co-Director of Student Support Services 7-12<sup>th</sup> grades  
Martha's Vineyard Public Schools  
4 Pine Street  
Vineyard Haven, MA 02568  
Tel: 508-693-2007

Sara Dingley, Principal – Homeless Education  
Martha's Vineyard Regional High School  
P.O. Box 1385  
Oak Bluffs, MA 02557  
Tel: 508-693-1033

#### **Edgartown School Faculty and Staff Personnel – 2016-2017**

John W. Stevens	Principal
Anne M. Fligor	Assistant Principal
Ellie Parece	Administrative Assistant
Pamela J. Alwardt	Administrative Assistant
Paulee Davies	Receptionist
Eric Butler	Guidance
Deborah DeBettencourt	Guidance
Nicole Barlett	School Nurse
Darren Belisle	Network Administrator
Maria MacKenty	Kindergarten Teacher
Denise Searle	Kindergarten Teacher
Gail Lachapelle	Grade 1 Teacher
Ryan Leandro	Grade 1 Teacher
Jennifer Fournier	Grade 2 Teacher
Megan McDonald	Grade 2 Teacher
Chip Story	Grade 2 Teacher
Alicia Knight	Grade 3 Teacher
Summer Clements	Grade 3 Teacher
Kate Lefer	Grade 4 Teacher
Robin Moriarty	Grade 4 Teacher

Erin Simmons	Grade 5-6 Reading/ English Language Arts Teacher
Mary Ellen Guyther	Grade 5-6 Math Teacher
Kara Gelinas	Grade 5-6 Science Teacher
Pati Nelson	Grade 5-6 Social Studies Teacher
Nedine Cunningham	Grade 7-8 Social Studies Teacher
Justen Foster	Grade 7-8 Math Teacher
David Faber	Grade 7-8 Science Teacher
Jeff Majkowski	Grade 7-8 English Language Arts Teacher
Connie Leuenberger	K-3 Remedial Reading Teacher
Ellen Wannamaker	K-4 Remedial Math Teacher
Bridget Mello	4-8 Remedial Reading Teacher
Terri Kominers	5-8 Remedial Math
Ken DeBettencourt	6-7 Enrichment Math Teacher and 8 <sup>th</sup> grade Algebra Teacher
Diane Smadbeck	K-2 SPED Teacher
Laurie Pereira	3-4 SPED Teacher
Janet Hurley	5-6 SPED Teacher
Kiely Rigali	7-8 SPED Teacher
Nichole Shank	Art Teacher
Gail Gardner	K-8 Computer Teacher
Laia Roig	4-8 Spanish Teacher
Sarah Vail	5-8 Family & Consumer Science Teacher
Melinda Rabbitt DeFeo	Garden Coordinator
Suzanne Costello	Health/ Life Skills Teacher / Enrichment Coordinator
Greg Pattison	5-8 Industrial Art/Technology Teacher
Zach Tileston	Instrumental Music Teacher
Nancy Cole	Librarian
Channon Capra	K-2 Physical Education Teacher
Michelle Pikor	3-8 Physical Education Teacher
Kelly Sullivan	K-8 Vocal Music Teacher
Nicole Miranda	K-8 ELL Teacher
Debra Grant	K-8 ELL Teacher
Jessica Estrella	Librarian Educational Support Professional
Tamara Morillo	K-8 ELL Educational Support Professional
Sue McCarthy	K-4 SPED Educational Support Professional
Teresa Temple	K-4 SPED Educational Support Professional
Tara Sykes	KM Educational Support Professional
Richard Pease	KS Educational Support Professional
Liz Stobart	K MacKenty/Searle Educational Support Professional
Judy Maynard	1Lachapelle Educational Support Professional
Alicia Tonti	1Leandro Educational Support Professional
Jayne DeBettencourt	2S Educational Support Professional
Deb Meyerhoff	2F Educational Support Professional
Johanna Wooden	2M Educational Support Professional
Robin Davies	3K Educational Support Professional
Pam Hurley	3C Educational Support Professional

William Jacob	4M Educational Support Professional
Heather Majkowski	4L Educational Support Professional
Deneen Convery	5-6 SPED Educational Support Professional
Lynn Khosla	5-6 SPED Educational Support Professional
MaryBeth Meehan	5-6 SPED Educational Support Professional
Skylar Menton	5-6 SPED Educational Support Professional
Amy Baldino	7-8 SPED Educational Support Professional
Sara Hoffman	7-8 SPED Educational Support Professional
Meaghan Morris	7-8 SPED Educational Support Professional
Dwight Kaeka	Head Custodian
Malcolm Broadbent	Custodian
Marge Hayes	Custodian
Marie Nielsen	Custodian
Gina deBettencourt	Head Cook/Manager
TAB	Assistant Cook
Dianna DelTorto	Cook's Helper
Stacey Gouldrup	Cook's Helper

**MVRHS & Other Personnel**

Melissa Mahoney	Occupational Therapist
Molly Chavtal	Physical Therapist
Linda Riley	Speech Therapist
Lee MacCleod	Speech Therapist
AnnFay Lawton	K-4 Social Skills Teacher
Maria Clara Villota	K-4 Social Skills Educational Support Professional
Ebony Goldwire	K-4 Social Skills Educational Support Professional
Rhonda Patterson	K-4 Social Skills Educational Support Professional
Tonya Thomas	K-4 Social Skills Educational Support Professional
Kerry Branca	Bridge 1 Teacher
Kara Johnson	Bridge 3 Teacher
Lubya Arimova	Bridge 1 Educational Support Professional
Derek Chrebet	Bridge 1 Educational Support Professional
Patti Grant	Bridge 1 Educational Support Professional
Rene Habekost	Bridge 1 Educational Support Professional
Susan Tenerowicz	Bridge 1 Educational Support Professional
Kara Thibodeau	Bridge 1 Educational Support Professional
Treva Emory	Bridge 3 Educational Support Professional
Brooke Evans	Bridge 3 Educational Support Professional
Laura Knight	Bridge 3 Educational Support Professional
Catie Meany	Bridge 3 Educational Support Professional
Katie Phelps	Bridge 3 Educational Support Professional

**Superintendent's Office**

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Matt D'Andrea	Superintendent
Richard Smith	Assistant Superintendent – Curriculum
Amy Tierney	Business Manager
Nancy Dugan	Co-Director Student Support
Hope MacLeod	Co-Director Student Support
Edith Rousseau	Administrative Assistant to Superintendent
Janet Sylvia	Finance Administrative Assistant
Michelle BenDavid	Business Secretary
Kim Cyr	Student Support Secretary
Leah Palmer	ELL Director
Amanda Carter	Receptionist/Clerk

**Education School Committee**

Megan Anderson  
Susan Mercier - Chair  
Kelly McCracken