



**Be Respectful
Be Responsible
Be Ready to Learn**



2015 – 2016 Handbook



**2933 VT Route 107
Stockbridge, VT 05772
(802) 234-9248 phone
(802) 234-6455 fax
www.scsvt.net**



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. Parents/guardians are encouraged to review School Board Policies.*

Clipart from: <http://www.school-clip-art.com>,
<http://school.discoveryeducation.com/clipart/>,

**WINDSOR NORTHWEST SUPERVISORY UNION
2015 - 2016 SCHOOL CALENDAR**

| M | T | W | T | F | DAYS | CUM |
|-----------------------|----|----|----|----|------|-----|
| August 2015 | | | | | | |
| 17 | 18 | 19 | 20 | 21 | | |
| 24 | 25 | 26 | 27 | 28 | | |
| 31 | | | | | 3 | 3 |
| September 2015 | | | | | | |
| 1 | 2 | 3 | 4 | | | |
| 7 | 8 | 9 | 10 | 11 | | |
| 14 | 15 | 16 | 17 | 18 | | |
| 21 | 22 | 23 | 24 | 25 | | |
| 28 | 29 | 30 | | | 21 | 24 |
| October 2015 | | | | | | |
| | 1 | 2 | | | | |
| 5 | 6 | 7 | 8 | 9 | | |
| 12 | 13 | 14 | 15 | 16 | | |
| 19 | 20 | 21 | 22 | 23 | | |
| 26 | 27 | 28 | 29 | 30 | 20 | 44 |
| November 2015 | | | | | | |
| 2 | 3 | 4 | 5 | 6 | | |
| 9 | 10 | 11 | 12 | 13 | | |
| 16 | 17 | 18 | 19 | 20 | | |
| 23 | 24 | 25 | 26 | 27 | | |
| 30 | | | | | 17 | 61 |
| December 2015 | | | | | | |
| | 1 | 2 | 3 | 4 | | |
| 7 | 8 | 9 | 10 | 11 | | |
| 14 | 15 | 16 | 17 | 18 | | |
| 21 | 22 | 23 | 24 | 25 | | |
| 28 | 29 | 30 | 31 | | 16 | 77 |
| January 2016 | | | | | | |
| | | | 1 | | | |
| 4 | 5 | 6 | 7 | 8 | | |
| 11 | 12 | 13 | 14 | 15 | | |
| 18 | 19 | 20 | 21 | 22 | | |
| 25 | 26 | 27 | 28 | 29 | 19 | 96 |
| February 2016 | | | | | | |
| 1 | 2 | 3 | 4 | 5 | | |
| 8 | 9 | 10 | 11 | 12 | | |
| 15 | 16 | 17 | 18 | 19 | | |
| 22 | 23 | 24 | 25 | 26 | | |
| 29 | | | | | 15 | 111 |
| March 2016 | | | | | | |
| 1 | 2 | 3 | 4 | | | |
| 7 | 8 | 9 | 10 | 11 | | |
| 14 | 15 | 16 | 17 | 18 | | |
| 21 | 22 | 23 | 24 | 25 | | |
| 28 | 29 | 30 | 31 | | 22 | 133 |
| April 2016 | | | | | | |
| | | | 1 | | | |
| 4 | 5 | 6 | 7 | 8 | | |
| 11 | 12 | 13 | 14 | 15 | | |
| 18 | 19 | 20 | 21 | 22 | | |
| 25 | 26 | 27 | 28 | 29 | 16 | 149 |
| May 2016 | | | | | | |
| 2 | 3 | 4 | 5 | 6 | | |
| 9 | 10 | 11 | 12 | 13 | | |
| 16 | 17 | 18 | 19 | 20 | | |
| 23 | 24 | 25 | 26 | 27 | | |
| 30 | 31 | | | | 21 | 170 |
| June 2016 | | | | | | |
| | 1 | 2 | 3 | | | |
| 6 | 7 | 8 | 9 | 10 | | |
| 13 | 14 | 15 | 16 | 17 | 8 | 178 |

Office of the Superintendent
Ms. Meg Alison Powden, Superintendent
 461 Waterman Road
 Royalton, VT 05068
 PH: (802) 763-2365
 FAX: (802) 763-2504
www.wnwsu.org

Windsor Northwest Schools and Marking Periods

Bethel Elementary School
 802 234 6607 fax 234-5783
 Principal: Mr. Owen Bradley
 Asst Prin: Mrs. Andra Bowen
 273 Pleasant Street
 Bethel, VT 05032

Stockbridge Central School
 802 234 9248 fax 234 6455
 Principal: Dr. Barbara Woods
 2933 VT. Rt. 107
 Stockbridge, VT 05772

**TRIMESTERS: Bethel Elementary
 and Stockbridge Central School**
 November 13, 2015
 February 19, 2016
 last day of school

Whitcomb Junior and Senior High School
 802 234 9966 fax 234 5779
 Principal: Mr. Owen Bradley
 Asst Prin: Mrs. Andra Bowen
 273 Pleasant Street
 Bethel, VT 05032

Rochester School
 elementary: 802-767-4632 fax 802-767-3356
 high: 802-767-3161 fax 767-1130
 Principal: Catherine Knight
 222 South Main Street
 Rochester, Vermont 05767

**Whitcomb Jr./Sr. High School and Rochester
 Schools Marking Periods**
 Q1 October 28, 2015
 Q2 January 15, 2016
 Q3 April 1, 2016
 Q4 last day of school

178 Student School Days
 6 in-service days
 184 Total Days

Early Release Days
 - Lunch is served.
 - Noon dismissal for students.
 - Afternoon work session for faculty.

Adopted by WNWSU Board March 25, 2015

SCHOOL PERSONNEL

Superintendent of Schools
Windsor Northwest Supervisory Union
461 Waterman Road
Royalton, VT 05068

Meg Powden 763-2365

mpowden@wnwsu.org

Board of School Directors

Carl Groppe 234-5591

carl@thebarnatwhiteriver.com

Betsy Shands 234-6807

ejshands@pshift.com

Janis Boulbol 234-9733

janisboulbol@gmail.com

FACULTY AND STAFF

Principal

Barbara Woods 234-9248

bwoods@wnwsu.org

Administrative Assistant

Karen Johnson

kjohnson@wnwsu.org

Kindergarten/Pre-K Teacher

Stephanie Colton

scolton@wnwsu.org

First and Second Grade Teacher

Sarah Rivait

srivait@wnwsu.org

Math Teacher

Donna Gallant

Title I

Deb Rice

drice@wnwsu.org

Third and Fourth Grade Teacher

Maggie Smith

msmith@wnwsu.org

Fifth and Sixth Grade Teacher

Julie Kozak

jkozak@wnwsu.org

Para-Educator

Cathy Perkins

Para-Educator

Kaitlyn Messier

Special Education Teacher

Linda Shaw

Art Teacher

Amber Kaemmerlen

Music & Instrumental Teacher

Meghan Waterhouse

Physical Education

Felicia Dieffenbach

School Nurse

School Counselor/Guidance

Laura Donica

Library/Media Specialist

Barbara Woods

Director of Technology

Michael Lambert

Speech Pathologist

Linda Dean-Orr

Food Service

Lois Gross

Custodians

Francis Brown

Bus Driver

Donald Bass

ExCEL Program Staff

ExCEL Site Coordinator

Stockbridge Central School HOME-SCHOOL COMPACT

It is important that families and schools work together to help students achieve high academic standards. To help each of our students be and do their best, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

STAFF PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Be a positive role model for students.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Communicate regularly with families about classroom and school programs.
- Participate in professional development opportunities that improve teaching and learning.
- Actively participate in collaborative decision making and consistently work with families and colleagues to make school accessible and welcoming.
- Provide each child challenging tasks and the resources and support needed to be successful.
- Teach skills and content consistent with Vermont's Framework of Standards and Learning Opportunities in a respectful and supportive environment.
- Respect the school, students, staff, and families.

STUDENT PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments, and homework.
- Know and follow school and class rules.
- Ask for help when I need it.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching and instead, study or read every day after school.
- Respect the school, classmates, staff, and families.

FAMILY/PARENT PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day.
- Communicate with the teacher or the school when I have a concern.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision making, volunteering, and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

GENERAL INFORMATION

After School Program

The ExCEL After School Program is funded in part by the 21st Century Community Learning Centers Grant. The program runs from 2:55-5:45pm daily (except when school is closed) and will consist of daily enrichment activities, healthy snack, and recreation activities. The program is open to students in grades K-6. Registration information and forms are available from the ExCEL program site coordinator.

Asbestos

The Asbestos Hazard Emergency Response Act (40 CFR 763.93 (g) (4) requires that written notice be given that the 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 at the school.

Attendance

Regular attendance is critical to your child's success at school. Regular daily attendance is supported by school policy (see Attendance Policy) and required by Vermont State Statute (16 V.S.A. §§1121 et seq.). Children are expected to attend school unless they are ill.

**IF YOUR CHILD IS GOING TO BE ABSENT OR TARDY,
PLEASE NOTIFY THE SCHOOL ANY TIME BEFORE 8:00 A.M.**

Call: 234-9248

This procedure is not only to inform us but also confirms your child's safety.

Absences will be classified as excused or unexcused. You may be required to supply the school with a physician's note for absences due to illness for more than three days.

Excused absence: An absence is considered excusable when it is the result of illness, emergency family situations, planned absences which have been approved, medical appointments, or religious observances that cannot otherwise be scheduled after school hours.

Unexcused absence: Any absence that does not fit into the excused absence category outlined above shall be considered unexcused and the student will be considered truant. A pattern of concerning tardiness (15) may also be considered an unexcused absence.



School begins each day at 8:00 am. Students arriving after the start of school will be considered tardy and need to check in at the front office.

After ten tardies, the teacher or principal will contact the parent/guardian to discuss obstacles to getting to school on time. This contact may be followed up with a letter to outline the plan to increase on-time arrivals.

After five unexcused absences (or a pattern of concerning tardiness), contact will be made with the parent/guardian and a follow up letter will be sent home.

We follow the *Windsor County Truancy Response Protocol* which includes notifying the truant officer about students of concern. The truant officer will work with DCF, the Hartford or Springfield Justice Center, and the

State's Attorney to investigate and intervene in cases of truancy.

In the event of a planned absence, a parent/guardian must fill out a Planned Absence Form at least one week prior to the first day of anticipated absence. When there is a planned absence from school, teachers will arrange a reasonable schedule for the completion of schoolwork and homework.

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.

Child Custody

If a parent or guardian has legal custody of a child or children, she/he should present evidence of that fact to be kept on file at the school. Without this information, either parent can request dismissal of the child. A copy of any legal document, such as a divorce decree, restraining order, or custody order should be given to the office for our files so we may assist you in complying with the law.

Curriculum and Assessment

The Stockbridge School Board has adopted the Vermont Framework of Standards and Learning Opportunities as the guideline for developing and maintaining the 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 in the school office.

Daily Schedule

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

| | |
|----------------|----------------------------------|
| 7:30 - 8:00 | Early Birds |
| 8:00 | School begins |
| 8:15 – 12:10 | Academic Block/Specials |
| ▪ 9:45 – 10:00 | Snack/recess (approximate times) |
| ▪ 11:30 | Kindergarten Dismissal (T/TH) |
| 12:10 – 12:35 | Lunch, Pre-K begins 12:15 (T/TH) |
| 12:35 – 1:00 | Recess |
| 1:00 – 2:55 | Academic Block/Specials |
| 2:55 | Dismissal |

Delayed Opening

We will use a system called Blackboard Alert to notify families of school delays. More information and a test call for this system will be coming this fall. Breakfast is not served when we delay the start of the school day. The Early Bird Program and the bus route will be delayed, generally by 2 hours.

Dismissal

All children are dismissed at 2:55pm. Students who ride the school bus will be dropped off at their designated stop unless we have written permission from the student's parent(s)/guardian(s) stating otherwise. Students being picked up after school will wait inside the library until they see their ride. Students leaving school with anyone other than their parent may do so only with written permission from their parent. Students remaining in the library at 3:10pm will be sent to the ExCEL after-school program.

Dress Code

A respectful appearance is required for students at all times. We do not allow hoods and students may wear hats only on special occasions and at the teacher's discretion. Clothing with inappropriate language or designs, such as but not limited to drugs, alcohol, tobacco, sexual connotation and that which could violate one's civil rights is not allowed. Clothing that reveals undergarments, cleavage, or midriffs are not allowed. Violations will be addressed with the student and they will be required to change. Parents may be contacted. It is important to dress for our Vermont weather! Hats, mittens, snow pants and boots must be worn in the winter for recess and P.E. We will no longer have winter clothing or boots available for students to borrow. Please make sure that sneakers are worn on PE days: Tuesdays and Fridays. We discourage flip flops during recess and may not allow students to play and run on the field if they are wearing flip flops.

Early Birds

The ExCEL before school program (early birds) will start at 7:30am each day that school is in session. When the start of school is delayed by 2 hours, early birds will start at 9:30am. Students are expected to play quiet games, eat their breakfast, or complete their homework during this time. This program is offered free of charge through the 21st Century Community Learning Centers Grant.

Educational Support Team

The purpose of an Educational Support Team (EST) 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 EST as a safety net of programs and supports around regular education components like curriculum, instruction, standards, and assessments. If your child is experiencing any educational difficulties, please speak to the classroom teacher or the principal. Individualized plans will be developed for students requiring specific supports or interventions.

Electronics

Personal hand-held electronic devices for entertainment are not generally allowed at school, including the before school and afterschool program, or on the school bus. Personal electronic devices such as iPods, mp3 players, cell phones, and game systems may be confiscated if they are brought to school or on the school bus, unless special arrangements have been made.

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.

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.



Food Services

Our school is a Team Nutrition School, recognized by the U.S. Department of Agriculture. The food services program provides breakfast, lunch, and a fresh fruit or vegetable snack every day. Our menus follow the Dietary Guidelines for Americans and are planned in order to provide appealing, nutritious meals for our students. A lunch menu is sent home at the beginning of each month. Please review the menu with your child and decide when s/he is going to eat school lunch. The price for lunch is \$2.75 and breakfast is \$1.50. Milk is included in the cost of breakfast and lunch. Additional milk (regular or chocolate) may be purchased for \$.40. We are encouraging prepayment of lunches this year. Please make timely payments for your child's meals or milk. Meals will be available to all students; however, those with account balances in excess of \$50 will not have the option of the main entrée choice for lunch. The cold entrée will be available. **We strongly encourage**

payments be made in advance by sending in an envelope clearly marked with your child's name and how much money is enclosed. Free and reduced priced meals are available through an application process. Applications and eligibility forms are available in the office.

Harassment

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 Policy on the Prevention of Harassment of Students.

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.



Health Guidelines

Immediate health concerns are addressed by our school staff on a daily basis. Health screenings are done on an ongoing basis. Our nurse screens vision and hearing and checks blood pressure, height, and weight. Parents are permitted to opt their children out of such tests. Please contact the principal if you wish to opt out. Additionally, immunization records are kept and updated.

Parents/guardians will be called when a child is not feeling well and 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.

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. **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 policy on Student Medications, Parental Authorization Form, and a copy of the Medication Permission Form are available in the school office.

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 763-2365.



Homework

The purpose of homework is to reinforce work addressed in school and to help students take responsibility for completing the work and returning it to school. You may choose to help your child with a particular assignment, but please don't do the assignment for your child. If homework seems too hard for your child, please contact her/his teacher. Every child should be reading every evening. Please read with your child. Consequences for not completing homework may be assigned by individual teachers. The following guidelines are used 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.

Limited English Proficiency

Parents of students who have limited English proficiency should inform the school and will be notified that their child has been identified as in need of services.

Newsletters

A family newsletter will be sent home each week in the Thursday folder. In addition, each classroom teacher will send home class newsletters throughout the school year. Newsletters contain important information and dates about upcoming events.

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.

Positive Behavior Intervention and Supports (PBIS)

This year will be the fourth year of implementing school-wide positive behavioral intervention and supports. The three behavior expectations; *Be Respectful*, *Be Responsible* & *Be Ready to Learn*, will continue to be taught and reinforced throughout the school day and school year.

Acknowledgments will be in the form of a paper handprint given to students displaying behavioral expectations; with individual, classroom and whole school celebrations upon reaching our goals. Students who are not following expectations will be given a verbal redirection, a warning, and a natural consequence. Students with four warnings or a major offense (violence, threats, harassment, major disruption of class) will be referred to the principal's office.

We will continue to implement the second tier of PBIS, which includes targeted interventions for those students needing a little extra help meeting behavioral expectations. A tier II team has been assembled and trained to specifically meet the needs of these students, with positive behavioral interventions. One such intervention, entitled CICO (check-in/check-out), is a program of daily support and reinforcement. The third tier of interventions and supports may be utilized for students needing very intensive and individualized support.

Pre-Kindergarten

Pre-Kindergarten is offered for four year olds (four years of age by September 1) three afternoons each week, on Tuesday, Wednesday and Thursday. The program is designed to familiarize students with SCS and to prepare them for kindergarten.

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, please contact the classroom or specials teacher directly. The principal may be contacted if the problem is not resolved in a timely manner. For situations involving the bus, the playground, the lunchroom or any other part of the school, please contact the principal.

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.

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. There are many opportunities throughout the year to contribute, please contact a PTO member if you are interested in joining.

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

The WNWSU will be using the Blackboard Alert system to notify families in the event of a school closure. More information and a test call will be coming this fall. Announcements will also 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 notify families immediately. There are no afterschool events or activities if school is closed early or for the day.

School Directors’ Meetings

Regular meetings of the Stockbridge Board of School Directors are held the first Tuesday of the month in the school library at 6:30pm. 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 the school.

School Office Hours

The school office is open during the school year on Monday through Friday from 7:45 am to 3:15 pm. The office phone number is 234-9248. Please call to make an appointment with the principal or a teacher.

Seclusion and Restraint

The school will follow procedures set forth in the State Board of Education Rule 4500 with regard to physical restraint and seclusion. It is the school and the Vermont preference to use positive behavioral strategies and supports in order to avoid the use of physical restraints and seclusion to address targeted student behavior.

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 and believes he or she is in need of assistance may make a special education referral. Usually, a student is referred for special education services after the Educational Support Team (EST) and/or school staff has tried several interventions to assist the student and no progress is made.

A student who is referred for special education services receives a comprehensive evaluation to assist in determining eligibility. 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, including the student's parents, plans the evaluation and reviews the results. The same team develops the individual education program if the student is found 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.

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.

Specials



- **Art:** Art is taught to all students once a week. Students will be exposed to a variety of 2-D and 3-D materials. Famous artists, art genres, and different medium techniques will be explored throughout the year.
- **Guidance:** Counseling is an important part of our school program. The school counselor is available to assist children with their problems, questions, and concerns about friends, school, and personal issues. In addition to weekly classroom guidance lessons, counseling is available individually and in small groups. Parents are encouraged to contact the counselor to discuss issues involving their child/children and to become familiar with the programs and services that are available for children and parents.
- **Health:** Personal safety and human development is part of the elementary school curriculum. The development of this curriculum is an ongoing process. Parents will be kept informed as the curriculum is updated.
- **Library/Media Center:** The school library is open every school day during school hours. On Thursdays each class visits the library for instruction. The librarian will work with students to promote literature and reading, along with focusing on learning good research skills. Research skills include finding, evaluating and using information both online and in the library media center. Lessons will align with the school curriculum and the Vermont Framework of Standards. SCS students will participate in both the Red Clover and Dorothy Canfield Fisher book awards.

In the Stockbridge Central School students will be respectful of library resources and personnel, will be responsible for the materials that they borrow, and will show that they are ready to learn to be excellent library users. Students may borrow one book for a week, and if they show that they are responsible library users, additional books may be borrowed. Overdue books must be returned before new titles can be checked out. If a book is lost, the student is responsible for a \$10.00 replacement fee.

Parent volunteers are most welcome in the school library. There are a variety of opportunities available. Please contact the librarian if you are interested in helping out.

- Music: Children are scheduled for music once a week. Instrumental lessons are available by choice to fourth, fifth and sixth grade children.
- Physical Education: Physical education is taught to every child twice a week either in the MPR or outside, weather permitting. It is important for students to wear athletic sneakers on PE days so that each child can participate comfortably and safely. Emphasis is placed on developing a broad foundation of motor skills for all students through curriculum while fostering respect and responsibility for others and self through instruction. Students at this level find time for experimentation, practice, and decision making about all movement possibilities. The development of personal health and fitness habits also begin during the elementary years focusing on concepts of human wellness, lifetime activity and personal habits.

Sports

Students have an opportunity to experience a variety of sports through participation in our Physical Education program. The school also supports inter-school competition on a co-ed basis in soccer and baseball. The recreation committee is responsible for organizing the teams and games and recruiting parent coaches. As of July 1, 2013, a new Vermont law on concussions took effect. V.S.A. § 1431, Act No. 68 has a number of “new” requirements for schools to adhere to including education for coaches, acknowledgements for students-athletes and parents, and a school action plan.

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 student performance levels and is based on the Vermont Framework of Standards and Learning Opportunities.

Student assessment reports are issued three times a year. Parent conferences are scheduled in the fall and sometimes in the spring. In addition, parents are encouraged to schedule an appointment with teachers at any time during the school year if they have concerns.

Student Council

Student council 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 student officers and members and meets throughout the school year to plan activities and problem solve.

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.

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, Stockbridge, and Rochester schools.

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.

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 the behavior expectations on the school bus.

| EXPECTATION | ALL SETTINGS | BUS |
|--------------------------|--|--|
| Be Respectful | Keep body in control Be polite Be honest | Keep aisle clear Be willing to share seat Use inside voices |
| Be Responsible | Use words to solve conflicts Help others Accept directions/consequences the first time | Stay seated Choose seat wisely Buckle up Keep body inside |
| Be Ready to Learn | Listen for and follow directions Focus on the speaker | |



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

1. If behavior expectations 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.

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

Visitors

We encourage parents and community members to visit the school. Please call first to arrange a time. When you visit, please report to the office and sign in.

POLICIES

ATTENDANCE

It is the policy of the Stockbridge Town School District to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning. Legal pupils between the ages of 6 and 16 and who are residents of the school district and non-resident pupils who enroll in school district schools are required to attend school for the full number of days that school is held unless they are excused from attendance as provided in state law. Students who are over the age of 16 are required to attend school continually for the full number of the school days for which they are enrolled, unless they are mentally or physically unable to continue, or are excused by the superintendent in writing.

The Principal shall develop administrative rules and procedures to ensure the implementation of this policy. The procedures will address the following issues and may include others as well:

- A. written excuses;
- B. tardiness;
- C. notification of parents/guardian;
- D. signing out of school;
- E. excessive absenteeism;
- F. homebound and hospitalized students;
- G. early dismissals;
- H. homework assignments;
- I. making up work

Administrative Responsibilities

The Principal is responsible for maintaining accurate and up-to-date records of student attendance.

The Principal is responsible for assuring that the school has the appropriate family information that allows the school to contact the parent(s) or guardian(s) of all students whenever necessary.

The Principal shall report at least annually to the board on the district's compliance with law and policies related to student attendance.

Date Warned: 11/9/09

Date Adopted: 11/9/09

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 or 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 a 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.

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.

Dates Warned:

4/25//00; 5/16//00

Date Adopted:

5/16/00

PREVENTION OF HARASSMENT OF STUDENTS

I. Purpose

- A. The Stockbridge Town School District (“the District”) is committed to providing a safe and supportive school environment in which all students are treated with respect. This policy involves incidents(s) and/or conduct that occurs on school property, on a school bus or at a school-sponsored activity, or misconduct no on school property, or a school bus or at a school-sponsored activity where direct harm to the welfare of the school can be demonstrated.
- B. The purpose of this policy is to prevent harassment as defined in of V.S.A. § 11(a) (26) and amended by Act 91 of 2004, and to ensure that the District’s responses to allegations of harassment comply with 16 V.S.A. §565 as amended by Act 91 of 2004, Title VI and IX of the Civil Rights Act. It is the further purpose of this policy, when it is found that harassment has occurred, to ensure that prompt and appropriate remedial action, reasonably calculated to stop harassment, is taken by District Employees.
- C. It is the intent of the District to apply and enforce this policy in a manner that is consistent with and protects students’ rights to free expression under the First Amendment of the U.S. Constitution. The District respects the rights of students and others to speak freely and to express their ideas, including ideas that may offend the sensibilities of others. However, the District does not condone and shall take action in response to behavior that interferes with the learning of students and is not otherwise a protected expression.

II. DEFINITIONS

A. Harassment

- (1.) “Harassment” means an incident or incidents of verbal, written, visual or physical conduct based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.
- (2.) Harassment includes conduct which violates subsection (1) of this definition and constitutes one or more of the following:
 - (a) Sexual harassment, which means conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual, or physical conduct of a sexual nature when one or both of the following occur:
 - (i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education.
 - (ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.
 - (b) Racial harassment, which means conduct directed at the characteristics of a student’s or a student’s family member’s actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to racial customs.
 - (c) Harassment of members of other protected categories, which means conduct directed at the characteristics of a student’s or a student’s family member’s actual or perceived creed, national origin, marital status, sex, sexual orientation, or disability and includes the use of epithets, stereotypes, slurs, comments insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

- B. **“Complaint”** means an oral or written report by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of harassment.
- C. **“Complainant”** means a student who has filed an oral or written complaint to an employee or is the alleged victim in a report made by another alleging conduct and/or incident(s) that may rise to the level of harassment.
- D. **“Employee”** includes any person employed directly by or retained through a contract with the District, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes supervisory union staff.
- E. **“Designated Employee”** means an employee who has been designated by the District to receive complaints of harassment pursuant to 16 V.S.A. § 565(c) (1).
- F. **“Principal”** means the building level administrator, or his/her designee, at an independent or public school designated by a school governing board to be a school principal, headmaster, or technical center director.

III. Reporting of Student Harassment Complaints

- A. A student who believes that s/he has been harassed, or who witnesses conduct that s/he believes might constitute harassment, should report the conduct to a designated employee, or to any other school employee.
- B. When a student reports such conduct to a school employee, other than a designated employee, that school employee shall refer the report to a designated employee.
- C. An employee who witness’s conduct that s/he believes might constitute student harassment under this policy shall take prompt and appropriate action to stop the conduct and immediately report the conduct to a designated employee.
- D. Any other person who witness’s conduct that s/he believes might constitute student harassment under this policy should report the conduct to a designated employee.
- E. Consistent with this policy and 16 V.S.A. § 565, the Superintendent or Principal shall develop procedures regarding the reporting of student harassment complaints and the District’s handling of such reports.
- F. Annually, the District shall select two or more designated employees to receive complaints and shall publicize their availability.

IV. Procedures following a Report

- A. Consistent with this policy and 16 V.S.A. § 565, the Superintendent or Principal shall develop procedures for complaint response following a report, initiation of an investigation, investigation, independent review, and alternative dispute resolution provisions.
- B. Independent Review: A complainant who desires independent review under 16 V.S.A. § 565(f) because s/he is either dissatisfied with the final determination of the school officials as to whether harassment occurred, or believes that, although a final determination was made that harassment occurred, the school’s response was inadequate to correct the problem, shall make such request in writing to the Superintendent. Upon such request, the Superintendent shall initiate an independent review, and shall comply with the District’s procedures and any applicable rules on this subject promulgated by the Commissioner of the Vermont Department of Education (“Commissioner”). The District may request an independent review at any stage of the process.

V. Discipline and/or Corrective Action

If after investigation, harassment has been found, the District shall take prompt and appropriate disciplinary or remedial action reasonably calculated to stop the harassment. Consistent with this policy, the District’s Student Conduct and discipline policy and 16 V.S.A. § 565, the Superintendent or Principal shall develop procedures regarding discipline and corrective action including final action on a complaint, retaliation, false complaints, and appeal provisions.

There will be no adverse action taken against a person for reporting a complaint of harassment when the complainant has a good faith belief that harassment occurred or is occurring or for participating in or cooperating with an investigation. Any person who knowingly makes a false accusation regarding harassment will be subject to disciplinary action.

VI. Confidentiality; Notification of Results; and Record Keeping

- A. The privacy of (1) the complainant, (2) the accused individual, and (3) the witnesses shall be maintained consistent with the District’s obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.
- B. Subject to state and/or federal laws protecting the confidentiality of personally identifiable student information, the complainant and the accused individual shall be informed in writing of the results of the investigation. If

either the complainant or the alleged individual is under the age of 18, subject to the above limitation, his or her parent(s) or guardian(s) shall be provided with a copy of this policy and related procedures, notified when an informal resolution to a harassment complaint is attempted, notified when a complaint is filed, and notified in writing of the investigation results. An authorized school official may seek waiver of confidentiality rights in order to inform the complainant of remedial measures undertaken.

- C. The Superintendent or Principal shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the District in a confidential file accessible only to authorized persons. The report of the investigation shall be kept for at least six years after the report is completed.

VII. Mandatory Reporting to State Agencies

- A. If a harassment complaint is made that conduct by a licensed educator might be grounds under the State Board of Education Rules for suspension or revocation of a license or endorsement, the Principal shall report to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner.
- B. When a person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq., determines that a complaint made pursuant to this policy must be reported to the Commissioner of the Department for Children and Families, he or she shall make the report as required by law and related District policy. If the victim is a vulnerable adult, as that term is defined in 33 V.S.A. § 6902(14), the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6903 and 6904.
- C. Nothing in this policy shall preclude anyone from reporting any incidents and/or conduct that may be considered a criminal act to law enforcement officials.

VIII. Dissemination of Information, Training, Comprehensive Plan for Responding to Student Misbehavior and Data Gathering

- A. **Dissemination of Information.** Annually, prior to the commencement of curricular and co-curricular activities, the District shall provide notice of this policy and its procedures to students, custodial parents or guardians of students, and employees. Notice to students shall be in age-appropriate language and include examples of harassment. At a minimum, this notice shall appear in any publication of the District that sets forth the comprehensive rules, procedures and standards of conduct for the District.
- B. **Training.** The Superintendent or Principal shall develop age-appropriate methods of discussing the meaning and substance of this policy with students and staff to help prevent harassment. Training may be implemented within the context of professional development and the school curriculum to develop broad awareness and understanding among all members of the school community. Staff training shall enable staff to recognize, prevent and respond to harassment.
- C. **Comprehensive Plan for Responding to Student Misbehavior.** The District's comprehensive plan pursuant to 16 V.S.A. § 1161a (a) (6) shall include provisions that promote the positive development of youth and actions to prevent misconduct from escalating to the level of harassment.
- D. **Data Gathering.** The District shall provide the Vermont Department of Education with data requested by the commissioner.

IX. Complaints to the Human Rights Commission and the U.S. Office of Civil Right

In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted in the procedures accompanying this policy.

Date(s) Warned: 1/11/07; 1/25/07

Date Adopted: 6/14/07

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.

Dates Warned:

5/25/05, 6/22/05, 9/8/05

Date Adopted:

9/8/05

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. §138

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.

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

Date Adopted: 6/13/06