

Stockbridge Central School

2008-2009

Handbook

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It is the mission of the Stockbridge Central School to provide the opportunities and environment that will enable each child to investigate, master and apply the knowledge, skills, values and behaviors necessary for lifelong learning and meaningful participation in a global society.

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**A handful of policies are included here. A copy of the Stockbridge Central School Policy Manual is available in the Principal's office and at the Superintendent's office. Parents are encouraged to review School Board Policies.*

SCHOOL PERSONNEL

Superintendent of Schools
Windsor Northwest Supervisory Union
PO Box 37
Bethel, VT 05032

Mr. Tim Mock

746-7974

Board of School Directors

Mr. Carl Groppe (Chair)

234-5591

Mrs. Betsy Shands

234-6807

Mrs. Elizabeth Stedina

234-5281

FACULTY AND STAFF

Principal

Mrs. Michele Ricci

234-9248

School Secretary

Ms. Lisa Thompson

Kindergarten/Pre-K Teacher

Mrs. Stephanie Colton

First and Second Grade Teacher

Mrs. Nancy Fisk

Reading Teacher

Mrs. Debra Burrell

Third and Fourth Grade Teacher

Mrs. Maggie Smith

Fifth and Sixth Grade Teacher

Ms. Emily Biolsi

Classroom/Reading Teacher

Mrs. Shelley VanderWende

Individual Student Aide

Mrs. Cathy Perkins

Individual Student Aide

Mrs. Leanne Koponen

Special Education Teacher

Mrs. Linda Lunna

Art Teacher

Ms. Lindsay Wheeler

Music & Instrumental Teacher

Mrs. Christine Morton

Physical Education

Mrs. Mary Benoit

School Nurse

Mrs. Debbie Gorton

Guidance

Ms. Mary McFarlin

Librarian

Mrs. Michele Ricci

Title 1 Instructor

Speech Pathologist

Mrs. Linda Dean-Orr

Food Service

Mrs. Candy Rice

Food Service

Mrs. Luella Farnham

Building and Grounds Custodian

Mr. Dave Schumann

Transportation/Bus Driver

WHAT, WHERE, WHEN, HOW?

Absent-Tardy

Please call the school between 8:00am and 8:30am if your child is absent for the day. A message left on the machine is sufficient. If not notified, the school secretary will call to inquire about your child as a safety measure. A note explaining the reason for an absence should be brought to the secretary the day after the absence. School begins at 8:15am. Students arriving after this time will be considered tardy and marked accordingly. If you know in advance that your child will be absent for any reason, including illness or vacation, please contact the school. When a student is absent from school, teachers will arrange a reasonable schedule for the completion of schoolwork and homework. When dismissed early, students make up missed work, including homework, the next day. Work supplied for students on vacation will be at the teacher's discretion.

Asbestos

The Asbestos Hazard Emergency Response Act (40 CFR 763.93 (g) (4) requires that written notice be given that the following school has a Management Plan for the safe control and maintenance of asbestos-containing materials found in the school building. This Management Plan is available and accessible to the public at Stockbridge Central School

After School Program

SCS has an after school program which runs from 3-6pm daily (except when school is closed.) Information may be obtained by calling school office.

Breakfast and Lunch

Our school is a Team Nutrition School, recognized by the U.S. Department of Agriculture. Our menus follow the Dietary Guidelines for Americans and are planned in order to provide appealing, nutritious meals for our students. A menu is sent home at the beginning of the month. Please review the menu with your child and decide when s/he is going to take hot lunch. On Monday morning, lunch, breakfast and milk money will be collected for the week or for the month. The price for lunch is \$1.75 and breakfast is \$1.00. Milk is included in the cost of breakfast and lunch. Additional milk (regular or chocolate) may be purchased for \$.30. Payment should be made in advance, in the form of a check for record keeping purposes. Checks should be sealed in an envelope clearly marked with your child's name and how much money is enclosed. A maximum credit for school meals is 30 days. Free and reduced lunch information and eligibility forms are available in the office.

Bullying

"Bullying," means any overt act or combination of acts directed against a student by another student or group of students and which: is repeated over time; is intended to ridicule, humiliate, or intimidate the student; and occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school-sponsored activity. Please contact the principal if you feel that your child is being bullied. School discipline procedures will be followed.

Clothing

It is important to dress for our Vermont weather! Hats, mittens, snow pants and boots must be worn in the winter because we will be going outside for recess and physical education class. Also, make sure that sneakers are worn on PE days: Mondays and Fridays. This does not include platform sneakers.

Daily Schedule

The following list describes the basic school day. Individual teachers can provide a more detailed classroom schedule.

7:30 - 8:15	“Early Birds”
8:15	School begins
8:15 – 12:10	Academic Block: Primary & Intermediate
9:45 – 10:00	Snack/recess (approximate times)
11:30	Kindergarten Dismissal
12:10 – 12:35	Lunch
12:35 – 1:00	Recess
1:00 – 2:55	Academic Block
2:55	Dismissal

Delayed Opening

Families will be notified of delayed opening through television and radio announcements in the same manner as a school closing. Breakfast is not served on a morning with a delayed opening. The bus schedule will be delayed.

Dismissal

All children are dismissed at 2:55pm. Students who ride the school bus take the bus to their designated stop unless we have written permission from the student’s parent(s)/guardian(s) stating otherwise. Students leaving school with anyone other than their parent may do so only with written permission from their parent. Parents are asked to supervise any students remaining on school property after school.

Early Birds

Students who need to arrive before the 8:15am school opening may come to school at 7:30am. The “Early Birds” quiet activities are supervised in a classroom. PLEASE NOTE: Students should not arrive earlier than 7:30am. There are no early birds on delayed openings.

Early Dismissal

If your child needs to be dismissed early from school, please send a written note in advance stating the time s/he should be dismissed. When you arrive during the school day to pick up your child, notify the secretary and she will inform the student. Parents should not go to the classroom to pick up a child.

Fire Drills

We are required to have ten (10) fire drills during the school year. Because we are practicing for emergency situations, students do not stop and take coats outside with them. For this reason, every effort will be made to have fire drills during good weather.

Harassment

Harassment is not acceptable at Stockbridge Central School. Harassment is verbal or physical conduct by one person directed toward another person because of race, national origin, disability, religion, sexual orientation, or any personal distinguishing factor. Harassment creates a hostile environment, which interferes with a person’s ability to perform routine tasks. Sexually harassing behaviors/abusive behaviors may include but are not limited to:

- * unwelcome sexual advances,
- * requests for sexual favors which have the purpose or effect of interfering with a student's school performance or creating an intimidating, hostile, or offensive school environment,
- * any conduct that is repeated after a person has been asked to stop and includes offensive language, coarse or demeaning jokes, and unwanted physical contact.

It is the obligation of all students and staff to be aware of and confront these behaviors, and to follow through to ensure they are not repeated. Students who believe they have been sexually harassed should report it to the teacher, principal, or a guidance counselor. Any teacher or staff member with information about possible sexual harassment of a student is expected to inform the principal. See Harassment Policy included.

Hazing

It is the policy of the Windsor Northwest Supervisory Union and its member town school districts that all its schools will provide safe, orderly, civil and positive learning environments. Hazing has no place in the District's schools and will not be tolerated on school premises (including school buses) and/or at school sponsored activities. Examples include making someone do something embarrassing or dangerous, or causing mental or physical injury, in order to be accepted into the group. Please report hazing to the principal and discipline procedures will be followed.

Homeless Students

Homeless students within the Windsor Northwest Supervisory Union are entitled to a free appropriate public education. As required by federal law, the central office has a homeless liaison that can assist homeless parents and students. The liaison can be reached at 746-7974.

News Publications

We will send a newsletter home each week and teachers write several notes during the school year. The newsletter will be sent in the Thursday folder. Folders should be returned to school on Friday or the following Monday. Articles and photographs may also be published in local newspapers.

Party Invitations

If your child is having a party and inviting *everyone* in class, s/he may distribute invitations at school. Otherwise, we ask that you distribute the invitations outside of school.

Procedure for Addressing Problems

Parents are encouraged to bring school related questions or concerns to the attention of the appropriate school personnel.

For classroom and "specials", the teacher should be contacted. Call the school, leave your name and phone number where you can be reached and you will be contacted as soon as possible.

For situations involving the bus, the playground, the lunchroom or any other part of the life of the school, the principal should be contacted.

Also, please call the principal if after contacting the teacher, a problem remains unresolved. The superintendent may be notified if further assistance is needed.

Protection of Pupil Rights Act

The school will notify parents prior to the administration of “third party” surveys. Parents may inspect and/or opt out of these surveys by calling the principal. Student privacy will be maintained through the proper administration of the surveys.

Right to Constitutionally Protected Prayer and Religious Beliefs and Practices

Neither the SCS District nor the Windsor Northwest Supervisory Union has any policy or practice that restricts participation in constitutionally protected prayer. The school is neutral in matters of religion and neither directs students regarding what religious beliefs they should hold nor interferes with religious beliefs and practices which are not disruptive and do not violate the rights of others. Religious groups or clubs may utilize the school on the same basis as non-religious groups or clubs.

School Closing

If school is canceled or closed early due to the weather or emergency conditions, an announcement will be made on radio stations 102.1, 97.1 and 98.1 FM and on television stations. If school closes early, every effort will be made to call parents. After school events including the After School Program are canceled when school is canceled or closed early.

School Directors’ Meetings

Regular meetings of the Stockbridge Board of School Directors are held once per month in the school library. The public is cordially invited to attend. Meeting dates and times are published in the school newsletter and are posted at the town clerk’s office and school. Generally, the School Board meets once each month at 6:30pm. The dates for the 2008-2009 school year have not yet been determined. They will be included in an upcoming newsletter.

School Office Hours

The school office is open during the school year on Monday through Friday from 7:30am to 3:30pm. The office phone number is 234-9248. Please call for an appointment with the principal or a teacher.

Student Victims of Violent Offense at School

Stockbridge Central School strives to keep all children safe and preclude violence at school. Under federal law, any student who has been a victim of violent criminal offense on the grounds of any public school has the right to transfer to another school within the “Local Education Agency.” For SCS, the Local Education Agency is the Windsor Northwest Supervisory Union, which includes Bethel, Granville, Hancock and Rochester schools.

Student Council

Student government is for grade 3-6 students. The purpose is to encourage student participation at SCS, to give students a voice, develop leadership skills, and to encourage community service. The council consists of members and four officers and meets tri-weekly.

Teacher Qualifications

Stockbridge Central School seeks to employ fully qualified educators who hold an appropriate and current Vermont License from the Vermont Department of Education. Unfortunately, due to the shortage of fully qualified educational professionals in many fields, this is not always possible. When it is not possible to have fully qualified personnel, SCS seeks to employ the most highly qualified candidate by applying to the Department of Education for a waiver from licensing requirements. The waiver requires that the individual works to meet the requirements for licensure and is for one year's duration. (Licensing waivers for a second or even third year are sometimes granted.)

Parents have the right to know the professional qualifications of any teacher serving their children and whether that person has a Vermont License. Such requests should be submitted in writing to the building principal. Further, the parent of any student in SCS who is taught for more than four weeks by any classroom teacher who is not fully qualified will receive written notification of this situation from the school.

Telephone

The telephone located in the secretary's office is for school business. Arrangements for playing at a friend's house should be made from home.

Visitors

We encourage parents and community members to visit school. Please call first to arrange a time. When you do visit, we request that you report to the office as soon as you enter the school. This includes before visiting a class or attending a meeting. If your child has an early dismissal, the secretary will summon her/him to the office. It is important for us to know who is in the building at all times.

INSTRUCTIONAL PROGRAMS AND SERVICES

All School Meetings

The entire school community meets in the library or multipurpose room (MPR) for a sharing of special interests and projects on a monthly basis. This experience provides opportunities to demonstrate oral presentation and audience skills, to learn from each other, to participate in shared decision making and to celebrate together. Families are welcome to attend our All School Meetings.

Curriculum and Assessment

On November 7, 1996 the Stockbridge School Board adopted the Vermont Framework of Standards and Learning Opportunities as the guideline for developing and maintaining Stockbridge Central School's curriculum and assessment system. The document provides a guide for educational improvements by describing what students should know and be able to do, and recommends ways of providing instruction and assessing students' progress. Copies of the Vermont Framework and Grade Expectations for every discipline (subject area) are available for your review by contacting the school office.

Educational Support System

The purpose of an Educational Support System (ESS) is to ensure that all students, regardless of their eligibility, achieve basic skills, meet Vermont standards, and experience success in the general education environment. It is helpful to think of ESS as a safety net of programs and supports around regular education components like curriculum, instruction, standards and assessments (from VT Department of Education). If your child is experiencing any educational difficulties, please speak to the classroom teacher or the principal.

Early Education Program

An early education program (for three and four year olds) is offered at both Bethel and Rochester Elementary Schools. Call us for further information.

Field Trips

Field trips are part of the school curriculum and are an important part of the learning experience. The same guidelines regarding behavior in school apply during all parts of the field trip. A permission slip signed by a parent/guardian is required before a student can participate.

Health Guidelines

Immediate health concerns are addressed by our school staff on a daily basis, and the nurse is available by phone consultation. The school nurse is present at SCS on Tuesdays. Health screenings are done on an ongoing basis. Our nurse screens vision, hearing and checks blood pressure, height, and weight. Parents are permitted to opt their children out of such tests. Please contact the principal. Additionally, immunization records are kept and updated. The nurse also teaches a comprehensive health education program which helps create educational pathways for the children to develop skills toward a healthy and balanced lifestyle.

Parents are called when a child is not feeling well and is unable to participate in the full program offered at school. Recess is an important part of the day as children have the opportunity for socialization, fresh air, and exercise. Students who come to school are expected to go outside for recess unless they have a note from the doctor stating there is a medical reason why they should remain inside.

Please keep your child at home if he/she is ill with a bad cold, the flu, a virus, or a fever. The school nurse will check for head lice periodically. If there is evidence of lice, parents will be contacted.

Non-prescription and prescription medications that are to be given during school hours may be delivered to the office and must be in the original pharmacist's container and must be accompanied by a written doctor's order and a signed permission note from a parent. **NEW REGULATIONS: Students with life threatening allergies or with asthma, whose parents comply with all of the requirements in Act 175 of 2008, shall be permitted to possess and self-administer emergency medication at school, on school grounds, at school-sponsored activities, on school-provided transportation, and during school-related programs.** The new policy on Student Medications, Parental Authorization Form, and a copy of the Medication Permission Form are included in the policy section of this handbook.

Homework

The purpose of homework is to reinforce work addressed in school and to help students take the responsibility to take their work home, complete it and return it to school. If homework seems too hard for your child, please alert her/his teacher. Every child should be reading every evening. Please read with your child. Teachers use the following guidelines when assigning homework:

- 1) Homework must serve a valid purpose.
- 2) Students must understand and be able to complete the assignment without the help of parents unless otherwise specifically stated.
- 3) Homework is adapted to individual needs and capabilities.

Kindergarten Entrance Policy

Children five (5) years of age as of September 1st are eligible to enter kindergarten at the beginning of the school year. It is recommended that parents contact the child's preschool teacher and the kindergarten teacher regarding the child's developmental readiness for school.

Library/Media Center

The school's library is open Monday through Friday during school hours. The librarian is at SCS one day per week for stories and/or library skills instruction, book selection and work related to Vermont's Framework of Standards in reading and listening. A book is borrowed for one week at a time. Exceptions are those students who need additional books for projects, research or assignments. Books can be returned to the book cart any day. It is important for children to develop responsibility for borrowing and returning library materials. If a book is not returned, books may not be borrowed. We hope you enjoy reading library books with your children!

Limited English Proficiency

Parents of students who are of limited English proficiency will be notified that their child has been identified as in need of services.

Notice of Non-Discrimination

It is the policy of the Windsor Northwest Supervisory Union (Bethel, Granville, Hancock, Rochester, and Stockbridge Town School Districts) that no otherwise qualified person shall be deprived of employment or education by reason of disability. The Town School Districts listed above do not discriminate on the basis of race, religion, color, national origin, age, gender, sexual orientation, or disability in admission to, access to, treatment in or employment in its programs and activities. Any person who believes him/herself to be a qualified disabled person or is the parent, guardian, foster parent or surrogate of a person believed to be qualified disabled student in need of special services to assure a free appropriate public education should

identify said student or self to the 504 Coordinator (Principal) for assessment and placement. The Coordinator will refer the request to the appropriate building Educational Support Team (EST). The EST will follow standard procedures in assessing the request. The parent(s) of students formally referred to this team will be notified and invited to participate in the portion of the meeting devoted to their son or daughter. Meetings are held monthly.

Anyone who believes that a qualified disabled person has been denied free appropriate public education may request a copy of the 504 Grievance Procedures from the Superintendent of Schools. The Superintendent may be contacted at the Windsor Northwest Supervisory Union Offices located in Pittsfield (formerly the Pittsfield Academy) or by telephone at 746-7974. Inquiries concerning the application of non-discrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J. W. McCormack Room 222, Boston MA 02109-4557.

Pre-Kindergarten

Pre-Kindergarten is offered for four year olds (four years of age by September 1) two afternoons per week – Tuesday and Thursday afternoons from 12:15-2:55pm. The program is designed to familiarize students with SCS and to prepare them for kindergarten.

PTO – Who Are We?

The Stockbridge Central School Parent Teacher Organization (PTO) spends the year providing support for our children and their teachers. We fund everything from clubs and parent classes, to field trips, school supplies, kitchen supplies, and even rugs for classrooms. We raise money and support the activities of the Recreation Committee, which was responsible for cleaning up our athletic field and building the new concession stand and ice rink. The PTO makes sure each child gets a new book at the annual book sale. We also provide every child in Stockbridge/Gaysville with a holiday gift. We plan and host the annual Halloween party. We host a chicken barbecue in the fall to welcome everyone back to school and provide opportunities for the community to join with the school and school families to become more active members of the Stockbridge community. Our dinners provide an opportunity for the community and the school to come together and break bread.

Our school is fortunate to have dedicated parents to help us with these projects. We need your help, too. There are many opportunities throughout the year to contribute. You do not need to commit to a monthly meeting. If every parent volunteered for one activity each year we would be more than fully staffed for all events. We are anxious to hear your creative ideas about how to better serve our school. This is YOUR school and YOUR PTO. Do you want your opinions heard? Do you want to improve the quality of your children's education? Are you looking for ways to support your school, your teachers and your children? Volunteer! We have a great time doing what we do. We welcome new ideas and new perspectives. Join us!

Special Education Services

The special education program at Stockbridge Central School provides services for students who have a qualifying disability and need. Examples of such services include speech-language therapy, occupational therapy, adaptive physical education, specialized academic teaching, behavior management programs, etc. A teacher, parent or anyone who knows the child well and believes he or she is in need of assistance may refer a student for special education services. Usually, a student is referred for special education services after the Educational Support Team (EST) and/or school staff has tried interventions to assist the student without special education services.

A student who is referred for special education services receives a comprehensive evaluation to assist in determining if the student is eligible for special education services. If a student is eligible, an individual education program (IEP) is developed which outlines the student's strengths and needs and how those needs will be addressed. An evaluation and planning team, which includes the student's parents, plans the evaluation, reviews the results and

makes the decision regarding the student's eligibility for special education services. The same team develops the individual education program if the student is eligible. If the student is not eligible for special education services, s/he may be eligible for services under Section 504 of the Rehabilitation Act of 1973. A written plan can be developed to accommodate the needs of a student at any point in the year.

The previous paragraphs are a general description of special education and are not meant to represent the entire special education process, state guidelines, federal law or parental rights in special education. If you, as a parent/guardian, believe your child may be in need of special education services, contact your child's classroom teacher, the principal or the special education coordinator to assist you with making a referral.

Sports

Students experience a variety of sports through participation in our Physical Education program. The school also sponsors inter-school competition on a co-ed basis in soccer, basketball and baseball. Generally, parents coach the evening/after school teams.

Student Assessment Reports and Conferences

The primary purpose of student assessment and reporting is to support each student as a learner. Assessment reports document progress and identify areas for further work. Assessments are based on information gathered from a variety of sources and are used to guide the teaching/learning process. The SCS report card indicates performance levels.

Student assessment reports are issued three times a year. Parent conferences are scheduled in the fall and spring. The fall conference includes goal setting where students, parents and teachers work together to identify student academic, creative and social goals. In addition, parents are encouraged to schedule an appointment with teachers at any time during the school year.

Student Behavior Expectations and Procedures

The purpose of the Stockbridge Central School's behavior procedures is for each student to learn self-control and responsibility as an individual, as a member of the school community, and as a member of our democratic society. Behavior based on the fundamental guidelines of "I respect you", "You respect me", and "We respect property," is a key component of a safe and effective learning environment. School staff will be proactive in providing ongoing learning opportunities in appropriate behavior for each child. These include a participatory process for developing guidelines, social skills instruction, modeling, class discussions, coaching, positive feedback and consistent follow through.

Some specific guidelines are:

1. We are respectful of and courteous to each other on the school grounds, on the buses, on the way to and from school, at lunch, during recess and at all other school functions.
2. We take care of our school furniture, building and materials.
3. We use appropriate language.
4. We act in safe ways, without touching, hitting, pushing, kicking or fighting.

5. We walk in the hallways and classrooms.
6. In the cafeteria, we eat politely, stack our trays, clean our tables and speak quietly.
7. We wear clothing that will not be distracting, frightening or disrespectful to others.
8. We recognize that gum, candy, and soda are not to be consumed on school grounds or in the school building.
9. We play safely with approved equipment. Items brought from home such as: softballs, baseballs, golf balls, footballs, solid rubber balls, baseball bats, rollerblades and skateboards are considered unsafe for playground use. Any approved playground equipment brought from home needs to be shared with others. We always stay within the playground boundaries.
10. And finally, we understand that the principal can, in situations where people are endangered or the learning environment is intentionally disrupted, suspend students from school according to Vermont law. See Student Conduct and Discipline Policy.

Student Records

The Family Educational Rights and Privacy Act (FERPA) gives parent(s)/guardian(s) the right to: 1. inspect and review her/his child's education records; 2. make copies of these records; 3. receive a list of all individuals having access to those records; 4. ask for an explanation of any item in the records; 5. ask for an amendment to any report on the grounds that it is inaccurate, misleading or violates the child's rights; and 6. a hearing on the issue if the school refuses to make the amendment. Also, education records including disciplinary records will be transferred to other schools that have requested the records. Please contact the principal if you want to review or amend your child's records.

Title 1

The parents of students who receive extra services in reading will be notified of the assistance. Parents will also receive a written report of student progress as well as information on the Title 1 program.

Title IX

It is a violation of federal law to discriminate in educational programs in public schools based upon gender. If a student or his/her parents believe he/she has been denied educational benefits and/or been subjected to discrimination in any Stockbridge Central School program or activity based upon gender, a grievance may be filed with the principal. The complaint may also be discussed with other school staff or the Superintendent.

Transportation Guidelines

Riding the school bus is a privilege. The bus driver is responsible for supervising students on the bus and will deal with behavior problems that occur. In order to offer safe bus service, students and parents need to fully understand the importance of following all bus rules:

1. All students are expected to conduct themselves appropriately while waiting at the bus stop and riding the bus. Parents are responsible for students waiting at the bus stops.

2. Students must remain seated while the bus is in motion.
3. Eating and drinking are not permitted on the bus.
4. Standing, running, throwing objects, fighting, smoking, and using inappropriate language are not permitted.
5. Arms are to be kept inside of windows.
6. Feet are to be kept out of the bus aisles.
7. Students ride their prescribed bus route unless they have a note from their parents stating otherwise.

Students who do not follow the bus rules endanger themselves and others. Bus misbehavior will result in the following disciplinary action:

1. If rules are not followed, children will be reminded of the expected behavior and a written warning will be sent home. Serious misbehavior may move to a #2 or #3 consequence.
2. If a student receives a second written warning, he/she will not be permitted to ride the bus for one week.
3. If a third written warning is given, the student will not be permitted to ride the bus for an extended period of time.

A student who has been suspended from riding the bus will be expected to attend school on a daily basis. Parents are responsible for providing transportation to and from school during the suspension. See School Bus Policy.

Reminder: It is illegal to pass whenever the bus lights are flashing.

STOCKBRIDGE TOWN SCHOOL DISTRICT POLICIES

ATTENDANCE

PHILOSOPHY: Attendance in our educational program is critical to academic success and the development of positive attitudes about ourselves, our work, and our relationship with our peers.

Regular daily attendance at school insures that students will obtain the maximum educational benefits available while practicing important social skills and developing proper work habits.

LAW: State law requires such regular and continuous school attendance of children between the ages of seven (7) and sixteen (16) years and holds the parent or guardian responsible for the student's attendance. Truancy is being absent from school without a good reason, resulting in an unexcused absence. Repeated offenses will be handled according to the truancy procedure outlined in policy. A student may be excused from attendance if (a) mentally or physically unable to attend; (b) has completed the tenth grade; or (c) is excused by the superintendent or a majority of the school board of directors.

POLICY: A child, who has attained the age of five (5) years on or before September 1st prior to the beginning of the school year, is eligible to attend the kindergarten program.

Stockbridge Central School will offer kindergarten screening in the spring of each year. At that time, a child's readiness for entrance to kindergarten will be evaluated. The school faculty will make the final determination regarding a child's readiness.

In all other matters of attendance, the policy shall be as stipulated in state law and/or according to the attendance and absence procedures as outlined in the parent/student handbook.

Warned: 3/15/00; 3/21/00
Adopted: 6/20/95
Reviewed/Revised: 3/21/00

POSSESSION OF WEAPONS ON SCHOOL GROUNDS

In order to protect the health and safety of all students and staff, the possession and /or use of weapons on school premises is hereby prohibited unless authorized by the school board for specific occasions or for instructional purposes.

DEFINITIONS: For the purposes of this policy, the following definitions shall apply:

- 1) "Weapon" shall mean but not be limited to a firearm-as defined in Section 921 of Title 18 of the United States Code.

Under Section 921, the following are considered weapons:

- a) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- b) the frame or receiver of any weapon described above
- c) any firearm muffler or firearm silencer
- d) any explosive, incendiary or poison gas
 - i) bomb
 - ii) grenade
 - iii) rocket having a propellant charge of more than four ounces
 - iv) missile having an explosive or incendiary charge of more than one-quarter ounce
 - v) mine, or
 - vi) similar device
- e) any weapon which will or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than one-half inch in diameter
- f) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled

Under Section 921, the following are not considered weapons:

- a) an antique firearm;
 - b) any device which is neither designed nor redesigned for use as a weapon; and
 - c) a rifle, which the owner intends to use solely for sporting, recreational or cultural purposes. However, for purposes of the policy, such rifles shall be considered as weapons and are, therefore, prohibited on school premises.
- 2) "School premises" shall mean any property, vehicles and facilities owned or leased by the school and used at any time for school related activities, including but not limited to school buildings, surrounding school property, athletic fields and parking lots.
 - 3) "Expulsion" shall mean the termination for at least a calendar year of educational services to a student. At the discretion of the board and administration, an expelled student may be afforded limited educational services at a site other than the school during the period of expulsion.

POLICY: In accordance with state and federal law, the superintendent shall bring any student who brings a weapon to school to the school board for an expulsion hearing. An expulsion hearing conducted under this policy shall afford due process as required by law. A student found by the board to have brought a weapon to school shall be expelled for at least a calendar year. However, the board may modify the expulsion on a case by case basis when it finds circumstances such as, but not limited to:

- a) The student was unaware that he/she had brought a weapon to school.
- b) The student did not intend to use the weapon or threaten or endanger others.

- c) The student is disabled and the misconduct is related to the disability.
- d) The student does not present an ongoing threat to others and a lengthy expulsion would not serve the best interest of the student.

In addition, any student who brings a weapon to school shall be referred to a law enforcement agency.

Any other person found in violation of this prohibition shall be subject to removal from school premises and any further action as allowed by law.

As required by state law, the superintendent shall annually provide the commissioner of education with descriptions of the circumstances surrounding expulsions imposed under this policy, the number of students expelled and the type of weapons involved.

Warned: 4/25//00; 5/16//00
Adopted: 5/16/00
Reviewed/Revised:

STUDENT CONDUCT AND DISCIPLINE

POLICY: It is the policy of the Windsor Northwest Supervisory Union to maintain a safe, orderly, civil and positive learning environment. In order to ensure that each school within the union is free from hazing, harassment, bullying and other disruptive misconduct, a system of classroom and school management practices, supported by consistent, clear and fair disciplinary procedures, will be utilized.

The goal of this policy is to create an environment where the rules for student behavior are clearly stated, are understood and accepted by students and staff, and are applied in compliance with due process requirements. This policy is to be applied in conjunction with the school's overall discipline plan developed pursuant to 16 V.S.A. 1161a.

STUDENT RESPONSIBILITIES: It is the responsibility of each student to contribute to a safe and productive learning environment in the school by demonstrating respect and consideration for other students and adults. This includes complying with all policies and rules of conduct of each School District and individual classrooms.

ADMINISTRATIVE RESPONSIBILITIES: The Principal, in consultation with the educational staff will develop an overall discipline plan pursuant to 16 V.S.A. 1161a. The plan will include clear guidelines for student behavior. Behavioral expectations, and the consequences of misconduct, will be stated in the student handbook and other publications distributed to students and parents/guardians.

The rules of conduct will be distributed to, and discussed with, all students at the beginning of each school year in accord with procedures stated in the school discipline plan. Students will be instructed to share the student handbook with their parents. Copies of the handbook will be provided to parents or guardians in a manner determined by the Principal. The Principal may ask that parents sign a form indicating that they have reviewed the rules of conduct with their children. When new students enroll during the school year, they and their parents will be given copies of the rules of conduct as part of the pre-enrollment process.

The Principal or her/his designee shall be responsible for carrying out discipline procedures conforming to the following guidelines.

1. A student may request a meeting with the Principal or her/his designee to review any disciplinary action, other than a suspension or expulsion, affecting the student. If requested, the Principal or designee shall hold an informal meeting to review the incident and to hear the views of the student and any other persons who may have information that the Principal or designee believes to be relevant to the circumstances. The Principal or designee shall issue a prompt decision to the student, which may be oral or written. Except as otherwise provided in this policy, the decision of the Principal will be final.
2. Suspension or expulsion of students shall be imposed in accordance with state and federal law and regulations, due process requirements, and the following rules and procedures:
 - a) The Principal or her/his designee may assign a student to in-school detention for up to 10 consecutive school days for any infraction of school rules. As provided in the school's overall discipline plan, students assigned to in-school detention will be provided with reasonable opportunities to complete academic assignments and to benefit from counseling or other activities designed to bring about improvements in their behavior.
 - b) A student who poses an immediate danger to persons or property or a significant threat of disrupting the academic process of the school shall be removed from the school or to a place within the school determined by the Principal, Superintendent or their designee to be sufficiently secure to ensure the safety of students and school personnel and the continuation of the academic process. The Superintendent or Principal or their designee shall notify the parent or guardian (without undue delay) of a student who is removed from school. If the parent, guardian or

- other responsible person designated as an emergency contact by the parent or guardian cannot be notified, the student will be detained at school or at another safe and secure setting for the remainder of the school day.
- c) No student will be removed from school for more than the remainder of a school day unless the student and her/his parents are given an opportunity for an informal hearing pursuant to paragraph (d) of this policy. When immediate removal of a student is necessary prior to a hearing, the hearing shall be held as soon as possible following the removal.
 - d) The Superintendent or Principal may suspend a student from school for a period of 10 days or less for misconduct occurring on or off school grounds. Except as provided in paragraph (b) above, prior to such a suspension, the student and her/his parent or guardian shall be given an opportunity for an informal hearing with the Principal or her/his designee. The student and her/his parent or guardian must be given notice of the charges, an explanation of the evidence against the student, an opportunity for the student to tell her/his side of the story, and a decision in writing to the parent or guardian.
 - e) The Superintendent or Principal may, with the approval of the Board and in accordance with 16 V.S.A. 1162(a), impose a long-term suspension or expulsion of a student (for longer than ten days and up to 90 school days or the remainder of the school year whichever is longer) for misconduct on school property, on a school bus or at a school-sponsored activity when the misconduct makes the continued presence of the student harmful to the welfare of the school.
 - f) In accord with the overall discipline plan developed under 16 V.S.A. 1161a, short-term (ten days or less) or long term suspension or expulsion may be imposed for misconduct not on school property, on a school bus or at a school-sponsored activity where direct harm to the welfare of the school can be demonstrated.
 - g) Long-term suspension or expulsion must be preceded by notice and formal due process procedures, including the opportunity for a hearing before the Board. The Superintendent shall notify the student and her/his parents in writing of the nature of the charges, the date, time and place of the hearing, the right to legal representation, and the disciplinary action to be recommended to the Board. This notice shall be provided in sufficient time to allow the student and her/his parents to prepare for the hearing. At the hearing, the student and parent/guardian shall be given an opportunity to present evidence and to cross-examine witnesses. The Board shall issue a written decision within 15 days of the conclusion of the hearing.
3. Notwithstanding the above provisions, a legal pupil who has a disability or is suspected of having a disability, and is eligible for special education services or section 504 services may be removed from her/his current educational placement for disciplinary reasons for more than 10 consecutive days, or for more than 10 cumulative days in a school year only in accord with Vermont State Board of Education Rules 4313 or 4312. The school Principal, with the agreement of a special education administrator, may impose short-term disciplinary sanctions on the special education students as provided in Vermont State Board of Education Rule 4313. The Superintendent and coordinator of special education will develop additional procedures as needed to govern the discipline of students with disabilities.
 4. In the event a student brings a weapon to school, the procedures set forth in the School's Weapons Policy (F21) shall apply.

Warned: 5/25/05, 6/22/05, 9/8/05
Adopted: 9/8/05
Reviewed/Revised:

STUDENT MEDICATION

POLICY: The Stockbridge School District shall have procedures in place to ensure compliance with laws and regulations governing the possession, administration and storage of prescription and non-prescription medications needed by students at school or during school sponsored activities.

IMPLEMENTATION: The Principal (or designee) will develop procedures governing the possession, administration and storage of medication needed by any student during the regular school day or during school sponsored activities. The procedures will comply with the following:

1. Medication may be given by the school nurse, or a person designated and trained by the school nurse, upon written orders from a physician, and upon written request of a student's parent or guardian that the School District comply with the physician's order. The physician's orders must detail the name of the drug, dosage, time interval the medication is to be taken, diagnosis and reason for giving.
2. Medication must be brought to school in a container labeled by the pharmacy or physician and stored by the school nurse or his or her designee in a secure storage place.
3. Students with life threatening allergies or with asthma, whose parents or guardians comply with all of the requirements of Act 175 of 2008, shall be permitted to possess and self-administer emergency medication at school, on school grounds, at school-sponsored activities, on school-provided transportation, and during school-related programs.

Non-prescription medication must be accompanied by a written request from the parent or guardian of a student bringing such medication to school. The request must contain assurances that the student has suffered no previous ill effects from the use of medication. Medication must be left in the custody of the school nurse.

The school shall provide an opportunity for communication with the pupil, parent or guardian, and physician regarding the efficacy of the medication administered during school hours. In the case of medication possessed by students with life threatening allergies or with asthma, the school shall provide forms for parents to submit authorizing possession of the medication and releasing the school from liability as a result of any injury arising from the student's self-administration of the emergency medication.

Date Warned: 8/18/08

Date Adopted: 8/18/08

*Legal Reference: Act 175 of 2008
16 V.S.A. §1387*

Stockbridge Central School

Parental Authorization Form (Student Self-Medication per Policy F6)

As the parent (or guardian) of _____, I hereby authorize my child to possess and self-administer emergency medication at school, on school grounds, at school sponsored activities, on school provided transportation, and during school-related programs.

As documented by the attached physician's statement, my child has (name the specific life-threatening allergies or asthma applicable to this authorization), and is capable of, and has been instructed by the physician in, properly self-administering the emergency medication named by the physician.

As further documented by the attached physician's statement, my child has been advised of possible side-effects of the medication and has been informed of when and how to access emergency services.

The attached plan of action, developed specifically for the _____ school year in consultation with the school nurse, is based on the documentation provided by the physician's statement and includes the name of each emergency medication, the dosage, and the times and circumstances under which the medication is to be taken. The plan of action also indicates that the medication is solely for the use of my child, and includes the names of individuals who will be given copies of the plan. I understand that one of requirements of the plan is that my child will notify a school employee or agent after self-administering emergency medication.

As required by Act 175 of 2008, I hereby release the school, its employees and agents, including volunteers, from liability as a result of any injury arising from my child's self administration of emergency medication, except when the conduct of the school, school employee, or agent would constitute gross negligence, recklessness or intentional misconduct.

Signed on _____ (Date) at _____

by _____ (Parent or Guardian)

Witnessed by _____ . Dated _____

UNLAWFUL HARRASSMENT

A. STATEMENT OF POLICY

This policy is intended to comply with the requirements of 16 V.S.A. §565 regarding the prohibition by school boards of unlawful harassment.

It is the policy of Windsor Northwest Supervisory Union to maintain a learning and working environment that is free from unlawful harassment. The District prohibits any form of unlawful harassment on the basis of disability, marital status, national origin, race, religion, sex, or sexual orientation.

B. GENERAL PROVISIONS

1. Violation

It is a violation of this policy for any student, teacher, administrator, or other school personnel unlawfully to harass a student, teacher, administrator, or other school personnel through conduct or communication on the basis of disability, marital status, national origin, race, religion, sex, or sexual orientation.

2. Complaint

Any student, teacher, administrator, or other school personnel who believes he or she has been subjected to unlawful harassment may make an internal complaint as described below and/ or pursue other remedies provided by federal and state law.

C. DEFINITIONS AND EXAMPLES

1. Definitions

- a. “*Unlawful harassment*” means verbal or physical conduct based on a person’s disability, marital status, national origin, race, religion, sex, or sexual orientation which has the purpose or effect of substantially interfering with a person’s performance or creating an intimidating, hostile or offensive environment.
- b. “*Sexual harassment*” is a form of unlawful harassment which means unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature when:
 - (i) Submission to that conduct is made either explicitly or implicitly a term or condition of that person’s position;
 - (ii) Submission to or rejection of such conduct by a person is used as a component of the basis for decisions affecting that person; or
 - (iii) The conduct has the purpose or effect of substantially interfering with a person’s performance or creating an intimidating, hostile or offensive environment.
- c. “*School Personnel*” means school board members, district employees, agents of the school district, unpaid volunteers, contractors and persons, other than students, who are subject to the supervision and control of the District.

2. Examples

Examples of behaviors which, if sufficiently severe, pervasive or persistent so as to interfere with a person’s ability to participate in or benefit from school programs, would be considered to be unlawful harassment include but are not limited to: physical aggression or force, the threat of physical aggression or force, demeaning comments or behaviors, slurs, mimicking, jokes, gestures, name-calling, graffiti, stalking, sexual advances, use of nicknames emphasizing stereotypes, comments on manner of speaking, negative references to customs, and derogatory comments regarding surnames.

D. REPORTING

1. Voluntary report

(i) *Students*

A student may report an allegation of unlawful harassment he or she has experienced or witnessed at school or during school sponsored activities to any adult school personnel designated, in accordance with procedures developed under this policy, to receive complaints of unlawful harassment.

(ii) *Adult school personnel*

Any adult school personnel may report an allegation of unlawful harassment he or she has experienced at school or during school sponsored activities to a person designated, in accordance with procedures developed under this policy, to receive complaints of

unlawful harassment.

2. Mandatory report
Any adult school personnel who witnesses or receives a report, formal or informal, written or oral, of unlawful harassment at school or during school sponsored activities shall report it in accordance with procedures developed under this policy.
3. Privacy
The District shall respect the privacy of the complainant, the individual(s) against whom the report is directed, and the witnesses to the extent consistent with the District's obligations to investigate, take appropriate action, and conform to any discovery or disclosure obligations.

E. INVESTIGATION

The District shall conduct an investigation, in accordance with procedures adopted under this policy, as soon as practical but not later than ten (10) working days following receipt of a report or complaint, formal or informal, written or oral, alleging unlawful harassment.

F. ACTION

1. Duty to act
The District shall take appropriate action in all cases where this policy has been violated. Any person found to have violated this policy may be subject to appropriate consequences and/ or remedial action including, but not limited to, warning, exclusion, suspension, expulsion, transfer, dismissal, or remedial action such as training, education, or counseling. The District shall not take any action, which is inconsistent with applicable collective bargaining agreements, state and federal laws, and other District policies.
2. False report
The District shall take appropriate action against any student, teacher, administrator or other school personnel who makes a false report of unlawful harassment knowing it to be false.
3. Retaliation
The District shall take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person for making a good faith report of unlawful harassment or for participating in an investigation or other part of the process established by this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. The procedures established to implement this policy shall include a statement that retaliation of reporting harassment or cooperating in an investigation of harassment is unlawful under 9 V.S.A. §4502(a)(5).

G. APPEAL

A person determined to have violated this policy and subjected to action under it may appeal the determination and/or the action taken in accordance with procedures adopted under this policy, which shall be consistent with the provisions of any applicable collective bargaining agreement.

H. MANDATORY REPORTING OF ABUSE

Under certain circumstances, alleged harassment may also be possible abuse under Vermont law. The statutory obligation to report suspected abuse, therefore, may be applicable.

I. DISSEMINATION AND TRAINING

1. Dissemination
This policy shall be:
 - a. Posted conspicuously throughout each school building in areas accessible to all persons;
 - b. Printed in any school district publication that sets forth the comprehensive rules, procedures, and standards of conduct for students; and
 - c. Printed in any school district publication that sets forth the comprehensive rules, procedures, and standards of conduct for school district employees.
2. Training The Superintendent shall develop a method of discussing this policy with students and employees.
3. Review The School Board shall review this policy periodically for compliance with state and federal law.

WELLNESS

PURPOSE: The intent of this Policy is to ensure compliance with the local policy requirements of the federal Child Nutrition and WIC Reauthorization Act of 2004. In accord with those requirements, this Policy has been developed in consultation with parents, students, representatives of the school food services authority, school administrators and the public.

POLICY STATEMENT: It is the policy of the Stockbridge Central School District to establish goals for nutrition education, physical activity and other school based activities that are designed to promote student wellness. With the objective of promoting student health and reducing childhood obesity, the district will also establish nutrition guidelines for all foods available at school during the school day.

I. Goals for Nutrition Education.

- A. The school district shall provide nutrition education programs as required by state law and regulations of the State Board of Education. In particular, the district shall provide a nutrition component in its Comprehensive Health Education program and shall develop curricular programs intended to accomplish applicable goals enumerated in the Vermont Framework of Standards and Learning Opportunities.
- B. Nutrition education programs shall be conducted by appropriately licensed staff members.
- C. To the extent practicable, nutrition education shall be integrated into core curricula in areas, such as science and family and consumer science courses.

II. Goals for Physical Activity.

- A. The district shall provide physical education classes for all students as required by Vermont School Quality Standards.
- B. The district shall provide other physical activity opportunities for students through recess periods in appropriate grades and, as appropriate, before or after school activities such as interscholastic athletics and physical activity clubs or intramural sports.

III. Goals for Other School Based Activities.

- A. The district shall ensure that guidelines for reimbursable school meals are not less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to sections (a) and (b) of sections 10 of the Child Nutrition Act and section 9 (f) (1) and 17a of the Richard B. Russell National School Lunch Act as those regulations and guidance apply to schools.
- B. The district shall provide adequate space for eating and serving school meals.
- C. The district shall provide a clean and safe meal environment for students.
- D. The district shall establish meal periods that provide adequate time to eat and are scheduled at appropriate hours.
- E. Food shall not be used in district schools as a reward or punishment.
- F. The district shall provide training opportunities as appropriate for food service and other staff members in areas of nutrition and wellness.

IV. Nutrition Guidelines.

- A. No foods of minimal nutritional value, as listed in 7 CFR 210, Appendix B and 7 CFR 220, Appendix B shall be sold in food service areas during breakfast and lunch periods.
- B. The sale of foods during meal periods in food service areas shall be allowed only if all income from the sale, including the sale of approved foods or drinks from vending machines, accrues to the benefit of the school, the school food service program, or the student organizations sponsoring the sale.
- C. To the extent practicable, the district shall ensure that foods offered at school other than through the National School Lunch or School Breakfast programs, including foods sold through vending machines, shall comply with the A la Carte and Vending Guidelines established by the Vermont Departments of Health and Education.

V. Policy Implementation.

- A. The superintendent or his or her designee shall monitor district programs and curriculum to ensure compliance with this policy and any administrative procedures established to carry out the requirements of this policy.
- B. The superintendent or his or her designee shall report at least annually to the board on the district's compliance with law and policies related to student wellness. The report shall include an assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for school in accordance with federal law.

Warned: 2/28/06; 4/25/06; 6/13/06

Adopted: 6/13/06

Reviewed/Revised: