

UNION STREET SCHOOL

PARENT/STUDENT HANDBOOK

2017-2018

Our Mission

“Meeting individual needs in partnership with families through differentiation, high behavioral expectations, and diverse approaches to learning in a safe, supportive environment.”

43 Union Street
Springfield, Vermont 05156
Telephone: (802) 885-5155 Fax: (802)885-8481
Website: <http://uss.ssdvt.org>

Your handbook is broken up into sections.

- I. Calendar and Schedules
- II. School Staff
- III. Our Purpose
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- V. Forms to Sign and Return (Are placed in the student folder on the left side.)
Board Policies (Are placed in the student folder behind the student handbook on the right side.)

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Section I: Calendars and Schedules

District Calendar is included inside the folder and is posted on the website.

School Closings and Events 2017 -2018

August 30	First Day of Classes
September 4	No School ~Labor Day Holiday
September 22	No School ~Teacher In-Service
October 6	Early Release @ 12:30
October 9	No School ~Columbus Day
<i>October 19</i>	<i>Progress Reports sent home</i>
October 20	No School ~Teacher In-service
November 9	Early Release @12:30
<i>November 9</i>	<i>Evening Parent Conferences 4:00-7:00 PM</i>
November 10	No School ~Morning Parent Conferences 8:00-12:00 PM
November 22-24	No School ~Thanksgiving Holiday
<i>December 1</i>	<i>First trimester ends</i>
<i>December 8</i>	<i>Report Cards sent home</i>
December 8	Early Release @ 12:30
December 22	Early Release @12:30
December 21-30	No School ~Holiday Break
January 1	No School ~Holiday Break
<i>January 2</i>	<i>School Resumes</i>
January 12	Early Release @ 12:30
January 15	No School ~Martin Luther King Day Holiday
January 16	No School ~ Teacher In-service
<i>January 26</i>	<i>Progress reports sent home</i>
February 16	Early Release @ 12:30
February 19-23	No School ~Winter Break
March 14	Second trimester ends-report cards handed out at Parent/Teacher conferences
March 22	Early Release @ 12:30 ~ <i>Evening Parent Teacher Conferences 4:00-7:00 PM</i>
March 23	No School ~Morning Parent Teacher Conferences 8:30-12:00PM
April 14	Early Release @ 12:30
April 16-20	No School ~Spring Break
May 4	Progress reports sent home
May 25	Early Release @ 12:30
May 28	No School ~Memorial Day Holiday
June 8-15	Last Day of School (TBD based on snow days)

The last day of school is subject to change. Students must attend 175 days of school and all snow/emergency closings will be made up at the end of the year.

School Hours

The school day begins at 8:50 AM and ends at 3:30 PM. Only students receiving additional teacher support have permission to arrive before 8:30 AM. The additional teacher time must be approved by the principal. Dismissal is at 3:30.

Parents must notify the office by 12:00 PM if their child's end of day transportation has changed. Exceptions will be if there has been an accident or severe family emergency.

Delayed Start Schedules- One Hour Delay

When school is delayed one hour the start time will be 9:50 AM and the ending time 3:30 PM. Students are not to be dropped off until 9:30 AM.

Delayed Start Schedules- Two Hour Delay

When school is delayed two hours the start time will be 10:50 AM and the ending time 3:30 PM. Students are not to be dropped off until 10:30 AM.

Early Release Schedule

School dismisses at 12:30 PM. Teachers are involved with professional development requirements after 12:45.

School Cancellation, Delays, or Closes Early

If school must be cancelled or delayed in opening, or closed early due to bad weather or for any other reason, an announcement will be placed on radio stations KIXX (93.5/100.5), WJJR (98.1), WWOD (99.7), WTSL (AM 1400), WBNX (AM 1480), local television SAPA (Channels 8 & 10), and on the school website. In addition, an automated school wide phone call will go out to your primary phone contact. If school closes early, we will follow your directions as indicated on the form in the packet included in the folder with this handbook. Please sign and return the form to school.

Section II: School Staff

Union Street School Staff Members

2017-2018 UNION STREET SCHOOL STAFF

Nancy Wiese - Principal
Deborah Smith - School Secretary
Tammy Fountain - Student Records Secretary

<p>3rd Grade L. Harty C. McCutcheon E. Murphy L. Perkins</p> <p>4th Grade E. Ankuda K. DeAngelis E. Rounds D. Semel</p> <p>5th Grade L. Fry C. Parent V. Stern A. Sylvester S. Taylor</p> <p>Art L. Robarts</p> <p>Diagnostic Teacher G. Millay</p> <p>ELL V. Hingston</p> <p>Guidance Counselor J. Rounds R. Rawson, Sec.</p> <p>Instructional Assistant J. Patoine D. Bruso</p>	<p>Library J. Rigollaud</p> <p>Instructional Coach K. Logan P. Kelly</p> <p>Music B. Lane</p> <p>Nurse N. Buser TBH</p> <p>Occupational Therapy A. Bohn K. Chandler, Assist.</p> <p>Physical Education S. Baird-Torney</p> <p>Reflection Room G. Pickering C. McAllister, Para</p> <p>Special Education B. Anderson A. Leddy K. Peck C. Delaporta-Wells TBH</p> <p>Speech Pathologist L. Surdy, SLP K. Belliveau, IA</p>	<p>Title Teachers K. Gosselin M. Stevens</p> <p>Social Worker A. Tarmey</p> <p>Support Staff A. Cerniglia K. French K. Garaffa L. Graham T. Knoras A. Todt K. Vicere G. Weeks</p>
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Section III: Our Purpose

Mission Statement

“Meeting individual needs in partnership with families through differentiation, high behavioral expectations, and diverse approaches to learning in a safe, supportive environment.”

This is our purpose. We have all come together—students, teachers, and staff—to learn. We are all here to help each other make this goal a reality, and like any goal in life, we need to move forward together to succeed. So when we make decisions about placing students and what rules to create and enforce, we do it with this goal in mind. When you think about your role in our school community, you should think about what you can do to make this mission possible for all of us.

Behavioral Code

Our behavior code is **Responsible, Respect, and Ready**. We expect this behavior from each of our students and our staff. We make every effort to teach these skills and behaviors to students that are struggling with behavioral issues. Your student will bring a behavior matrix home with them the first day of school, please review it with them.

Explanation of Discipline

On the front of this handbook you will see our mission statement, **“Meeting individual needs in partnership with families through differentiation, high behavioral expectations, and diverse approaches to learning in a safe, supportive environment.”**

We believe that everything we do should keep this statement in mind. Our discipline policy is no different. Union Street students, staff, and learning community are expected to practice **Responsible, Respect, and Ready**.

As members of the Springfield School Community, we all need to hold each other to a high standard. We strive as a group to become thoughtful, knowledgeable, honest, and community-minded individuals. Our school rules are in place to ensure a safe and considerate environment that we all need to take the risks necessary to learn and grow.

While it is necessary for all of us to be aware of the things that we should not be doing, it is more important to focus on what we should be doing. When you are presented with a difficult decision, we hope that you will live by the expectations set forth by the Union Street School behavioral expectations.

Adequate Yearly Progress (AYP)

Vermont will use data from the last year’s NECAP test and the SBAC test, that is aligned to the Common Core State Standards, to determine school’s progress from year to year. Adequate yearly progress (AYP) is an individual state’s measure of yearly progress toward achieving state academic standards. Schools must reduce the percentage of students who score at the partially proficient or substantially below proficient level, and increase the percentage of students who score at the proficient or proficient with distinction level in order to reach adequate yearly progress.

State of Vermont does not currently have a plan for addressing schools that are in need of improvement. When a new plan is put in place, we assume that Union Street School will need to participate.

At this time Union Street School has been identified as not meeting the Reading and Math requirements for all students, free/reduced lunch students, students with disabilities, and white students. Families of Union Street will be updated of student achievement in relationship to the (AYP) status yearly.

Assessments

Vermont students must demonstrate proficiency based on the Common Core Standards. Your child will be assessed by multiple assessments, including but not limited to, Smarter Balanced Assessment Consortium, (SBAC), grades 3-5 Star Testing three times yearly, Fountas and Pinnell Reading Assessment (F&P), local Math and English Language Arts Assessments, National Assessment of Educational Progress (NAEP), grade 4 (if selected), daily coursework and assignments, chapter tests, class projects, and portfolio projects.

Your child's progress is assessed each day as teachers review work, conference with your child and correct papers. There is daily feedback on expectations and achievement.

School Improvement Goals

School Improvement Goals are the goals that were established by our administration and staff to help our students meet Adequate Yearly Progress. Adequate Yearly Progress is a requirement for all public schools. It is a public school's responsibility to have all students at or above the level of proficiency as determined through assessment tests that have been mandated by the state and federal government.

Importance of Goals

We understand that what is learned in the educational ladder of grades K-12 is a building process of skills and knowledge. It is a requirement of our state and federal government that measurement of academic progress begins at third grade with the New England Common Assessment Program.

Student and Parent Responsibilities of Goals

Students and parents are responsible to cooperate with the schools and respect "the rights for teachers to teach" and the "rights of others to learn". Students are responsible to be prepared for class by having schoolwork completed and handed in on time. Students are responsible to ask questions when they are seeking knowledge or help from the teacher or staff member. Students are responsible to do their best.

Parents are responsible to get their student(s) to school on time. Students are responsible to come to school well rested and ready to learn. Students are responsible and accountable for their behavior and choices. Parents are responsible to support their student(s) by attending school functions and being actively involved in their sons or daughters learning. Parents are responsible to be the best advocate possible for their student, while being respectful to the rules and regulations of the school.

Section IV: Things to Know and Student Expectations

Main Office Hours

The Main Office opens at 8:00 AM each morning and closes at 4:30 PM. After 4:30 PM messages can be left on voicemail by calling (802) 885-5155 and following the prompts.

Elevator and Lift

The elevator is located on the right hand side of the music and art room hall across from the Fan Room on the main floor of the building. The elevator will stop on the second floor on the right hand side of the hallway. The

lift is to the left as one enters the main doors of the building, next to the gym. The lift and elevator should only be used by those who have ambulatory issues.

Principal's Discretion

The principal has the authority to make exceptions to the student handbook depending on the circumstances of the situation and in compliance with Board Policy.

Procedures for Concerns/Problems

If you have any concerns regarding your child, please contact us. Begin your discussions with the teacher.

Steps to follow in order:

1. See the teacher. Make an appointment and discuss your concerns as soon as they arise.
2. See the principal. If the situation has not been resolved to your satisfaction by the discussion with the teacher, make an appointment with the principal.
3. See the superintendent. Should your concern require further discussion, make an appointment with the superintendent, Zachary McLaughlin.
4. Meet with the School Board. If meeting with the above people mentioned does not satisfactorily solve your problem, you may request a meeting with the School Board.

Early Arrivals

Students may not be dropped off until 8:30 A.M. unless teacher support is being given. The principal must grant permission for early arrival for the purpose of teacher support. No one will be on duty until that time. Should a parent need a safe place for their child, call the All-4-One Program, located at Riverside Middle School, at 885-2531.

After School Programs-

Children that are involved in after school programs that are sponsored by Union Street Elementary School may be on school property with the designated staff member. All other students must leave the property at the end of the school day. Remember: The All-4-One Program is located at Riverside Middle School. Buses will transport children to Riverside to attend the program..

Late Arrivals

Students may not be dropped off at the front of the building. Parents must sign their student(s) in at the Main Office and the student must receive a pass before going to class. The teacher will not admit a student without a pass.

The student is considered tardy when they arrive at school after 8:50. Please read carefully the information about being tardy and absent that appear later in this booklet.

Leaving School Grounds

Students are to remain on school grounds during the school day. All students are required to meet the early dismissal requirements and must be signed out by a parent and a member of the Main Office staff. The Administration reserves the right to grant or withhold approval. Leaving school grounds without permission will result in Administrative action, which may include loss of privileges.

Substitute Teacher

During the school year, we use substitute teachers for those regular teachers who may be ill or involved in an

activity. Students are reminded that **substitute teachers have the same authority as the regular teacher**. Substitute teachers are required to report to the office any student who does not follow class rules or causes a disturbance.

Attendance and Truancy Procedures

Absences

If a child is sick, will be late or is unable to attend school, please call the school at 885-5155 before 8:50 A.M. and let us know. If no call is received, we do attempt to call you to notify you that your child is not at school and make sure that he/she is in safe care. Upon returning to school after an absence, the student should bring a note explaining the absence. Students are responsible for making up missed work.

Family Trips

To the extent possible family trips should be planned during school vacations. Students whose parents take them out of school for a family trip will be required to make up any missed work.

Class Attendance

Class attendance is a daily requirement of students. Daily contact with teachers and other students is a vital and valuable part of each student's intellectual and social growth. This facilitates and promotes learning, thus leading to increased knowledge and improved social skills. Regular attendance also promotes personal growth by preparing children to accept similar responsibilities in the world outside the school setting.

Classroom teachers will accurately and permanently record class attendance and tardiness. Teachers are responsible for the consequences for unexcused tardiness to class. Absences will be recorded with the attendance secretaries.

All absences from class, regardless of their reason, will count toward the Attendance Procedure. The only absences which will not count toward the Attendance Procedure, are mandatory state testing, Special Education testing, field trips, and suspensions.

The purpose of the Springfield School District Attendance Policy is to attempt to mitigate the frequency of truancy by establishing guidelines for employees to follow when a student is truant.

Responsible Persons

Parents/Guardians: Will monitor regular school attendance of their child and will notify the school the day of an absence. In the case of an expected absence, it is the parent/guardian's responsibility to contact the school in advance of the absence.

School Principal/Attendance Officer: Shall determine if it is a valid absence and attempt to contact a parent or guardian by telephone to confirm the cause of the absence.

Building Administrator: Shall be notified daily of student absences.

School Principal/Attendance Officer: Shall annually document the cumulative absences on each student, as the number of absences will determine the thresholds for intervention as described in these procedures. Notify truant officer about students having excessive unexcused absences.

Truant Officer

A. Investigate excessive unexcused absences

B. If a student is absent without cause, provide written notice to parent/guardian of the concern about non-attendance and provide notice of the need for the child to attend school. 16 VSA 1127 (a) Copies of the written notice to the parent/guardian shall be provided to Springfield School Superintendent, Vermont Department of Children and Families (DCF) and the Windsor County State's Attorney.

C. If a parent alleges a medical/mental health reason for the student's non-attendance, superintendent (or truant officer as designee) shall contact outside medical/mental health providers to verify/refute allegation of a medical/mental health reason for the absences. (16 VSA 1124) If parents/guardian's refuse to bring student to appointment, this information should be documented and included in court affidavit. The cost of the Doctor's appointment would be paid by the Springfield School District.

D. Participate if necessary in Coordinated Service Plan meeting (264) to address issue of truancy and other student needs. If the CSP is not successful and more formal state intervention is deemed necessary, the truant officer and/or principal shall make a formal referral to DCF Central Intake. 16 VSA 1127 (C)

Tardiness

If your child is not in school when the bell rings he/she is considered tardy, a parent or guardian must sign the student in at the school office. The classroom teacher records tardiness when a student is late from recesses or changing from class to class. Truancy and Attendance Procedures apply.

Process

Regular Attendance Letter

The principal/attendance officer shall send a quarterly attendance letter to inform students and parents/guardians of the number of absences and tardiness for the entire school year. The purpose of this letter is to share information with families about attendance regardless of whether attendance is a problem or not.

Seven Days Unexcused Absence (Absence without Cause Notification Letter):

After 7 cumulative absences during any school year, the building administrator or designee shall send a 7-day absence form letter, which outlines the consequences for subsequent absences and the warning of the possible prosecution for truancy.

The building administrator or designee will maintain documentation of all oral and written contacts regarding absences for each student. Such documentation may be used to support any filings pertaining to truancy, child in need of care and supervision, or other matters. A copy of the letter will be forwarded to the Superintendent of Schools.

Ten Days Unexcused Absence (Coordinated Service Plan Meeting):

After 10 cumulative unexcused absences during any school year, the building administrator may require that the parent/guardian attend a Coordinated Services Plan (264) meeting attended by representatives from the school, truancy officer and other support agencies.

The student's absences will be addressed and a written plan that may include supportive services such as prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources will be developed for ensuring the student's future attendance.

At this meeting, a staff person will be identified who will follow-up with the family and student as to any problems they have following through on the plan as outlined.

The conference may be followed up by a letter which outlines the plan agreed to for the student to return to school and the action to be taken, including a home visit, if the student has subsequent unexcused absences as outlined in these procedures. A copy of the letter will also be sent to the Superintendent of Schools.

PARENT/GUARDIAN DO NOT ATTEND 10 DAY MEETING

If the parent/guardian fails to attend the 10 meeting or a coordinated services plan meeting, school personnel will make a home visit or other contact with the parent/guardian. If school personnel determine that there was no valid reason for missing the meeting, and the student continues to be truant, a report will be filed with Vermont Department of Children and Families.

Additional Expectations

Student Lockers

Your child will be assigned a locker or cubby at Union Street School. Your child's locker is a place for he/she to store coats, boots, and class materials. It is important to understand that all lockers are the property of Springfield School District and are loaned to students. A search of any school locker by school officials may be conducted at any time when there are reasonable grounds for suspecting that the search will disclose evidence that the student has violated or is violating either the rules of the school or the law. Lockers are to remain free of all stickers and vandalism.

Please do not provide a personal lock for your child's locker. If a lock is put on, the lock will be cut off.

In order to maintain security, children should not leave valuables in his/her locker, and should make sure his/her locker is closed securely at all times. The Springfield School District is not responsible for lost, stolen or missing items. This policy also applies to lockers in the music room.

Student Supplies and Materials

Classroom teachers will provide a suggested list.

All students are required to have athletic shoes or shoes with non-marring soft soles for physical education classes.

Please do not allow your child to bring their toys to school. They disrupt the learning process.

Lost and Found

When items are found in the school, they should be turned in to the Main Office. All clothing turned into the Main Office will be kept for 30 days. Labeling your student's belongings is required. All property not claimed in that time will be disposed of.

School Pictures

Each year students have the opportunity to have their pictures taken for student records at no cost. Students may also purchase school pictures on a pre-pay basis. Picture dates and other information including price lists will be sent home at a later date.

Student Deliveries for Special Occasions

Many times personal items (flowers, balloons, etc.) that have been ordered for a student are delivered to the school office or classroom. We ask students and parents to refrain from this as it causes a storage problem and some students feel left out or expect his/her parent to send items on special occasions as well. If any such items are delivered they will be kept in the office with the parent being notified to pick up as students cannot carry

these items on a bus, or walk home with these items. Classes will not be disturbed to deliver these items. The school assumes no responsibility for these items.

Field Trips

In order to use the best resources to help students learn, we take students on field trips. The school will provide appropriate transportation for students. Students will be required to use the school transportation to all field trips. Should parents want to transport his/her child home then the parent must have submitted a note in advance of the field trip and be the one transporting the child or riding in the vehicle with the child. Should a student have a medical reason to be transported by a parent or guardian a signed doctor's note is required prior to the field trip. All students will be given equal opportunity to participate in such trips and efforts will be made to minimize interruption of the regular school program.

All field trips and activities must be approved in advance by the Administration. The staff member sponsoring the field trip or activity will send written communication to parents/guardians concerning the relevant facts of the trip.

A form is included with this packet for permission for pupils to participate in activities, which may take your child off the school grounds within the Springfield city limits. Please fill the form out and return it to the classroom teacher. This form grants permission for local activities for the entire year. Should the activity be an out of town experience additional forms are required to be signed by the parents.

Pupils who are suspended from riding the school bus cannot ride a bus for a field trip unless authorized by the Administration. This does not mean that a child will necessarily be denied access to an academic field trip. However, if the field trip is the end of the year celebration for the purpose of reward the student may be denied the trip because of disciplinary actions. Student may also be excluded from a trip if they have exhibited behaviors that are unsafe. In most cases students can attend the trip with additional supports and the student's parents are asked to attend the trip to offer that support. If a parent is unable to attend the student may be required to stay behind and participate in a learning activity at the school.

Emergency Information

For safety reasons, parents must fill out and return Emergency Information Cards within one week of the first day of school. These cards give the school permission to seek emergency medical care for your child and state the people that you want the school to contact in case of emergency. It is especially important that Springfield's Primary and Elementary Schools be able to contact parents/guardians in case of emergency.

Meal Prices and Procedures

Full Breakfast: \$1.30 Free/Reduced Breakfast: \$0.00 Adult: \$2.00 Milk: \$0.65

Full Lunch: \$2.35 Free/Reduced Lunch: \$0.00 Adult: \$4.00 Milk: \$0.65

Milk price is only charged if student is not eating a lunch from the cafeteria or if extra milk is desired. Breakfast is served in the cafeteria from 8:30 A.M. to 8:50 A.M.

All meal money needs to come to school in an envelope marked with student's name, classroom teacher, and the amount of money inside the envelope. (Example: Student: Jane Doe, Teacher: Ms. Friendly, Amount Enclosed: \$10.00) Students are to bring the envelope to the classroom teacher. Meals cannot be charged.

Parents may apply for free or reduced meals for their child. Eligibility will be determined in compliance with Federal guidelines. Applications will be distributed at the beginning of the school year. Parents will be made aware of their child's eligibility status as soon as possible after the submission of the completed application form.

Forms are available in the District Office and the Main Office.

Transportation, Parent Drop-Off, Pick-up, and Walking Procedures

Bus students will be met or delivered by school staff at the front doors of the school for arrival and dismissal times. Students that want breakfast will go to the cafeteria. Students that do not want breakfast will report to the playground. In weather conditions that are not conducive to playing children report to their assigned rooms.

Walkers will enter and exit through the left hand doors at the north end of the school. Students that want breakfast will go to the cafeteria. Students that do not want breakfast will report to the playground. In weather conditions that are not conducive to playing children report to their assigned rooms.

Parent Drop-off Students will enter and exit the school at the first north-end door of the building. Staff members at the East Wing of the building will meet Drop-off Students. Students that want breakfast will go to the cafeteria. Students that do not want breakfast will report to the playground. In weather conditions that are not conducive to playing outside children report to their assigned rooms.

Students will not be released from the main office area during normal drop-off and pick-up hours. Parents who have information that needs to be given to school staff right away or before school starts should drop their student off as usual and then should park and enter the building. Parents should not arrive before pick-up time and expect to wait for or meet students in the lobby, this space is needed to conduct end of day business and to dismiss students to their assigned bus.

Drop-off/ Pick-up

- Parents drop-off and pick-up students at the first north-end door of the school.
- Parents do not get out of their vehicles.
- Staff members receive and deliver students to the appropriate cars.

Early Arrival of Drop-off/ Pick-up

- The parent must park in the rear parking area of the school.
- The parent must remain in the car and wait until the arrival or dismissal bell rings.
- Once the bell rings the parent may get into the drop-off and pick-up line.
- A staff member will receive or deliver your student to the school or to your car.
- Students will not be released from the lobby area, please do not plan to wait for or meet your student at that location

Parent Need to Come into the School during Arrival or Dismissal

- Parents must stay in their cars until arrival and dismissal times are complete.
- Fire regulations require that we keep the hallways clear in the event of an emergency situation.
- When children are arriving and being dismissed from school the hallways are full and it is a busy time for all.

- The end of the day is valuable instructional time for teachers as they are reviewing homework assignments that are due the next day.
- Teachers are willing to set up conference times.

Early Pick-up Procedures

- Call the office at 885-5155 or send a note to the office **by 12:00 PM** stating that the student needs to be picked up early.
- The office will contact the teacher.
- The teacher will help the child be prepared to leave with the classroom assignments that are necessary.
- The parent must park in the rear parking area and enter into the front doors of the school.
- The parent must sign the student out for the day. In the interest of safety, we need to know where all students are during school hours.
- No student will be allowed to leave early without the parent picking the student up at the school.
- Children may not ride home with persons other than their parents unless written permission is received from the parent.
- Bus students, who do not wish to go home by bus, must bring a note from their parent(s) giving this permission. The note must tell where the child is to go, who the child has permission to go with, and the duration of the time the child will not be riding the bus home.
- Parents must set up a time after student arrival or dismissal to conference with a teacher or staff member.

Bus Eligibility

Eligible students meet the following requirements:

- * Pupils in K-5 living outside .8 mile (8/10th) limit from school or nearest stop.
- Pupils who must walk in hazardous areas may be granted bus transportation upon approval of the Transportation Coordinator and/or Superintendent of Schools. Call 885-5141 ext. 20.
- Pupils who because of physical condition, are unable to walk, may be granted bus transportation upon the approval the Transportation Coordinator and/or Superintendent of Schools. A doctor's certification will be required.

Bus Procedures and Offenses

Riding on the school bus is a privilege. All school rules apply on the bus and at all bus stops. Any student behavior that distracts the bus driver and/or endangers the safety of other students can result in suspension of bus privileges. **Bus behavior is included in the behavior expectations.**

Students will reimburse the district for any damage to property for which they are directly responsible.

If a student loses the privilege of riding the bus, the student is not allowed to ride on a school bus during the suspension time for any school-sponsored activity that requires bus transportation (i.e. class trips, athletic games) unless authorized by a school administrator.

- Flagrant violations—The administration reserves the right to remove a student indefinitely in the event that a student poses a risk to self, others, or property.
- 1st offense—Warning; letter to parents.
- 2nd offense—Up to ten (10) days suspension of bus privileges.

- 3rd offense—Suspension of bus privileges for 30 days.
- 4th offense- Suspension of bus privileges for the rest of the school year or 90 days, whichever is longer.

Bus Expectations

The primary responsibility of the bus driver is to drive the students to and from school safely. It is the responsibility of the students to follow the bus safety rules. Bus drivers **may not** administer First-Aid or give medications. Bus drivers **may not help students with their seatbelts**.

Penalty at discretion of building administration or Transportation Coordinator depending on circumstances may include removal from bus for 1 to 90 days or permanent removal from bus according to Board Policy. Serious misbehavior on the bus may also be cause for discipline up to and including suspension or expulsion from school.

Bus Rules:

1. Stay in assigned seat with seat belt on.
2. Keep head, hands, feet, and all objects inside the bus and to yourself.
3. Be respectful to driver and peers.
4. No profanity.
5. No eating or drinking.
6. School and classroom expectations apply to all bus situations.

Bus Drivers.

The school bus driver is in charge at all times. The bus driver is not expected to wait for stragglers or latecomers. Bus drivers **may not** administer First-Aid or give medications. Bus drivers **may not** help students with seatbelts.

Waiting for Bus

Stay off the road at all times while waiting for the bus. Do not move toward the bus until the bus has stopped completely. Show regard for the care and upkeep of the property near the bus stop.

Boarding the Bus

Board the bus in an orderly manner with no pushing, crowding, shoving, etc. Be a good citizen. Take a seat immediately and remain seated. No more than three pupils may sit in one seat.

Bus Stops

Pupils are only allowed on and off the bus at their designated stops. Exceptions must follow the Bus Variance rules.

Exiting the Bus

Cross only in front of the bus after the bus driver, crossing guard or teacher has given you permission or the all clear signal. Always walk.

Bus Change or Variation

A “Bus Change or Variation” form must be completed any time you change a bus assignment, whether temporarily or permanently. **The request must be received 2 school days before any change can be made.** The request form can be picked up and filled out at the Main Office. For one-time changes in a bus stop on the same bus, a note from your parent/guardian should be brought to and signed by the Main Office personnel.

Telephone requests cannot be accepted for the safety of the children we transport. Requests to transport children for playtime visits, parties, etc. will be denied.

Once a parent fills out and signs the proper paperwork the principal reviews and signs the request and sends it to the transportation director. The bus coordinator then forwards the variation to the bus company.

Acceptable Bus Variances

Requests that are accommodated are:

- Students going to “after school” work or childcare
- Students going to service or community groups such as Scouts or 4/H
- Students who have parents working and the parent will not be home
- Emergency needs such as parent away for a funeral, hospitalization, etc.

Bikes, Scooters, or Skateboards

Racks are provided at the front of the school for storage of bicycles. Please provide your child with a bike lock. Scooters, skateboards, skates, hee-lies, ect. will not be allowed on school property. Springfield School District is not responsible for lost or damaged bicycles. The Springfield School District is not liable for personal injuries pertaining to use of the above items. Students caught using these items on school property during or after school hours will be subject to discipline.

Bus Questions, Concerns, or Emergencies

We will make every effort to contact the parent or the person designated by the parent to pick the child up. However, if we cannot make contact with the parent in a reasonable time-frame the child will be available for pick-up at the local police station.

Allowable Persons to Pick Up

Children may ride home with only their parents unless the Main Office has received a written permission from the child’s parent granting permission to another adult.

Bus Contact Numbers

Call the Transportation Coordinator at 885-5141, ext. 20. Email lhall@ssdvt.org

When an EMERGENCY SITUATION arises -- such as a later bus, no bus, or your child was not on the bus -- you should first call your child’s school. If the school personnel were unavailable to determine a solution, please call the **bus garage, Butler Transportation at 802-886-2000** and relay your concerns to a staff person there. If no one is available, email the Transportation Coordinator, Lisa Hall at lhall@ssdvt.org

For NON-EMERGENCY SITUATION during normal business hours (8 a.m. to 4 p.m.), you are asked to please call your child’s school for resolution of your situation. If the school personnel are unable to help you, call 885-5141 ext. 20 the Transportation Coordinator to ask for the required form.

In an emergency or non-emergency situation, the school personnel, Central Office staff and/or Transportation Coordinator will work with the bus company to resolve the issues.

Remember: **Incoming and outgoing buses have the right of way. Yield to them by law.**

Student Transfer

If you are moving or transferring out of the district, you should go to the School Office to complete all transfer and withdrawal papers. This will allow us to insure a smooth transition to your next school. Any outstanding

debts must be paid at the time of leaving. It is the district's policy that all records are mailed and not given to the parent to deliver to the new school.

Guests, Visitors, and Volunteers

Due to safety concerns all visitors must sign in at the office each time. At this time visitors will be given a visitor's pass that must be displayed at all times and returned to the office when leaving the building. Visitors are any person not employed by the school district. This includes volunteers, parents, and special guests. Due to the requirements for fingerprinting and background checks visitors and volunteers must be accompanied by a staff member at all times.

Students and staff are not allowed to bring personal guests that are planning to stay for an extended period of time.

Volunteers

We welcome volunteers! Volunteers will be issued a pass that must be displayed at all times and returned to the office upon departing the building. Due to fingerprinting and background checks visitors and volunteers must be accompanied by a staff member at all times.

Telephones and Other Electronic Devices

Telephone Use

Students will be allowed to come to the office to ask for help in calling home. Our school personnel will make the telephone call to the parent for an emergency purpose only. **Classroom phones are not to be used for this purpose.** The phones will not be used for students to arrange social and after school activities. Please make all necessary arrangements for after school activities with your child before they come to school.

Should you need to get a hold of your child during the school day the office secretary is happy to take a message and deliver the message to the child or teacher. Messages will be delivered to children or teachers at times creating the least amount of classroom disturbances. Teachers will return calls when they are not teaching.

If the message is an emergency all efforts will be made to contact the student immediately. It might be best in case of an emergency to come to the school and pick-up the student, as often family emergency situations are best handled by the parent.

Cell Phones and Electronic Devices

Union Street School is a "no devices" building. This means that from the time of the morning warning bell, to the bell at the end of the day, no personally owned electronic devices will be out or visible. Please note that should a student need to contact a parent/guardian, due to an emergency, they can make the call from the school office. Music devices may be used as an accommodation should the EST, IEP, or 504 team recommend that the student would benefit.

If a student is seen with, or is known to have, an electronic device, but is not using it the student will be asked to put the device away on the first occasion. If a student is found using an electronic device, or has been asked to put a device away in the past, the student will be asked to turn over that device to the adult that sees it. Students will be asked to turn the device off, lock the device, or take the battery out before giving it to staff. Any refusal to do so will be considered insubordination. The devices will be secured by the teacher and

delivered to the office where a parent may pick it up between 8:00 AM -4:30 PM. Exceptions can only be made by the administration.

At no times will the Springfield School District be responsible for any electronic device that is brought to school. These devices are the sole responsibility of the student and parent. It is best to leave these devices at home.

Homework Expectations

Student Planners/Folders

A student planner/folder is an organization tool in the form of a spiral notebook or two pocket folder for home to school communication between all parties involved in the education of your child. These parties are the child, teacher, and parent. All students attending Union Street Elementary School will have a Student Planner and/or school/home folder.

The teacher will display and provide information that is to go into the planner by your child daily. Parents should review/check students folders/planners each day for information from the teacher and school. Students are expected to return the planner/folder each day to the classroom teacher.

Homework

Homework for all Union Street students is up to 30 minutes of reading each night and at least 30 minutes of outside play or sports activity. If the weather does not permit outside activity students should spend 30 minutes on an activity that does not include screen time. Students that have been absent or who have not completed work during the school day will be expected to do the work as homework.

Homework Responsible Persons

Student Responsibilities:

1. Understanding the homework assignment(s) before leaving school.
2. Taking home all necessary materials and the Student Planner.
3. Scheduling times for homework that is compatible with family and/or school activities.
4. Conferring with teachers regarding homework concerns.
5. At Springfield's Schools, the expectation is that students put schoolwork ahead of other activities.

Parent Responsibilities:

1. Providing encouragement, support, and showing interest in student's work.
2. Assisting students in developing good reading habits by providing a comfortable, well-lit area away from distraction. Ensuring students set a regular time for studies.
3. Evaluating student activities to be sure the student has sufficient time.
4. Help out when necessary, but allow your child to turn in work that is his/her own.
5. Evaluate and review the work to ensure that the work is completed in a neat and conscientious manner.
6. Review it and sign the notebook.
7. Contacting school staff regarding homework concerns.

Homework Student Absent

For each day of excused absence, a student will be permitted two days to complete the work missed during their

absence. It is the responsibility of the student to obtain work missed. If a parent wishes to request homework for their student, the request should be made to the office before noon. Homework will be provided at 4:00 on the day of the request. If a student is going to be absent for an extended period of time homework or make-up assignments should be requested at least one week in advance of the absence.

Grading Procedures and Time Lines

Number or Letter Grade	Numerical Equivalency	Graded Areas
4	Consistently exceeds standards	Social Development and Work Habits
3	Meets the standards, uses skills independently	Communications and Language Arts Standards (Reading, Writing, and Listening and Speaking)
2	Progressing toward standards, some skills mastered	Social Studies Standards
1	Needs much help and encouragement	Mathematics Standards
N/A	Not assessed	Science Standards

Progress Reports, Report Cards, Absence Report, and Conferences

Progress reports are sent home to parents at the midpoint of each marking period. Report cards are issued at the end of each marking period. Parents can request a Parent-Teacher Conference at any time during the school year or participate in the regularly scheduled conferences held in November and March. Parents not receiving progress reports or report cards during the scheduled times should contact the main office. Report Cards will have the attendance report of your child attached.

The dates are listed at the beginning of this handbook under schedule of events.

PowerSchool

PowerSchool is an advanced Student Information System used by schools across the country. Its' functions include grading, attendance, and the scheduling of courses, teachers and students. PowerSchool is capable of allowing you and your parents to access your grades and attendance in real time. Teachers will make sure that the grades in PowerSchool are no more than one week old. Those grades are unofficial and should be as a guide to your progress. The purpose of this feature is to increase communication and collaboration amongst you, your parents/guardians, and your teachers. While it gives parents and guardians more information about your education, at the same time it encourages you to take increased ownership of your learning.

Policy on Cheating

As a learning community, we will always promote academic achievement but this is never justification for using the words, thoughts, or ideas of another person without acknowledging their work.

Cheating is unacceptable in any environment, but particularly so in a school. Students who misrepresent someone else's work as their own are cheating. Copying homework from another student, obtaining answers for tests and quizzes from another student, providing work for another to copy, or copying text from printed or electronic media are examples of cheating. Make sure to cite all sources used, including those found on the Internet. All cheating/plagiarism violators will be subject to disciplinary actions, which may include repeating the course.

Expectations

School Dress

Springfield's Schools strive to provide an environment focused on instruction and learning. Appropriate dress has a positive impact on student learning, student behavior, and the overall educational environment. Students are required to be dressed in a manner that does not interfere with the health, safety or welfare of the school community or be disruptive of the educational process.

With this objective in mind, the following dress code will apply to students of all genders, ages and body types:

- Tops should completely cover the abdomen and upper body without revealing the upper chest.
- Bottoms should be no shorter than mid-thigh.
- Undergarments should not be showing.
- Hoods and hats should not be worn during school hours.
- All clothing and accessories should be free of references to alcohol, drugs, sex, violence, messages of hate and graphic/derogatory pictures or language.

**Please note: allowances for specific clothing styles and lengths may be made when the attire suits the setting as determined by the supervisor for that setting (i.e. physical education, special events, etc.).*

All staff or faculty members have the responsibility to send a student to the office if they feel the attire interferes with learning.

In the event that students fail to comply with these expectations, they will be asked to change attire and/or remove facial make-up. Parents/guardians may be contacted and asked to deliver acceptable clothing to school. Students who refuse to comply with the requests of staff or administration to make required changes will face suspension.

Students are expected to have outerwear worn to school when the weather is 45 degrees or less. The nurse's office is equipped for medical needs only not student outerwear needs.

Cafeteria

- Hats, coats, and boots are to be left in the student rooms or lockers.
- Positive manners are expected in the lunch line and during lunch.
- All hands, feet, and other objects are kept to oneself.
- Students are to clean up their dining area when they are done eating and take their tray, silverware, milk carton, paper items, etc. to the kitchen window area.
- Food is to be eaten in the cafeteria unless prior permission is received.
- Students are to converse in normal voices without yelling, shouting, screaming, or excessive noise making.
- Walk at all times while in the cafeteria.
- Follow the supervisor's directions while in the cafeteria.

Line by line

Use utensils

Neatly eat at your seat

Courtesy counts

Have a healthy lunch

Playground

We must all respect the rights and property of others. It is everyone's responsibility to maintain the safety of others and his/herself. Therefore, we will expect all students and staff to follow **Responsible, Respect, and Ready**.

Assembly/School Functions

All students and teachers have the responsibility of attending all announced assemblies. Assemblies are usually held in the all purpose room or auditorium; students are generally seated by class. An indication of the quality of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. At all times, a student's are expected to follow **Responsible, Respect, and Ready..**

Textbooks

Textbooks are an important learning tool in classes. You are responsible for filling out, in ink, the information on the label inside the cover, and paying for lost or damaged books. The books and school equipment are loaned to you while you have the class, and you are responsible for their care and return. Books and/or equipment that is lost or damaged will be paid for by the student in the Main Office. Students will pay the full replacement costs of the items damaged or lost.

Technology

Our technology is aligned to the Vermont Standards and meets or exceeds the learning expectations of the 21st century.

The use of computers, technology, and the internet in school is only for educational purposes as stated in the District Technology Acceptable Use policy-see at the back of this booklet.

You and your parent/guardian will be required to read and sign a COMPUTER USE AND ACCESS TO NETWORKED INFORMATION RESOURCES AGREEMENT form before being granted access to the school's computer network. If you do not abide by the Agreement, you will lose access privileges to the Internet.

Library Media Center

Our library media center provides learning materials, experiences and resources to support the educational plan of the school. The library media specialist provides students, teachers and parents with a comprehensive collection of books and other materials and establishes services, policies and procedures to maximize access and student learning. To insure open access to materials, the center subscribes to the curriculum policies and intellectual freedoms of the American Library Association Bill of Rights and follows well-defined policies to balance opposing philosophies.

All classes have a regularly scheduled time for library media classes. The library media specialist and the classroom teachers integrate information skills and literature into classroom curriculum. The library media specialist teaches formal classes on information seeking skills including use of the Internet and other technology tools.

All books must be checked out if they leave the library. Books are circulated for two weeks and can be renewed, if necessary, or returned early. If a book is seriously damaged or lost, parents will be billed for replacement costs.

Hallways

- Students need a hall pass when they are unsupervised as this tells the adult when the student left class and where the student is going.
- Classes need to pass like cars by staying on the right side of the hallway.
- Classes need to pass quietly.
- Students and/or staff travelling in small groups or individually need to keep their voices low and refrain from producing excess noise.

Federal, State, and District Regulations

FAPE

School districts and public agencies shall ensure that Free Appropriate Public Education (FAPE) is available to all children with disabilities, aged three (3) through the completion of the school year the child turns twenty-one (21), residing in Vermont, including those who have been suspended or expelled from school as stated in Vermont School Law.

FERPA

In 1974 the federal government passed the Family Educational Right and Privacy Act. It allows all students and their immediate family to have access to all records concerning that student. The law specifically allows 30 days notice to be given to the school authorities when families request to see school records of their children.

Parental Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (—eligible students ||) certain rights with respect to the student’s education records. These rights are:

- The right to inspect and review the student’s education records within 45 days after the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. It needs to be submitted in writing to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in

performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The school will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. This would be only after the school district has made a reasonable attempt to notify the parent or eligible student of the records request.
- Information designated by a school district and directory information may be released without consent. Directory information includes, but is not limited to the following:

Student's name; Address; Telephone listing; Date and place of birth; Major field of study; Participation in officially recognized activities and sports; Weight and height of members of athletic teams; Dates of attendance; Degrees and awards received; Most recent previous educational institution attended by the student.

- Directory information may also include any other data that generally would not be considered harmful or an invasion of privacy if disclosed. Before making directory information available, the school must give public notice of the categories of information it is designating as directory information. Parent must be given an opportunity to inform the school district that such information may not be released without consent.
- Parents are given the opportunity to deny this disclosure by completing the parent's signature page in the left hand side of the handbook packet. This is given annually to all parents with students attending Springfield's Primary and Elementary Schools. If we do not receive a signed denial request, we will provide the directory information when requested by qualifying persons and/or agencies.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

Section 504

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 / ADA defines a person with a disability as anyone who has a mental or physical impairment that substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

The school has the responsibility to provide adjustments, modifications, and necessary services to eligible individuals with disabilities.

The school acknowledges its responsibility under Section 504 / ADA to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school. For questions concerning this Act, please contact Jan Rounds, Building Representatives, 885-5155; or Kathy Wyman, Special Education Director and 504 District Coordinator , at 885-5155 extension 13.

Restraint/Seclusion Notification

In the event that a student becomes an imminent and substantial risk to his/herself or others, members of the Springfield School District staff, trained in Nonviolent Crisis Intervention, may use physical restraint or seclusion for the safety and well being of all. Every effort will be made to notify parents by phone, the same day, should this occur and written documentation of the incident will be sent within two calendar days. All restraint/seclusion procedures follow Rule 4500, which is included in the Policy section of the Parent Information Folder.

Special Education

A child with a disability means a child evaluated in accordance with 300.304 through 300.311 (federal statute) as having a learning impairment, a hearing impairment (including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disturbance (referred to in this part as —emotional disturbance ||), an orthopedic impairment, autism, traumatic brain injury, and other health impairment, a specific learning disability, deaf-blindness, or multiple disabilities, and who, by reason thereof, needs special education and related services.

If it is determined, through an appropriate evaluation under 300.304 through 300.311 that a child has one of the disabilities identified in the above paragraph, but only needs a related service and not special education, the child is not a child with a disability under this part.

If, consistent with 300.39 the related services required by the child is considered special education rather than related service under Special Education Rules, the child would be determined to be a child with a disability.

For more information please contact:

Kelly Ryan, Director of Special Education and 504 Coordinator
60 Park Street, Springfield, VT 05156
802-885-5141 extension 13

McKinney-Vento Homeless Act

The McKinney-Vento Homeless Assistance Act of 1987 is federal requirement of schools. This ACT states that a school that has any student who meets the following definition of homeless, the building administrator will make a referral to the Department of Children and Families. An Action plan will be developed to provide the student a free and appropriate education.

Homeless is defined as an individual who lacks a fixed, regular and adequate nighttime residence or who has a primary nighttime residence that is: A supervised or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for the mentally ill); An institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

District and School Services

Education Support Services

We use the Response to Intervention model (RtI). Weekly our grade level teachers evaluate the concerns about the student and design a plan to help the student become more successful in school. We have many supports and services available to our children to ensure their success in school.

In addition, the Educational Support Team meets each month to identify what additional services and assistance may be needed for student success.

Our guidance counselor works with classes, small groups and individuals to address social and leadership needs. The focus teachers are assigned to a specific grade level and provide extra assistance in a variety of academic areas to best meet the individual needs of the students.

Special education services are available to those students who have a documented disability that interferes with their learning in areas such as reading, math, writing, speech, language, occupational therapy and behavior. A mental health clinician from HCRS Mental Health Services work in the school to meet the needs of students and families.

Curriculum

If parents have any questions regarding the curriculum, please notify the Curriculum Director, David Cohn at 885-5141, extension 22.

Guidance

The guidance counselors are here to help with a wide variety of things: exploring careers that interest you, helping you figure out a problem with a friend, planning for what you want to do at the next grade level, or talking over a problem you are having at home. If you have a problem and you don't know who to talk to, your guidance counselor is a good place to start; if they cannot help, they will find someone who can.

Health Office

nbuser@ssdvt.org

The School Nurse's Office is open during school hours. Students must have a pass or be accompanied by a school personnel to go to the Nurse's Office. Students must sign in and out when they go to the Nurse's Office.

Guideline for Sick Student

At school, we need to promote wellness and protect the entire student body against illness.

A child should stay home if they have/ had the following 12 hours before school:

- Temperature at or above 100.4 degrees
- Vomiting
- Diarrhea
- A profuse runny nose
- Severe persistent cough
- Pink eye
- Open, infected sores (such as impetigo) which cannot be covered.

A student may return to school if he/she:

- has eaten a normal meal
- after strep throat, has been on antibiotics for 24 hours and has no fever
- after pink eye, student can return to school once treatment has begun

HEALTH POLICIES

Dismissal in Case of Accident or Illness:

A student who has an injury or illness during school hours must be assessed and, if necessary, will be dismissed through the School Nurse's Office with permission from the parent/guardian. It is important for parents/guardians to have current information regarding a student's symptoms.

It is the responsibility of the parents/guardians to submit at least two (2) emergency contact phone numbers for a student.

Dispensing Medication

All arrangements for dispensing medication at school must be arranged with the school nurse. Only the school nurse or the designee may administer medication. Per District policy, for long term medications the request must be updated at the beginning of each school year and anytime there is a change in the time given or dose prescribed.

1. All medication, whether prescription or over-the-counter must be brought to school by the an adult and kept in the Health Office. Cough drops, throat lozenges are the responsibility of the parent and must be given to the School Nurse for dispensing to the child for ongoing symptoms.
2. Prescription medication must be in a pharmacy-labeled container. A student must have a written doctor's order and written parental/guardian permission on file in the Health Office to take prescription medication at school.
3. Over-the-counter medication must be in the original container. Written parental/guardian permission on file is needed to take over-the-counter medication at school.
4. Epi-pens and inhalers, with permission and orders from a physician, are to be given to the School Nurse to be administered as needed.

Head Lice

Occasionally we have problems with lice at school. Please inform the school nurse if your child has/had head lice or if you would like your child checked for lice.

What can you do at home? Check your children carefully for signs of lice or nits (the eggs that are laid on the hair shaft). If you are not sure of what you are looking for, the school nurse has some pictures she would be happy to share with you.

Treatment takes TIME! The child must be treated with a special Lice Shampoo (Pediculicide) that can be found at any drugstore. Follow the label directions very carefully! Then careful combing and nit removal must follow. This must be done daily until all the nits are gone. If you don't retreat, you will not be rid of the problem!! Wash in hot water or dry clean bedding, clothing, towels, scarves, stuffed animals and headgear. Vacuum home and car upholstery, carpets, mattresses and pillows, then change the vacuum bag. Wash wood and metal furniture with soap and hot water.

Injuries

If a student is injured while participating in any school activity, the instructor should be notified immediately. The student will be sent to the Health Office where any first aid that is necessary will be done. Parents will be contacted in regard to further medical treatment if necessary.

Emergency Safety Procedures

Students practice safety drills such as fire, intruder, lock-down, or natural disaster. There are district policies in place about safety. Below are briefs about some of the safety policies. A complete copy of the policy is available upon request at the Main Office.

To ensure the safety of all students and staff, emergency drills are practiced once a month. Students will be taught the proper procedures for the various drills, i.e., fire drill, lockdown, remain in place, etc. All classrooms have procedures posted, a safety booklet, and a readiness pack.

If you come to school while it is conducting an emergency activity, be it practice or real, please be aware you may not be admitted to the building. Please be aware that buildings are equipped with outside lights that indicate if the school is conducting an emergency activity. Should you be attempting to pick-up or drop off your child do not do so if the lights are activated. When admitted to the building, please let the principal, secretary, or teacher; know before taking your child. If an emergency occurs turn on your radio and await district phone calls to stay informed. Information will also be released to 211 and can be accessed by calling that number. Do not come to the school, as that creates greater safety issues. Wait until you have the information on where and when to meet your student.

If we had to do a mass evacuation we would notify the radio stations and 211 as to where the students have been relocated to, and the procedures for reunification. We ask that you and your child refrain from contacting each other by cell phone during these times. Depending on the circumstances, this could potentially raise the danger of the situation. Please realize that the safety of your child – as well as every child in the district – is our first concern.

Fire and Other Safety Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first fire signal is given, everyone clears the building by the prescribed route as quickly as possible. Students and teachers will move at least 50 yards away from the building to allow fire trucks access to the building. Students are to remain outside the building until a signal is given to return inside. Fire extinguishers are located throughout the school buildings. Any student found guilty of using fire extinguishers without just cause will pay to have the extinguisher refilled and face suspension from school.

Bomb Threat Policy

The Springfield School District has adopted a comprehensive policy on what to do in the event of bomb threat. Copies are available from the building administrator or the superintendent's office. While we intend to respect the legitimate privacy interests of all persons, it is lawful for school authorities, within constitutional boundaries, to conduct reasonable examination of personal property on school grounds, including but not limited to lockers, desks, backpacks, and automobiles. In the event of a bomb threat, such items may need to be searched in order to assure the safety and protection of people and property.

We also want all members of the school community to know that any academic time lost as a result of a bomb threat will be rescheduled, either on a weekend, vacation day, or following what would otherwise be the end of the school year.

In addition, under State law, the making of a bomb threat is a very serious criminal offense, punishable for even a first offense by as much as 2 years in prison and a \$5000 fine. The making of such a threat may also lead to civil liability.

Reunification in the event of an emergency

In the event of an emergency student safety is always our first priority. Following a major emergency event parents will be notified of the reunification location and time, parents will need to sign their student out before the student is allowed to leave. Even if you are well known to school staff please be prepared to show proof of identification, fill-out paperwork identifying who your student is leaving with, where they can be contacted if there is a need to gather further information related to the event, and the time you are being reunified. This process could be lengthy, but is necessary to insure the safety of all.

Student Discipline

Student Support Center

The Student Support Center is under the supervision of a teacher and/or Para-professional. It is the duty of the Student Support Center personnel to assist children with challenging behaviors by helping them take responsibility for their actions and find other behaviors that would help them become more successful at school.

Behavior Expectations

In order to ensure a safe and orderly environment where all students can learn, Union Street School consistently enforces the following **Responsible, Respect, and Ready**.

Consequences for Responsible, Respect, and Ready Misbehavior

Children are expected to be accountable for their actions and words. Students will be provided opportunity to make the expected choice that is acceptable at Union Street School under **Responsible, Respect, and Ready**.

Severity of Behavior

When a child hurts another child or an adult or is extremely disrespectful toward an adult or another child, there are different severities of consequences. Investigation of infraction will determine consequences that will result.

Alternative Assignment

Alternative Assignment (AA) - - The Administration and/or Reflection Room teacher may choose to utilize an Alternative Assignment in order to allow students to maintain access to their educational program. If a child is assigned an Alternative Assignment, the student reports to the Student Support Center at the time assigned.

The student will remain with a school staff member for the duration of the assignment time. A student given an Alternative Assignment will not be allowed to attend or participate in any school-sponsored activities or after school events, including recess and lunch with their grade, for that entire day. Students are expected to use the time to complete a Social Thinking Activity and school-work. Teachers will send work to students assigned to the Alternative Assignment.

Out of School Suspension

Out of School Suspension—In the case of serious offenses or repeated rule violations, students will be assigned an out of school suspension. Due Process requires notification of students who are being placed on suspension. The Principal or Student Support Center personnel will inform the student of the reason for suspension and its duration. Students have the right to speak in their own defense, and their parents/guardians will be informed of

the action by phone and by letter. A copy of the student's suspension letter will be forwarded to the Superintendent of Schools.

Suspended students are not allowed on school grounds anywhere in the district and may not participate in any school-sponsored activities during the suspension period. This includes both weekend activities and sports.

Suspended students are expected to make up work and tests missed during the suspension period. It is the parent's responsibility to request assignments from the Main Office. Assignments may be picked up after school. Teachers will provide work but please be aware that students miss a great deal of classroom based learning that cannot be made up and this can affect their grades.

Any student accumulating ten suspensions during the school year will be required to appear before the School Board to defend his or her irresponsible behavior.

Responsible, Respect, and Ready. Misbehavior Procedures

- **Parents will be notified of behavioral issues by the teacher, Planning Room teacher, and/or the principal.**
 - Notification will be in the form of a phone call, email, or letter.

Two Verbal Warnings

- A student will be given **two verbal behavior warnings**, unless he/she is at risk/harmful to self or others.
 - When a student is **at risk/harmful to self or others** the **Student Support Center personnel** will be called **immediately**.
 - Student Support Center personnel will follow procedures for any student that is at risk/harmful to self or others.
 - This procedure includes an **Alternative Assignment** for morning, afternoon, or day.
 - Or a student may be in the **severe class status** and further disciplinary actions may be necessary as indicated on the discipline chart below.
 - **Out of School Suspension** is possible.

Time-Out/"Buddy Teacher's" Classroom

- Any non-compliant student who refuses to follow the **Responsible, Respect, and Ready** expectations after two verbal warnings will be **sent to a "time-out" location for 20 minutes**.
 - Time-out location is a **"Buddy Teacher's" classroom**.
 - While in the "Buddy Room" the student is expected to **do his/her work**.
 - Repeated similar behaviors that caused he/she to be placed in a "Buddy Teacher's" classroom will result in the student being sent to the **Student Support Center**.

Returning from "Buddy Room"

- **After the 20 minute "Buddy Room time-out"** the **student is expected** to be able to **follow Responsible, Respect, and Ready**.
- When a **student refuses** to go to the "Buddy Room"; is disruptive while in the "time-out" location; or returns to their regular classroom and refuses to follow **Responsible, Respect, and Ready**, the **teacher will call the Student Support Center staff**.
 - Once the Student Support Center staff is called **an adult will supervise** the student's **transition** from the classroom **to the Student Support Center**.
 - When a **student is non-compliant** and refuses to follow **Responsible, Respect, and Ready**, he/she has reached the **Student Support Center status** and **Alternative Assignment Time** begins.

- **Alternative Assignment** means that the **student will not be allowed** to attend or participate in any school-sponsored activities, after school events, recess or lunch with grade level.
- **Alternative Assignment Time will be determined** by the time of day and **severity of the infraction**.
 - Parent will be called so they are aware of the students behavior
 - Severe behavioral issues may result in suspension
- **Teachers will send work with students** assigned to the Alternative Assignment.
 - Students are **expected to work on assignments** while in the Student Support Center.
 - All **schoolwork**, is expected to be **completed** upon returning to class.
 - Failure to complete schoolwork results in loss of privileges at teacher’s discretion.
 - Students can expect that if he/she has to return to the Student Support Center for disruptive behavior that his/her parents will be called and a **next day Alternative Assignment** will be assigned.
- When a **student is unable to control** his/her behavior in the Student Support Center during the Alternative Assignment Time, the **student’s behavioral status** moves to the level of suspension. His/her **parent/guardian will be contacted** to come and take him/her **home for the remainder of the day**.
 - A student may be suspended for the **following day or assigned to Alternative Assignment Time, this is the Principal’s discretion**.

Severe Status Chart

The Severe Status Chart is not a complete listing, however, it does give an idea of the consequences for most offenses aligned with the school’s behavioral expectations.

NOTE: Parents/guardians should also be aware that:

- ✓ Any of the following infractions could mean that law enforcement authorities will be involved.
- ✓ The administration reserves the right to extend the period of suspensions or to suspend out of school.

<p>The following actions are subject to possible expulsion by the school board:</p> <ul style="list-style-type: none"> ● Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, <i>including, but not limited to a gun or knife</i> ● Any student who distributes alcohol/drugs (1st offense and law enforcement notified). ● Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of, or under the influence of drugs or alcohol (3rd offense - and law enforcement notified). ● Any student who <i>assaults any school employee</i> on school premises or at school sponsored or school-related events, including athletic games ● Any student who orchestrates or otherwise participates in engineering a hoax to disrupt school operations (e.g. bomb threat).

<p>The following will result in a minimum of ten days suspension:</p> <ul style="list-style-type: none"> ● False reporting of fire (pulling fire alarm). ● Possession or use of alcohol/drugs on school grounds (2nd offense –and barred from school sponsored extracurricular activities for 45 days AND law enforcement notified). ● Distribution of alcohol/drugs (1st offense – will also face expulsion – law enforcement notified).

The following will result in a minimum of five days suspension:

- Possession or use of alcohol or drugs on school grounds (1st offense and law enforcement notified).
- Possession/use of dangerous substances, such as, but not limited to fireworks, "stink bombs," or incendiary devices.

The following will result in a minimum of three days suspension:

- Larceny, theft, possession of stolen property. .
- Assault and/or battery on a student. .
- Fighting. (Springfield Schools subscribes to a "no fault policy." Any student involved in a fight will be suspended. Loss of control and intent to injure are more important considerations than fault.)
- Behavior that is materially disruptive to school operations.

The following will result in at least a one day suspension:

- Insubordination (refusal to do as staff asks or requires). .
- Failure to report to the office.
- Acts of intimidation, bullying, or verbal assault.
- Threats to inflict physical harm.
- Vandalism (restitution will also be required).
- Inappropriate language or profanity (directed at staff or student).
- Forging notes and/or making false statements to staff

The following will result in at least one day of Alternative Assignment :

- Truancy (leaving or being off school grounds without permission from parents and administration).
- Rough play or unsafe behavior.
- Failure to report to the Student Support Center as directed .

The following will result in a minimum of one Day Alternative Assignment upon referral to the office:

- Five or more tardy marks to school or class in a semester.
- Cutting class, missing from class without authorization.
- Inappropriate language or profanity (not directed).
- Taunting/teasing another student (plus subject to policy).
- Disrespectful behavior toward staff or students.
- Disruptive behavior.
- Throwing food or other objects in class, the cafeteria, or any other area.
- Being in an unauthorized area before, during, or after school.
- Failure to comply with behavioral expectations.

The following will result in a fine payable to the Town of Springfield:

- Possession or use of tobacco on school grounds

The following actions have specific school board policies regarding disciplinary actions:

- Drug and Alcohol possession, use and/or distribution (*see policies in right side of folder*)
- Harassment (*see policies in right side of folder*)
- Firearms possession (*see policies in right side of folder*)
- Hazing (*see policies in right side of folder*)
- Attendance and Truancy (*see policies in right side of folder*)

Parental Appeals

All parents, legal guardians and/or adult students have the right to appeal a disciplinary action, which has resulted in an out-of-school suspension. A written request to appeal must be sent to the building administrator. A meeting time and place will be determined and the appeals process will proceed. Parents, legal guardian and/or adult students who wish to appeal beyond the Union Street School administration must follow the initial process. At that time the parent/guardian may contact and appeal their case to the superintendent.

Code of Conduct

A Code of Conduct is a set plan of how students are expected to behave while attending school, school activities, or on school property. Union Street School students and staff are expected to follow the Responsible, Respect, Ready expectations.

Springfield Schools Code of Conduct

All students while at school or while attending any school activities are expected to exercise citizenship, which is based on respect and consideration for the rights and property of others. The students in the schools of the district shall be expected to conduct themselves in such a way that the rights and privileges of others are not violated. They shall be required to respect constituted authority, to conform to school rules and regulations set forth in district policy and student handbook, and to those provisions good of law which apply to the conduct of minors.

The legal grounds for suspension or expulsion of students from school are set forth in District Policy. Some of the specific conduct prohibited by District Policy includes the following actions ,which may subject a student to disciplinary measures, including loss of privileges, probation (as court ordered), suspension and/or expulsion.

The principal and/or designee may discipline a student who violates one or more of the standards of conduct while on school grounds, during a school sponsored activity, or during a school related activity including complaints of student harassment or hazing while traveling to or from school.

School Board Policy and State/Federal Laws:

Many of the rules in this handbook are also covered in the Springfield School District Policies located on the District website and in the attachments on the right hand side of the Parental Information Folder, and are part of state and federal laws including:

- Possession of Weapons/Dangerous Items
- Harassment/Verbal or Physical Threat
- Sexual Harassment
- Smoking and Possession of Tobacco
- Truancy
- Hazing

Harassment, Hazing, or Bullying

Should you have reason to believe that such behavior has occurred at Union Street Elementary School please contact Nancy Wiese, Principal (Union Street, 885-5155). If the principal is unavailable, please contact our Student Support Center teacher, Greg Pickering. Students should always tell an adult staff member. The staff member is required to inform the principal.

District Contact Persons

David Cohn, Director of Curriculum, Assessment, and Instruction
60 Park Street, Springfield, VT 05156 phone: 885-5141, ext. 22

Kelly Ryan, Director of Student Services
60 Park Street, Springfield, VT 05156 phone: 885-5141, ext. 13

Code F-1 Plan

All school community members are expected to abide by these and all other district policies, state, and federal laws. A copy of all district policies is available in the main office. Copies of specific policies can be mailed home upon request.

Comprehensive Student Discipline Plan

Springfield School District

Updated August 18, 2010

I. Student Conduct

Springfield School District is committed to a restorative approach when dealing with conflicts and disputes. Restorative justice practices offer a positive alternative to traditional methods of handling conflicts and disputes. In short, restorative justice aims to bring together all parties involved in an offense so that each individual's needs can be met. Together, the parties reach agreements that address the harm caused to the affected parties and the damage done to the school community, and enable the person who caused the harm to take responsibility and hear how his/her actions have impacted others. By developing a clear understanding of the entire impact of the actions being addressed, restorative methods turn disciplinary action into a productive and enlightening process, and emphasize reparation instead of punishment. All school personnel should have training in these practices.

A. APPROPRIATE BEHAVIOR

Acceptable student behavior is characterized by the following examples:

1. Demonstrating self-control and self-respect.
2. Respecting other persons, their property, their right to an education and their privacy.
3. Helping to keep school buildings, school grounds, and instructional materials clean and free from destructive acts.
4. Behaving honestly and with a sense of fair play.
5. Cooperating with others to promote the goals of the school.
6. Arriving at school on time and maintaining regular school attendance.
7. Bringing appropriate materials to class.
8. Practicing good personal hygiene and grooming, and dressing properly.
9. Complying with the law and with school policy, rules and procedures.

B. INAPPROPRIATE BEHAVIOR

Unacceptable student behavior is characterized by the following examples:

1. Actions which are disruptive to the educational process. (i.e., inappropriate lunch room behavior, destroying or defacing school property, refusal to follow directions)
2. *Actions which are physically or mentally injurious to any individual or group of individuals. (i.e., fighting, hitting, name calling, intimidating, dangerous operation of motor vehicles)
3. *Preventing or attempting to prevent any staff member or student from carrying out his/her responsibilities and learning activities. (i.e., making loud noises, talking back, throwing things, purposeful physical interference, refusal to provide [or providing false] identification, leaving school without permission)
4. Inappropriate physical contact.
5. *Actions or expressions which are profane, obscene, prejudiced or abusive to any individual or groups of individuals. (i.e., swearing, belittling, name calling with gender, ethnic and/or religious references)
6. *Selling, distributing, possessing or using alcoholic beverages or illegal drugs, unauthorized prescription drugs, and possession of drug related paraphernalia, on school property or at school sponsored activities. (i.e., alcoholic beverages, drugs, marijuana pipes). See Substance Abuse Policy, F -7.
7. Use of tobacco on school grounds or at school activities is prohibited.(Policy F-7)
8. Loitering on school department property. (A student is loitering when (s)he continues to remain on school property after being requested to leave).
9. *Actions which damage or may result in loss of school department property of the property of others. (i.e., theft, destruction or defacing of property)

10. *Possession of or bringing to school a dangerous weapon or device. See Dangerous Weapons and Devices in School Policies F-1 and F-21.
11. *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, gender identity or gender expression, 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. See Policy on Prohibition of Student Harassment, F-20.
12. *Actions which constitute hazing in violation of the Hazing Policy, F-24.
13. *Bomb Threats and Conduct During Bomb Threats.
14. *Bullying is dangerous and disrespectful behavior as further defined below in Section II.
15. *Actions in violation of the laws or regulations of the United States, the State of Vermont, the City, or policies of the Board of School Directors, and/or school rules.

NOTE: The behaviors listed above, and the examples in parentheses, are not intended to constitute an exhaustive or finite list of inappropriate behaviors, but to illustrate types of behavior which are unacceptable. A student who engages in those behaviors marked by an *asterisk may receive a long-term suspension or may be expelled from school until the end of the school year or 90 days, whichever is longer. Violation of the Weapons Policy shall result in expulsion from school for up to a calendar year, unless the Board determines to modify the penalty.

C. ALTERNATIVES:

Below are some alternative techniques a school may use in attempting to foster appropriate behavior. They are intended to be examples and not an exhaustive list. Each individual school may adopt other methods to achieve appropriate student behavior, as long as such techniques are in keeping with School Board policy. Choice of technique(s) should be related to the frequency and/or severity of the student's misbehavior.

1. The use of various Restorative Practice Techniques including individual counseling, restorative panels, etc.
2. Individual education and/or counseling (by a teacher, counselor, or administrator).
3. Temporary removal from class.
4. Telephone contact with parents.
5. Loss of privileges.
6. Detention
7. Letter to parents/guardians (to inform parents so they have an opportunity to work with the student prior to more serious action being taken).
8. Individual contract for improved behavior.
9. Responsibility for restoration of damaged property (work, payment, etc.).
10. Parent conference.
11. In-school suspension.
12. Home visits (by teacher, counselor, nurse or administrator).
13. Alteration of student's schedule or length of school day.

14. Out-of-school suspension.
15. Group counseling.
16. Referral to outside agencies or individuals, such as mental health professionals.
17. Recommend consideration of change in educational placement or program.
18. Use of other District services.
19. Referral for expulsion.

Adequate records shall be kept to support disciplinary decisions.

II. Prevention of Bullying

Definition of Bullying

Bullying means any overt act or combination of such acts directed against a student by another student or group of students and which:

1. occurs during the school day on school property, on a school bus, or at a school-sponsored activity;
2. is intended to ridicule, humiliate, or intimidate the student; and
3. is repeated over time.¹

B. DATA GATHERING

The Springfield School District delegates the responsibility of data collection to the Director for Curriculum, Instruction and Assessment and the Director of Special Services. He/she shall collect data on the number of reported incidents of bullying and the number of incidents that have been verified and to make such data available to the Commissioner of the Vermont Department of Education and to the public. See the Department's Safe and Healthy Schools www.state.vt.us/educ/new/html/pgm_safeschools.html for further information on data gathering.

III. Suspension/Expulsion

If a student is currently identified as disabled and *is on* an IEP, or suspected of being disabled, see Section III, Students Who are Disabled Under IDEA. If a student is handicapped or suspected of being handicapped, see Section IV, Students Who are Handicapped Under §504.

A. DEFINITIONS

1. Time-out

Temporary removal from class may be used as a disciplinary procedure. A student may be assigned a "time out" in a designated area with work given for a prescribed period of time. The student will be informed of the reasons for such actions and given an opportunity to tell his/her side of the story.

2. Suspension

¹ Conduct that might otherwise be considered bullying but *does not* occur during the school day, on school property, on a school bus, or at a school-sponsored event still may be subject to disciplinary action pursuant to 16 V.S.A. §§1161(a) and 1162; however, such misconduct would not meet the definition of bullying.

Suspension may be used as a disciplinary action which requires a student to be absent from classes and other school activities and from school grounds for a period defined in procedures for suspension. Work missed during suspension can be made up, but the initiative for doing so is left to the student.

B. SHORT TERM SUSPENSION

A short term suspension of ten (10) continuous days or less may be imposed by the principal or his designee after the opportunity for an informal hearing except as described below. When a student is to be suspended for 1-10 days or less, the student and his or her parents (if student is under age 18) shall be given the opportunity for an informal hearing which shall include:

1. a statement of the alleged misbehavior;
2. an explanation of the evidence against the student;
3. the student being asked to state his or her side of the story; and
4. a written decision to the student and parent of the outcome of the informal hearing.

If the school cannot contact a parent after making a reasonable effort to do so, or the parent cannot attend the informal hearing, the school should proceed with the informal hearing without the parent. The written decision should be sent home with the student and by first class mail and include a statement of the school's efforts to have the parent attend the informal hearing.

In all cases, the written notice of the decision will include a statement offering the student/parent the right to appeal the decision to a neutral administrator. The school shall maintain a copy of all such letters.

*When a student, because of his/her conduct or condition, is a continuing danger to him/herself, others, property or an ongoing threat of disrupting the academic process of the school, the principal or his designee may take whatever action is appropriate under the circumstance, including immediate suspension pending a hearing as soon as possible thereafter and/or calling the law enforcement authorities.

C. LONG TERM SUSPENSION/EXPULSION

A long term suspension of more than 10 days or expulsion from school may be imposed only by the School Board upon recommendation of the Superintendent after a hearing, except as described above*. The Superintendent shall follow these due process procedures:

- 1) The student and parent shall be given an opportunity for a formal hearing before the School Board.
- 2) The district shall provide timely written notice (to the student and parent) of the nature of the charges against the student and a summary of witnesses to be presented; the date, time and place of the hearing; the right to legal representation (at the parent's' expense); the possible penalties which may result (up to and including long term suspension and expulsion); and opportunity to present evidence; and an opportunity to cross examine district witnesses.
- 3) The hearing shall commence within 10 school days of the first day of the suspension.
- 4) The parent and student shall receive the decision in writing.

IV. Interrogations and Searches

School officials may search a student, a student's locker or a student's property, for contraband or evidence that the student has violated or is violating the law or school rules, only upon reasonable suspicion.

Searches of student's outer clothing, pocket, book bags, cars, and purses may be conducted if reasonable suspicion that the student has violated a law or school rule exists. Areas such as lockers, which are owned by the District and jointly controlled by the District and the student may be searched if reasonable suspicion exists to believe that contraband or other evidence of violation of a law or rule is inside the lockers.

The law enforcement authorities may be called in cases where the student may be a threat to him/herself and/or to others, or where a criminal law may have been violated.

Police Involvement: If a search or interrogation is being conducted at the request or under the direction or control of law enforcement authorities, the search or interrogation shall be conducted by the law enforcement authorities themselves, under criminal law standards rather than under the provisions of this plan. (See Policy Code F-4)

Seizure of Contraband: As used in this procedure, the term "contraband" shall include items which are inherently illegal (i.e., illicit drugs) and items possessed in contravention of law or school rules (for example, stolen items or weapons). If a search yields contraband, such materials shall be confiscated and turned over to proper authorities for ultimate disposition.

Any sale of contraband shall be referred to the appropriate enforcement Agency.

V. Student Substance Abuse Procedures

Refer to Policy F-7 and F-7R, Student Substance Abuse – Administrative Procedures.

CORPORAL PUNISHMENT

When an allegation is made regarding the use of corporal punishment, the immediate supervisor of the individual against whom the claim is made shall investigate the claim. Such investigation will include written reports from witnesses and other individuals who have information relevant to the investigation. The reports shall be forwarded to the Superintendent or designee who shall reach a determination regarding the allegation and possible disciplinary actions.

Springfield's Notations of Discipline

Complete Policies are in the right hand side of the Parent Information Folder.

Drug and Alcohol

The possession, use, sale or distribution of alcoholic beverages or regulated drugs is a violation of Vermont Law. The Principal or their designee will inform law enforcement of all offenses.

Possession, distribution or ingestion of any medication (prescription or over-the-counter) without the school nurse's supervision will also be considered in violation of district policy.

Harassment

Harassment of students is prohibited. It is the policy of the Springfield School District to maintain a learning environment that is free from harassment of students. The District prohibits any form of unlawful harassment as defined below on the basis of a student's race, color, religion or creed, national origin, sex or gender, sexual

orientation, marital status, ancestry, place of birth, age, or physical or mental condition (including disability or handicap). It is a violation of this policy for any student, teacher, Administrator, or other school staff, through conduct or communication, to unlawfully harass a student on the basis of race, color, religion or creed, national origin, sex or gender, sexual orientation, marital status, ancestry, place of birth, age, or physical or mental condition (including disability or handicap). In addition, harassing behaviors, whether or not they constitute “unlawful harassment,” are prohibited, and may also result in disciplinary and/or corrective action.

Hazing

“Hazing” means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the District; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds.

Students who have reason to believe that an incident of hazing might or did occur should report to any coach, teacher, school nurse, Guidance Counselor, or school Administrator. Staff members who have received such a report from a student or who otherwise believe that an incident of hazing might or did occur shall report to the Administration of the school, or to the Superintendent. The report may be in writing or made orally. If the report is made orally, the receiver shall make a written record of the report.

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 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 school-sponsored activity.
- OR Does not occur during the school day on school property, on a school bus, or at a school-sponsored activity and can be shown to pose a clear and substantial interference with another student’s right to access educational programs.
- Unlike harassment, bullying need not target a protected characteristic.

Procedures of Harassment/Hazing/Bullying

Victim- Any person who feels they have been harassed, hazed, or bullied will speak to a trusted adult who serve as an “advocate” (i.e. teacher, nurse, counselor, Para-educator, administrator).

Advocate- The advocate will help the complainant fill out a complaint form. The advocate will deliver the completed form to the building administrator within 24 hours. The advocate may assist the complainant throughout the process.

Administrator- The administrator will decide if the complaint should be handled using the informal process or if the incident warrants an investigation by one of the Anti-Harassment, Bullying, Hazing Coordinators, (Jan Rounds-Guidance or Dennis McNichols-Reflection Teacher). This is a formal process.

Informal Process- Complainant fills out informal form; complaint handled by administration; discussion with both parties; resolution reached ; copy of complaint form forwarded to Anti-Harassment, Bullying, Hazing Coordinators, (Jan Rounds-Guidance or Dennis McNichols-Reflection Teacher).

Formal Process- Alleged perpetrator and parents are given copies of the district harassment policies and investigation procedure. Investigation conducted by one of the Anti-Harassment, Bullying, Hazing Coordinators, (Jan Rounds-Guidance or Dennis McNichols-Reflection Teacher). Investigation is handled promptly. Investigator decided if there was a violation of school policy. Findings are reported to the principal, Superintendent, and the Anti-Harassment, Bullying, Hazing/Title IX Coordinator.

Disciplinary Action- May include but is not limited to: Warning, Suspension, Exclusion, Expulsion, Transfer, Remediation, Termination or Discharge.

Public Displays of Affection

School is a public place and certain types of behavior are unacceptable in this setting. You need to think of the comfort level of our peers and teachers. When members of our learning community feel unsafe, learning can be affected.

Stealing or Damaging Property

When a student damages or steals school property or the personal property of another member of the school community, the student will replace or pay for the replacement of the destroyed or missing property. Additional consequences will be imposed, and the incident may be referred to the police department.

Restitution also involves returning or paying to replace missing books, uniforms, or school materials. No student will be allowed to participate in any extracurricular activity until restitution has been made.

Vandalism

Any destruction of school property is considered vandalism. Students who engage in inappropriate behavior that results in damages to the school must reimburse the school for that damage. Damage will result in disciplinary action, notification of parents/guardians and reimbursement for all damages or replacement costs, and the incident may be referred to the police department.

Student Search and Seizure

Should an administrator determine there is reasonable suspicion to search a you and/or your property in order to prevent injury or loss of evidence, a search will be conducted. A police officer with a warrant, or in connection with an investigation, may conduct a search without parental/guardian notification, in the presence of an Administrator.

Student Rights

Springfield School District Suspension and Expulsion Policy

You may be suspended from school by the Principal or other district administrator for serious or repeated violations of school policy or disciplinary rules, or for other conduct not defined by rule which is deemed by the Principal or other district administrator to be inappropriate, disrespectful, or disruptive to the school.

If suspended, you are unable to participate in any extracurricular activities. You are not to be on school property during the suspension period other than during the school day if you are serving Alternative Assignment.

Failure to abide by this procedure will result in an additional suspension, subject to separate notice and opportunity to be heard as set forth below. You are expected to make up work as requested **by the** teachers

and will receive credit for all assigned make-up work. Responsibility lies with you to arrange make up work. You may serve Alternative Assignment or Out-Of-School Suspension at the discretion of the Principal.

When student misconduct makes the continued presence of the student harmful to the welfare of the school, the Superintendent or Principal may, with the approval of the School Board, suspend the student for longer than ten school days or expel the student.

Threats

There is zero tolerance at Springfield's Schools for threats of violence or destruction. Students are encouraged to report threats immediately to the Administration.

Springfield School District policy prohibits students from making oral, written, phone or electronic threats to school personnel (including all school staff, contracted service providers, and drivers of school buses), or to other students and/or other people using school facilities. This includes anywhere in the building, on school grounds, at other schools, or at any after school events.

Violation of this policy shall result in discipline up to and including long-term suspension and expulsion. In addition, restitution may be sought where the threat results in expense to the school, school personnel, or other students. The police will also be notified of this offense.

The Springfield School District will treat any oral or written threat or threatening action by a student directed against school personnel and/or against other student(s), and/or against school property and/or people using school property, as a serious offense. This is in order to maintain a safe environment for its students, employees, and others who use school buildings, grounds and facilities, and in order to maintain the safe and usable conditions of all school buildings, grounds and other facilities.

Tobacco

The possession and/or use of tobacco products on school grounds or contiguous areas are a violation of state law and are prohibited. **This ban extends to any student, employee or visitor to the school and applies at all times, whether or not school is in session.**

If you use or possess tobacco products while on school grounds or at school-sponsored events, you shall be subject to suspension. If you are under the age of 18, you shall be subject to referral to the police. There is a fine for anyone under 18 who is found with tobacco.

Weapons

A student who brings a weapon to school or to any school activity, on or off school property, will be expelled for up to one year according to the federal Gun Free Schools Act of 1994, Act No. 35 of the 1995 session of the Vermont General Assembly, and local policies-I21. A weapon is defined as a gun, knife or other object used as a weapon, or substances and chemicals that are considered harmful to others.

A student who brings any size knife in any form to school will be suspended immediately.

If the same student is found by the School Board, after a hearing, to have brought a weapon or knife to school, the student shall be expelled for at least a calendar year. However, the School Board may modify the expulsion on a case by case basis depending on the circumstances. In addition, any student who brings a weapon to school shall be referred to a law enforcement agency.

Exemptions from this policy for items that may be defined as a weapon are allowed when used as part of a curriculum, but must be pre-approved by the building Administrator, the Superintendent or the School Board. Under these circumstances, the student with the weapon for classroom presentation must be escorted to the classroom by the Principal or Assistant Principal. (For further information about weapons in school, see School Board Policy 21.