

Sheldon Elementary School Handbook 2011 - 2012



Sheldon Elementary School Handbook

A-Z

August, 2011

STATEMENT OF PURPOSE

At Sheldon School, we consistently **Teach, Recognize, and Reinforce** positive behaviors so that school is a positive environment that promotes success for all students.

Our school-wide
behavior expectations:

- 1. Be Respectful**
- 2. Be Responsible**
- 3. Be Cooperative**
- 4. Be Safe**

SHELDON ELEMENTARY SCHOOL MISSION STATEMENT

The mission of the Sheldon Elementary School is to have our students become lifelong learners who will maximize their ability to learn, think and solve problems to meet their future challenges. In partnership with parents, our goal is for students to become effective, responsible members of society.

July, 2001

SCHOOL BOARD MEMBERS

Jacob Bourdeau
868-4981

Celeste Kane-Stebbins
933-4975

Laurie Oliver
524-9606

IMPORTANT NUMBERS

Sheldon Elementary School	933-4909 / 933-2286
Fax Number.....	933-6405
Ambulance.....	911
Fire Department.....	911
Franklin County Sheriff's Department.....	524-2121
State Police.....	911
Sheldon Town Clerk.....	933-2524
Sheldon Public Library.....	933-2524
Superintendent of Schools.....	868-4967
Northwestern Counseling Support Services.....	524-6554
Suicide/Personal Crisis Clinic (<i>available 24 hrs</i>).....	524-6554

LOCAL RADIO & TELEVISION STATIONS REPORTING SCHOOL CLOSING

RADIO STATIONS: WWSR, WVMT, WIZN & WVNY

TELEVISION STATIONS: WCAX – Channel 3
WPTZ – Channel 5

SHELDON SCHOOL STAFF

2011/2012

Leonard Rosenberg	Principal
Debbie Kittell	Administrative Assistant/Bookkeeper
Diane Chaffee	Clerical Assistant
Kimberly Pavlinsky	Preschool Teacher
Sarah Farrar	Kindergarten
Sabrina Stebbins	Kindergarten
Regan Keelty	Grade 1
Kelly Messier	Grade 1
Lisa Cioffi-Chagnon	Grade 2
Ellen Stanley	Grade 2/3
Michael Weber	Grade 3
Ashley Longe	Grade 4
Shelly Martin	Grade 4/5
Lauri Boudreau	Grade 5
Dana Tessin	History Grades 6,7,&8
Douglas Bradford	Science Grades 6,7,&8
Alison Palmer	Language Arts Grades 6,7 & 8
Amy Gray	Math Grades 6,7 & 8
Christopher Conti	Physical Education
Lisa Bird	Art Teacher
Marilyn Lauffer	Librarian
Christopher Comstock	Instrumental Music
Russell Gregory	Education Technology Specialist
Paul Erena	Special Educator
Amber Fisher	Special Educator
Elizabeth Smith	Speech Language Pathologist
Kosha Patel	Literacy Specialist
Christine Reighley	Title I / Reading Recovery
Jennifer Childress	Middle School Rdg Teacher/Literacy Specialist
Sarah Phillips	Math Specialist
Faith Johnson	Math Content Specialist

Kathleen Gorton	School Nurse
Heather Haddick	School Guidance
Kimberly Hoffman	School Psychologist
Patricia Reaves	Permanent Substitute
Joanna Jerosse	Student Assistance Program Counselor
Jody White	Planning Room Supervisor
Ashley Allen	Instructional Paraeducator
Reva Bartlett-Custeau	Instructional Paraeducator
Lisa Bourgeois	Instructional Paraeducator
Jackson Boutin	Instructional Paraeducator
Deb Bovat	Instructional Paraeducator
Jennifer Cole	Instructional Paraeducator
Lisa Cole	Instructional Paraeducator
Brenda Cook	Instructional Paraeducator
Phillip Cook	Instructional Paraeducator
Rejeanne Fortin	Instructional Paraeducator
Kay Grimes	Instructional Paraeducator
Dolores Hemingway	Instructional Paraeducator
Patsy Hendrickson	Instructional Paraeducator
Joanne MacDonald	Preschool Paraeducator
Jeremiah Melhuish	Instructional Paraeducator
Julie Osgood	Special Ed Office Asst/SLP Paraeducator
Lyn Palmer-Mayhew	Instructional Paraeducator
Kellee Paradee	Instructional Paraeducator
Pauline Schettini	Instructional Paraeducator
Jeremiah Melhuish	Athletic Director
Stephanie Steckler	ASPEN Coordinator
Hazen Stone	Head Custodian
Daniel Paradee	Evening Custodian
Debra Bovat	Evening Custodian
Diane Paquette	Abbey Food Service
Linda Domina	Abbey Food Service
Jacob Bourdeau	School Board, Chair
Laurie Oliver	School Board, Clerk
Celeste Kane-Stebbins	School Board

2011- 2012 SCHOOL YEAR

Sheldon Elementary School

JULY, 2011				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY, 2012				
2	3	4	5	6
9	10	11	12	[13]
{16}	17	18	19	20
23	24	25	26	27
30	31			

August 23, 24 & 25 Inservice
 August 30 School Begins
 (August 30 & 31 1/2 day/11:30 Dismissal)

20

AUGUST, 2011				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	[23]	[24]	[25]	26
29	*30	31		

FEBRUARY, 2012				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
{27}	{28}	{29}		

September 5, 2011 Labor Day
 September 30 - 1/2 Day School 1/2 Day In-Service
 October 4, 5, 6, & 11 2011 - NECAP Testing
 October 7, 10 & 12 NECAP Makeups

18

SEPTEMBER, 2011				
			1	2
{5}	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MARCH, 2012				
			{1}	{2}
{5}	{6}	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 13 - Open House
 October 20 & 21, 2011 Fall Break
 November 11 - 1st Trimester Ends
 November 14-17 Parent Conference Week
 November 18 - No School
 November 23-25 Thanksgiving Break

17

OCTOBER, 2011				
3	4	5	6	7
10	11	12	13	14
17	18	19	(20)	(21)
24	25	26	27	28
31				

APRIL, 2012				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	[20]
{23}	{24}	{25}	{26}	{27}
30				

December 22-30 Holiday Break
 January 13 - Sheldon Inservice No School
 January 16 - Martin Luther King Day
 February 10 - 1/2 Day School 1/2 Day In-Service
 February 27 - March 6 - Winter Recess

15

NOVEMBER, 2011				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	{23}	{24}	{25}
28	29	30		

MAY, 2012				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
{28}	29	30	31	

March 9 - 2nd Trimester Ends
 March 19-22 - Parent Conference Week
 March 23 - No School
 March 30 1/2 Day School 1/2 Day In-Service
 April 20 - Sheldon Inservice - No School
 April 23-27 - Spring Recess

22

DECEMBER, 2011				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	{22}	{23}
{26}	{27}	{28}	{29}	{30}

JUNE, 2012				
				1
4	5	6	7	8
11	12	13	*14	15
18	19	20	21	22
25	26	27	28	29

May 28 - Memorial Day
 June 14 - 3rd Trimester Ends
 June 14 - 177th Student Day
 Last School Day

10

*1st Trimester - 51 days
 2nd Trimester - 67 days
 3rd Trimester - 63 Days*

Total Student Days 177

SHELDON COMMUNITY FOREST

The Sheldon Community Forest is just across the road from Sheldon School and is open to the public. We encourage you to come and take a hike. Each fall and winter a festival is held with activities planned in the forest.

Rock-Tenn Corporation, owners of the Sheldon pulp mill, generously donated these 82 acres of land to Sheldon School in 1995. The land is a mixture of hardwood and softwood forest, with some very large trees, hills, rock ledges and a stream. Five trails are maintained and marked with different colors and several trails have been given specific names. One trail, the Nature Trail, is marked with green and white tree tags. Maps of the forest and its trails are available at the front desk in the school. A kiosk at the main entrance displays forest information and has a large color-coded display map.

The goal of Sheldon Community Forest Committee is to support and encourage the use of the forest for educational and recreational uses by people of all ages, as well as working to preserve and conserve the forest and its wildlife. The committee oversees the maintenance of the forest and frequently holds work days. Meetings are held four to six times a year.

Please come and enjoy this forest in any of the four seasons.

Guidelines for Sheldon Community Forest

Community members are welcome to use the forest for hiking, snowshoeing, cross-country skiing and geocaching.

- Parking available at Nature Center.
- Maps available in the school's office.
- Kiosk displays forest information, like acreage, trail distances, boundaries, and forest guidelines.
- Carry in and carry out.
- Preserve the forest's natural beauty, leaving all vegetation undisturbed.
- Notify the school of hazardous trees and any other safety issues.
- No unauthorized fires.

Contact Persons: Annette Baker 527-6332, Kurt Valenta 285-2054, Marvin Bicknell 782-4925, Paul Madden 933-6677, Nilah Cote 285-2069

STUDENT HANDBOOK

A-Z

Absences If your child is going to be absent from school, please call our school office (933-4909 / 933-2286) and let us know. If we do not hear from parents, someone will call to verify each child's absence. Sometimes this requires calling a parent at work. Our purpose in calling is to insure that each student is safe and that an adult knows the whereabouts of each student. If a parent/guardian is not reached, a written explanation for the student's absence will be expected upon return to school. A copy of our Attendance Procedure is available in our school office.

Achievement Testing The New England Common Assessment (NECAP) is given to students in grades 3 through 8 in October. Students are tested in reading and mathematics; 5th and 8th graders are tested in writing, as well. The NECAP test is designed to measure children's progress in meeting Vermont's Grade Level Expectations (GLE's).

The DRA (Developmental Reading Assessment) is administered to second graders. We also continue to participate in the statewide portfolio assessment program.

Act 51 In 1993 the Vermont Legislature passed Act 51. Act 51 requires that all Vermont schools develop and implement a comprehensive drug and alcohol abuse prevention education program. This statute also requires that each school district file an annual report with the Commissioner of Education.

Act 117 In 1990 the Vermont Legislature passed Act 230. Act 230 is a Special Education reform bill that requires all Vermont schools to design a comprehensive system of education services that will result, to the maximum extent possible, in all students succeeding in the regular classroom. Act 230 reinforces the goal that schools must have plans for meeting the needs of each of their students. See also EST.

Act 504 Act 504 is part of the Rehabilitation Act of 1973. School districts that receive federal assistance are prohibited from discriminating against students and staff member under Act 504. Act 504 regulations require that every public school in the United States have procedures for identification, evaluation, and provision of appropriate services. A copy of our 504 procedures is located in our Policy Book in the office.

Action Plan The Sheldon School Action Plan is written yearly by a committee comprised of individuals representing staff, school board, community and administration; based on test and survey data, its purpose is to articulate specific goals and timelines to improve student learning.

Alcohol and Drug Abuse Policy It is the philosophy of the Sheldon Elementary School that the school will do everything possible to see that the Sheldon students do not engage in either the abuse of drugs and alcohol or the distribution of such substances. The school will attempt to prevent substance abuse through educational programs in grades K-8 and disciplinary procedures, and will cooperate with parents and other agencies in rehabilitation. A copy of our Drug, Alcohol and Substance Abuse Policy is available in our school office.

Arrivals and Dismissals School begins at 8:00 am; and students (grades 1-8) are dismissed at 2:30 pm.

Due to lack of supervision, students may not be dropped off at school prior to 7:45 AM.

Parents who need to pick up their children **BEFORE** the end of the school day need to check in at the front desk. Students will not be allowed to leave the school unless parents come into the building. In addition, no one other than parents will be allowed to pick up a child without written permission from a parent. These strict procedures are for the safety of each of our students and we ask for our understanding. Any questions regarding these procedures should be directed to the principal.

Athletics Sheldon School offers soccer and basketball for grades 5 through 8; softball and baseball are also offered to students in grades 7 & 8. Students involved in interscholastic and/or intramural sports (grades 5 - 8) are required to have a physical every two years. A written statement from the physician must be on file in the Health Office prior to the beginning of practices. Although participation in these programs is important, our primary mission is to help students pass all of their school subjects. If a student is failing in class(es), he/she will be placed on academic probation. After one week their academic progress will be reevaluated.

In a continuing effort at maintaining a safe and comfortable environment during after school hours, please note the following: Sports include after school practices and/or games. There will be a designated, supervised area for athletes who will need to attend early practices or games that begin before 4 pm. Athletes will be required to either go home on the bus or remain after school in the designated area. **NO ATHLETES WILL BE ALLOWED TO STAY UNSUPERVISED.** We appreciate your support.

Backpacks & Coats The achievement of educational goals will occur in schools that foster both academic excellence and a safe environment. We are requiring that students leave backpacks and coats in the area designated by their homeroom teacher and that they only bring what is essential for their classes (books, pens, planner, etc.) with them to class. Wearing coats, jackets and carrying around heavy backpacks all day are not healthy habits for students. We know that this will create some changes in habit, but with your support we feel this will be a positive change for all. We also feel very strongly that this will help us monitor the safety of our school for all students.

Bicycles Students may ride bicycles to school. Parents should go over the appropriate safety rules with their children. Helmets are required on school property. Bicycles are to be left in the bicycle rack in the parking lot and should be locked. Bicycle riding on school grounds during school hours is not allowed. Sheldon School is not responsible for lost or stolen bicycles.

Books All textbooks and reading books are provided for the Sheldon students. Students who lose or destroy their books are responsible for the replacement cost of the book.

Breakfast Program See Hot Lunch /Breakfast Program.

Building Use Sheldon individuals and groups may apply to use our facilities for numerous reasons. Fees and certain restrictions may be part of the agreement if the application is approved. Please contact our office (933-4909) for an application and agreement.

Bus Changes No student will be allowed to get on a different bus or get off a different stop without a written note from his/her parents and permission from the school principal. Unfortunately, due to the potential overcrowding of buses, we cannot give permission to groups of students to ride a different bus (example: for the purpose of a party).

Bus Discipline Our Bus Discipline Procedure has two purposes. First and most important is to provide for the safety of the students. Second, to teach students proper group behavior. Any behavior which distracts the bus driver is prohibited. This includes but is not limited to:

- shouting, profanity, making loud noises;
- throwing objects;
- hitting or wrestling with other students;
- putting any object or any part of the body out of the window
- students are to remain in their seats at all times when the bus is in motion.

- **NO FOOD SHOULD BE EATEN ON THE BUS AT ANY TIME**

Students who violate these rules will be written up by the bus driver. The write-up is turned into the school principal and the following disciplinary procedures will be enforced:

First Write-Up: Parents receive a copy of the write-up describing the event. Write-up is signed by parent and student.

Second Write-Up: Student is off the bus until the parents have a meeting with the principal.

Third Write-Up: Student is off the bus until the student and his parents meet with the School Board Transportation Committee. The committee will determine IF and WHEN the student's privileges will be restored.

If the offense is serious enough, the principal can supersede the above steps and suspend a student's bus privileges immediately. For students in grades K, 1 & 2, every attempt will be made to resolve the problem before entering the formal write-up procedure. A copy of the Bus Discipline Policy is available in the office.

Busing Grand Avenue Bus Company provides busing for the Sheldon Elementary School. Any questions, concerns, or problems about our school bus system should be directed to the principal.

Cell Phones Cell phones are not allowed in school.

Chain of Command Questions, concerns, and problems should be brought to the appropriate person. *Classroom issues should be addressed first with the classroom teacher.* If you do not feel satisfied after doing this, please bring the matter to the principal.

Child Custody Please contact the principal if you have concerns with child custody. Custodial and non-custodial parents have the same rights of access to their child's records unless specifically prohibited by a court order.

Concerns, Complaints, Problems If you are not sure who to take your concern to, please call the office and you will be directed to the appropriate person (933-4909).

Confidentiality A necessary part of a sound educational program is the keeping of accurate and appropriate education records on students. The information contained in students' educational records belongs primarily to the student and/or their parent or guardian. The school, a trustee of this information, maintains these records for educational purposes to serve the best interest of its students.

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:

1. The right to inspect and review the student's education records within 45 days of 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.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. 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 amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. 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. (Optional) Upon

request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. Therefore, schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date of birth, etc. If you do not wish for your child's directory information, as described, to be released, please notify the school in writing. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the School 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.

Counseling Sometimes you may want to talk to someone about a problem you are having. The counselor is available and will not share your conversation with anyone unless she has your permission. Counselors can advise you in many areas: personal problems, academic difficulties, and planning for high school. The counselor also holds group discussion sessions with interested groups. During these sessions, you will have an opportunity to learn how to handle difficult situations more effectively.

There may be times when a student will confide in a teacher, guidance counselor, or principal. If the information suggests that the student is in danger, the parents and / or the appropriate agency will be notified immediately.

Daily Schedule Student (Grades K-8) 8:00 AM - 2:30 PM

Dental Program The Tooth Tutor Dental Access Program is a statewide program set up by the Department of Dental Health. The purpose of the program is to promote dental health through education and by aiding families in finding a dental home for their children in grades K through 6. It also focuses on the prevention of dental disease and injuries. If your child needs dental care, please contact our school nurse.

Detention Students may need to be detained for academic or disciplinary reasons. As much as possible, notice will be given before it will be served. This notice will include either a phone call home or a letter home. If it is a letter home, it will be the child's responsibility to inform his/her parents of the detention. If a conflict arises and transportation cannot be arranged for the detention date, please notify the school immediately so that an alternative date can be arranged.

Discipline Procedures In order to provide an environment that is conducive to learning, safety, respect for self and others, and respect and care for property is essential. Sheldon School has four rules that we ask all students to follow (*please see the attached School Wide Discipline Policy*):

Be Respectful
Be Responsible
Be Cooperative
Be Safe

Dismissal Students will not be dismissed from school during school hours without a request from the parent. Students being dismissed for special reasons (doctor, dentist, etc.) must either have a note signed by a parent or parents may call in the early dismissal. All students **MUST** check in with the office before they leave the building.

Dress Code We ask that all students dress **appropriately** while they are at school. Any student who wears an article of clothing that is distracting (e.g.) spaghetti straps, low cut blouses/ tops, tank tops) or offensive will be asked to change. T-shirts and hats that advertise drugs, alcohol, tobacco or sexually suggestive comments are not allowed in school. In addition, we are now requiring students to leave coats in the area designated by your child's classroom teacher.

Drugs, Alcohol, Tobacco Possession or use of tobacco, alcohol, or drugs by students in school or at any school function is prohibited and will result in disciplinary action. It is the policy of the School Board and the State of Vermont that all school buildings and school grounds is smoke free. There is no smoking allowed anywhere in the building or on the school grounds for students, staff, and all adult community members or visitors to the school.

Early Dismissal There may be occasion for students to be sent home early because of worsening weather conditions, water shortages, etc. It is important that the emergency contact person on **THE STUDENT INFORMATION/EMERGENCY FORM** is current in case of emergency placement for your child. All efforts will be made to insure your child's safe trip home.

Emergency Closings Emergency school closing may occur due to severe weather or other unforeseen conditions. The closing will be announced over radio stations WWSR in St. Albans, WJOY, WIZN, WEXP, WEZF and WVMT. Closings will also be announced over televisions stations WCAX and WPTZ.

Emergency Contact It is imperative for our school office to have emergency numbers to reach parents in the event that a child is ill. Please be sure to fill out and return the registration forms (this includes the emergency information) as soon as possible. This form was sent home with your child on the first day of school. Please update the office with any changes in emergency numbers during the course of the year.

EST An EST is an Educational Support Team. Under Vermont Act 117 all schools are required to have an Educational Support Team. The EST consists of classroom teachers as well as other support services to design accommodations and instructional interventions for those students that have been referred. Students may be referred if they are experiencing learning difficulties, behavior problems or any other problem that may have an impact on their learning.

Field Trips Field trips are considered an extension of the classroom and are an integral part of our curriculum. All field trips need prior approval by the principal. No child will be excluded from participation for economic reasons; however, special accommodations may be necessary for individual students who have special needs. Also, because of individual disciplinary problems, it may be necessary to have a parent or guardian accompany a child. All overnight field trips need to be approved in advance by the Sheldon School Board of Directors.

Fire Drills Fire drills are held monthly. Students practice following directions for exiting each room in which they have a class.

Food Advisory Committee Students, parents, administration and kitchen staff meet three times per year to review menu selections, student suggestions and kitchen needs.

Guidance Services Our guidance program assists students in the development of the following skills: decision-making, listening, discussion, communication, self-discipline, responsibility, interpersonal relationships, learning study skills, time management, self-esteem development, and stress management. These skills may be taught with a classroom teacher, in a small group or individually.

Our guidance counselor also assists students in dealing with immediate personal concerns, crises and goals. She also assists students and parents in making transitions from different schools. The Sheldon School Guidance Counselor is also available to discuss any concerns with you. Please call the school and make an appointment if the need arises.

Gum Gum is not allowed in school.

Guns and Weapons Policy It is the intent of the Board of School Directors to comply with the federal Gun Free School Act of 1994, and Act No.35 of the 1995 session of the Vermont General Assembly requiring school districts to provide for the possible expulsion of students who bring guns or weapons to school. A detailed copy of our school policy is available in our school office.

Hand Held Games Hand held games are not permitted in school.

Harassment The Sheldon School District is committed to providing all students and staff with a safe and supportive environment. Members of the school community are expected to treat each other with mutual respect. Harassment is a form of unlawful discrimination as well as disrespectful behavior which will not be tolerated.

The Sheldon School District is opposed to and prohibits without qualification unlawful harassment based on race, color, religion (creed), national origin, marital status, sex, sexual orientation or disability.

All reported and observed harassment complaints will be investigated and appropriate action will be taken against any members of the school community who is found to have violated the rights of others. A detailed copy of this policy is available in our school office.

Bullying: The Vermont Legislature and Governor have enacted a law intended to ensure that all public schools in the state adopt and implement a comprehensive plan for responding to student misbehavior. The plan is also to promote the positive development of youth. Schools work each year to improve their discipline plans.

The new law has a special section that defines bullying as any overt act or combination of acts directed against a student by another student or group of students which is repeated over time; is intended to ridicule, humiliate, or intimidate the student; and occurs before, during, or after the school day on school property, on a school bus, or at a school-sponsored activity.

Sheldon School's Rules against Bullying

- 1. We will not bully others.**
- 2. We will try to help students who are bullied.**
- 3. We will include students who are easily left out.**
- 4. When we know somebody is being bullied, we will tell an adult at school and an adult at home.**

BULLY PREVENTION PLAN

Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated.

Bullying may involve a range of misconduct that, based on the severity, will warrant a response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined below, still may be subject to discipline under another section of the Discipline Plan.

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

Occurs during the school day on school property, on a school bus or at a school sponsored activity;

Is intended to ridicule, humiliate or intimidate the student; and

Is repeated over time.

The Sheldon School recognizes that students should have a safe, orderly, civil and positive learning environment and that bullying has no place and will not be tolerated in school. Sheldon School shall:

Include the prohibition against bullying in the student or school handbook and in other ways make students aware of the prohibition against bullying, the penalties for engaging in bullying, and the procedures for reporting bullying.

Develop strategies for school staff to prevent and intervene in bullying.

To address bullying, Sheldon School:

Encourages students to report to teachers and school administrators acts of bullying (any student, who knowingly makes false accusations regarding bullying, may be subject to disciplinary action). Sheldon School has established the following methods for such reporting:

Reporting: Report forms are available at the school's main office. Completed Report forms can be dropped off or mailed to the Principal's office.

Personal Reporting: Students and parent/guardians may report bullying to any staff member who will notify the Principal.

Requires teachers and other school staff who witness or receive student reports of bullying to promptly notify the Principal or designee.

Requires the Principle or designee to accept and review all reports of bullying, including anonymous reports. If after initial inquiry, an anonymous or oral report appears to warrant further investigation, school districts, shall promptly continue with the investigation.

As with any other disciplinary action, requires school staff to notify parent or guardian of a student who commits a verified act of bullying of the response of the school staff and consequences that may result from further acts of bullying.

To the extent permitted under the Family Educational Rights and Privacy Act (FERPA), requires school staff to notify the parent or guardian of a student who is a target of bullying of the action taken to prevent any further acts of bullying.

Requires that all reports of bullying will be investigated. It will not be left to the reported as to whether or not the incident(s) will be investigated.

Sheldon School delegates the responsibility of data collection to the Principal or designee who 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 Health Schools www.state.vt.us/edu/new/html/pgm_safeschools.html for further information on data gathering.

Health

Health Services are provided to our students by the Sheldon School Registered Nurse. Annual screenings are done for height, weight, vision, hearing, blood pressure and scoliosis according to the Vermont Standards of Practice. This information is recorded on each student's health record. Referral for further evaluation by the child's physician may be made to the parents as needed.

If a child becomes ill at school, and it is determined he or she is too ill to remain, parents/guardians may be asked to pick the child up. Please make alternative arrangements in advance so your child will have a place to go when ill and you are unavailable. Two back-up people/phone numbers should be on file at school in case of emergency.

Parents should contact the school if their child has a contagious condition. Children that are ill or have a communicable condition should remain out of school until there is no longer any contagion. (Example: impetigo, headlice, strep infections, chicken pox, pink eye, etc.)

Hot Lunch/Breakfast Program The Abbey Catering Group is responsible for providing healthy and nutritious meals for our students. Free and reduced price meals are also available to qualified families. Applications for free/reduced meals are sent home each

year at the beginning of school, or may be requested at any time from the school office. Parents are encouraged to apply at any time during the school year if your financial situation changes. The Abbey Group prefers meals to be paid for by check.

Regular price breakfast	\$ 1.00
Regular price lunch	1.75
Reduced price breakfast	.00
Reduced price lunch	.40
Adult breakfast	1.50
Adult lunch	3.25

Hot Lunch/Breakfast Emergency Policy: All students will be allowed two meals on an emergency basis (lost or forgotten money). A student may receive a sandwich and milk; a \$.75 charge will be applied for each emergency lunch. Students will forfeit all meal privileges if an account remains in a negative balance.

Hot Lunch Menu A copy of our lunch/breakfast menu is sent home with each child at the end of each month for the following month. Occasionally, an item needs to be substituted due to unforeseen circumstances. We apologize in advance for any inconveniences that this may cause.

IEP An IEP is an individual education plan. An IEP is an education plan for a child who has been found eligible to receive special education services. The IEP is developed by the parents and the school.

Immunization Vermont Immunization Law requires all students to have immunizations in accordance with the Vermont Department of Health's recommended schedule. The principal may exclude any student who does not show proper documentation of immunization or exemption. If your child received immunizations at any time, please send written notice of the date and immunization to the Health Office.

Reminder to parents of 7th grade students: Vermont law now requires that every student entering 7th grade have begun the Hepatitis B vaccine series; a series of three (3) shots.

iPods iPod, Cell Phones, and any Hand Held Devices These items are not allowed in school.

Kindergarten Children must be 5 years of age on or before August 31st to enter kindergarten for the school year.

Lockdown A Lockdown Procedure is exercised when circumstances present danger to our Sheldon School Community. We have implemented a Lockdown Procedure that was effective in the 07/08 school year and will continue again this year. Students, faculty and staff have already had lockdown practices last school year and will continue again this year.

Lost and Found Lost and found items may be claimed through the front office. All unclaimed items will be donated to charity.

Medication Most medications may be administered in the home. However, any student who is required to take medication during the school day must comply with the school medication procedure. **Prescription** medications may be administered at school with both a doctor's signature and a parent's signature. **Non-prescription** (over-the-counter) medications may be administered with a parent's signature (Prescription and non-prescription forms are available in the nurse's office). Students will not be given Acetaminophen (Tylenol) / Ibuprofen (Advil) **unless** the permission section has been signed on the **Student Emergency Form**.

All medication must be brought to school in the original, labeled container, and given to the school nurse or principal immediately upon entering the building. All medication must be kept in the Nurse's Office. If you have any questions about medication, please contact our school nurse, Kathy Gorton @ 933-4909.

MP3 Players MP3 Players are not allowed in school.

Pre-School

Pre-school sessions are Tuesday, Wednesday & Thursday

Morning Group 7:45 – 11:00

Afternoon Group 11:30 - 2:45

School Board

The Sheldon School Board is made up of three members:

Jacob Bourdeau

Celeste Kane-Stebbins

Laurie Oliver

School Board Meetings School Board meetings are held on the second Tuesday of each month @ 5:30 PM. Minutes of the School Board meetings are posted in the Town Clerk's Offices and in our school office.

All School Board meetings are open to the public in ordinance with Vermont's Open Meeting Law. Executive sessions are frequently part of the School Board meeting. Executive sessions are closed to the public and are convened only after full compliance with the provision of Vermont's Open Meeting Law. Unless specifically determined by the board, minutes of executive sessions will not be kept.

If you have a concern that has not been dealt with to your satisfaction at the appropriate level (*see Chain of Command*) and would like to be on the School Board agenda, please contact the Superintendent of Schools @ 868-4967.

School Closing See **Emergency Closing**.

Security

The Sheriff's Department provides security for our school.

Security System Our school is monitored by an electronic security system. If someone were to break into our school, it would be detected immediately and the proper authorities would be notified.

Shoes

Footwear is to be worn at all times during the school day. During the winter season, recess supervisors may require seasonally appropriate footwear (boots) to prevent frostbite and injuries (slipping on ice, etc.)

Smoking

Sheldon Elementary School is a smoke-free building. In accordance with Vermont State Law, smoking is not allowed anywhere on public school grounds.

Snowmobiles

No snowmobiles or motorized vehicles are to be driven to school by the students.

Special Education

Special Education is defined by Vermont State law reads: Special Education means specially designed instruction, at no cost to parents or guardians, to meet the unique needs of a handicapped child, including classroom instruction, instruction in physical education, home instruction and instruction in hospitals and institutions. The term includes "related services as defined in federal law".

Stealing

Stealing is considered a serious offense. Students who steal are responsible for replacing any items stolen and will receive a consequence which may include suspension. Parents will be notified if their children are involved in a stealing incident.

Suspensions

The following misbehaviors are considered severe and will result in suspension from school: vandalism, use of alcohol, illegal/dangerous drugs, tobacco products, assault, threatening staff or other students, theft, abusive obscenity and insubordination. A weapons policy has been developed by the Sheldon Administration and Board of Directors. All students who participate in severe misbehavior will be placed in time-out until they have been given an informal hearing. Parents of these students will be notified as soon as possible.

Depending on the situation, suspensions will be served either in school or out of school. The length and type of this suspension will be determined by the principal.

Tardy If your child arrives at school after 8:00 am, please have them report to the office *before* going to class. Days tardy will be reflected on the report card, but do not affect the student's attendance record. Excessive tardiness may result in a parent being called by the principal to discuss the situation.

TITLE 1 TITLE 1 uses federal money to provide extra instruction in Reading and Math. Selection of students is based on need and/or teacher recommendation.

Transportation Busing services are provided by Grand Avenue Bus Company.

Transportation Problems If your child is having bus problems, please contact the principal at 933-4909.

Truancy Procedure A parent/guardian of a child between the ages of seven and sixteen years is responsible for the child attending school for the full number of days that school is held (177 days).
(Please see attached policy.)

Vandalism Vandalism is considered a severe misbehavior. Students involved in vandalizing school property will be responsible for the replacement and/or repair costs of the vandalism. These students will also receive consequences which may include suspension from school. Parents will be notified if their children are involved in school vandalism.

Vermont Framework of Standards and Learning Opportunities The Vermont Framework is intended to provide a structure for curriculum building and assessment of student learning, and to raise expectations for students. A copy of the Vermont Framework can be viewed in our office.

Visitors All parents and visitors *must* report to the office before going to their destination. Sheldon students may not bring friends or relatives from other school districts to visit our school when school is in session.

Weapons The Sheldon School Administration and Board of Directors have prepared a policy on weapons which addresses the definition of weapons and the consequences for bringing weapons to school. Students are not permitted to bring any type of weapon to school. A copy of the weapons policy is available in the school office.

Sheldon School District

POLICY: **PREVENTION OF HARASSMENT OF STUDENTS**

FILE CODE: F21

ADOPTED: 9/14/11

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I. Purpose.

A. The Sheldon School District (“the District”) is committed to providing a safe and supportive school environment in which all students are treated with respect. This policy involves incident(s) and/or conduct that occurs on school property, on a school bus or at a school-sponsored activity, or misconduct not on school property, on a school bus or at a school-sponsored activity where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student’s equal access to educational programs

B. The purpose of this policy is to prevent harassment as defined in 16 V.S.A. § 11(a)(26) and amended by Act 91 of 2004, and to ensure that the District’s responses to allegations of harassment comply with 16 V.S.A. §565 as amended by Act 91 of 2004, Title VI and IX of the Civil Rights Act. It is the further purpose of this policy, when it is found that harassment has occurred, to ensure that prompt and appropriate remedial action, reasonably calculated to stop harassment, is taken by school district employees.

C. It is the intent of the District to apply and enforce this policy in a manner that is consistent with and protects students’ rights to free expression under the First Amendment of the U.S. Constitution. The District respects and promotes the rights of students and others to speak freely and to express their ideas, including ideas that may offend the sensibilities of others. However, the District does not condone and shall take action in response to behavior that interferes with the learning of students and is not otherwise protected expression.

II. Definitions

A. Harassment

(1) “Harassment” means an incident or incidents of verbal, written, visual or physical conduct including any incident conducted by electronic means based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

(2) Harassment includes conduct which violates subsection (1) of this definition and constitutes one or more of the following:

(a) Sexual harassment, which means conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual, or physical conduct of a sexual nature when one or both of the following occur:

(i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education.

(ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

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(b) Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to racial customs.

(c) Harassment of members of other protected categories, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, sex, sexual orientation, or disability and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

B. **"Complaint"** means an oral or written report by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of harassment.

C. **"Complainant"** means a student who has filed an oral or written complaint to an employee or is the alleged victim in a report made by another alleging conduct and/or incident(s) that may rise to the level of harassment.

D. **"Employee"** includes any person employed directly by or retained through a contract with the District, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, "agent of the school" includes supervisory union staff.

E. **"Designated Employee"** means an employee who has been designated by the District to receive complaints of harassment pursuant to 16 V.S.A. § 565(c)(1).

F. **"Principal"** means the building level administrator, or his/her designee, at an independent or public school designated by a school governing board to be a school principal, headmaster, or technical center director.

III. Reporting of Student Harassment Complaints

A. A student who believes that s/he has been harassed, or who witnesses conduct that s/he believes might constitute harassment, should report the conduct to a designated employee, or to any other school employee.

B. When a student reports such conduct to a school employee, other than a designated employee, that school employee shall refer the report to a designated employee.

C. An employee who witnesses conduct that s/he believes might constitute student harassment under this

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policy shall take prompt and appropriate action to stop the conduct and immediately report the conduct to a designated employee.

D. Any other person who witnesses conduct that s/he believes might constitute student harassment under this policy should report the conduct to a designated employee.

E. Consistent with this policy and 16 V.S.A. §565, the Superintendent or Principal shall develop procedures regarding the reporting of student harassment complaints and the District's handling of such reports.

F. Annually, the District shall select two or more designated employees to receive complaints and shall publicize their availability.

IV. Procedures Following a Report

A. Consistent with this policy and 16 V.S.A. §565, the Superintendent or Principal shall develop procedures for complaint response following a report, initiation of an investigation, investigation, independent review, and alternative dispute resolution provisions.

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

V. Discipline and/or Corrective Action.

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

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

VI. Confidentiality; Notification of Results; and Record Keeping.

A. The privacy of (1) the complainant, (2) the accused individual, and (3) the witnesses shall be

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maintained consistent with the District's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.

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

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

VII. Mandatory Reporting to State Agencies.

A. If a harassment complaint is made that conduct by a licensed educator might be grounds under the State Board of Education Rules for suspension or revocation of a license or endorsement, the Principal shall report to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner.

B. When a person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq., determines that a complaint made pursuant to this policy must be reported to the Commissioner of the Department for Children and Families, he or she shall make the report as required by law and related District policy. If the victim is a vulnerable adult, as that term is defined in 33 V.S.A. § 6902(14), the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6903 and 6904.

C. Nothing in this policy shall preclude anyone from reporting any incidents and/or conduct that may be considered a criminal act to law enforcement officials.

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

A. **Dissemination of Information.** Annually, prior to the commencement of curricular and co-curricular activities, the District shall provide notice of this policy and its procedures to

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students, custodial parents or guardians of students, and employees. Notice to students shall be in age-appropriate language and include examples of harassment. At a minimum, this notice shall appear in any publication of the District that sets forth the comprehensive rules, procedures and standards of conduct for the District.

B. Training. The Superintendent or Principal shall develop age-appropriate methods of discussing the meaning and substance of this policy with students and staff to help prevent harassment. Training may be implemented within the context of professional development and the school curriculum to develop broad awareness and understanding among all members of the school community. Staff training shall enable staff to recognize, prevent and respond to harassment.

C. Comprehensive Plan for Responding to Student Misbehavior. The District's comprehensive plan pursuant to 16 V.S.A. §1161a(a)(6) shall include provisions that promote the positive development of youth and actions to prevent misconduct from escalating to the level of harassment.

D. Data Gathering. The District shall provide the Vermont Department of Education with data requested by the Commissioner.

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

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

Sheldon School

School-Wide Discipline

At Sheldon School, we consistently **TEACH, RECOGNIZE and REINFORCE** positive behaviors so that school is a positive environment that promotes success for all students.

Our school-wide behavior expectations are:

- 1. Be Respectful**
- 2. Be Responsible**
- 3. Be Cooperative**
- 4. Be Safe**

Behavioral Expectation	Classroom	Hallway	Playground/school grounds	Lunchroom	Bus
Be Respectful	-Follow Directions -Use appropriate language and tone	-Move Quietly -Give Others their space	-Take turns -Include others	-Be polite to others -Include others at your table	-Follow directions -use appropriate language and tone
Be Responsible	-Show care with work and materials	-Show care for shared space (ie bulletin boards)	Show care for equipment -Leave the grounds the way you found them	-Clean up your area	-Be prompt and prepared -Show care for the bus
Be Cooperative	-Stay on task -Be a willing learner	-Walk to the right in an appropriate manner.	-Follow directions of Adult in-charge	-Follow directions of Adult in-charge	-Willingly share space with others
Be Safe	-Keep hands and feet to yourself -Get permission to leave the classroom (Get the ok before you stray)	-Keep hands and feet to yourself -Move slowly -Prove you can move (pass)	-Use equipment as it is intended to be used -Keep hands and feet to yourself -Stay in the boundaries of the playground	-Keep lunch equipment on the table -Keep floors and area clean	-Remain seated -Keep your hands and feet to yourself -Wait for bus in a safe spot.

Sheldon School
Bullying Prevention Plan

1. ***Introduction***

Bullying is a form of dangerous and disrespectful behavior that will be not permitted or tolerated.

Bullying may involved a range of misconduct that, based on severity, will warrant a response of corrective action and/or discipline under another section of the Discipline plan.

2. ***Definition***

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

- a) Occurs during the school day on school property, on a school bus, or at a school-sponsored activity;
- b) Bullying by electronic means and bullying that does not occur on school property.
- c) Is intended to ridicule, humiliate, or intimidate the student; and
- d) Is repeated over time

3. ***Notice of Prohibition against Bullying and Anti- Bullying Interventions***

The Sheldon School recognizes that students should have a safe, orderly, civil and positive learning environment and that bullying has no place and will not be tolerated in school. Sheldon School shall:

- (a) Include the prohibition against bullying in the student or school handbook and in other ways make students aware of the prohibition against bullying, the penalties for engaging in bullying, and the procedures for reporting bullying.
- (b) Develop strategies for school staff to prevent and intervene in bullying.

4. ***Reporting, Investigation, and Notifying Parents of Bulleying Reports***

To address bullying, Sheldon School:

- (a) Encourages students to report to teachers and school administration acts of bullying.
* Sheldon School has established the following methods for such reporting:

* Any student, who knowingly makes false accusations regarding bullying, may be subject to disciplinary.

Reporting: Report forms are available at the school's main office. Completed Report forms can be dropped off or mailed to the Principal's office.

Personal Reporting: Students and parent/guardians may report bullying to any Staff member who will notify the Principal.

- (b) Requires teachers and other school staff who witness or receive student reports of bullying to promptly notify the Principal or designee.
- (c) Requires the Principal or designee to accept and review all reports of bullying, including anonymous reports. If after **initial inquiry**, an anonymous or oral report appears to warrant further investigation, school districts, shall promptly continue with the investigation.
- (d) As with any other disciplinary action, requires school staff to notify parent or guardian of a student who commits a verified act of bullying of the response of the school staff and consequences that may result from further acts of bullying.
- (e) To the extent permitted under the Family Educational Rights and Privacy Act, (FERPA), requires school staff to notify the parent or guardian of a student who is a target of bullying of the action taken to prevent any further acts of bullying.²
- (f) Requires that all reports of bullying will be investigated. It will not be left to the reporter as to whether or not the incident(s) will be investigated,

5. Data Gathering

Sheldon School delegates the responsibility of data collection to the Principal or designee who 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/edu/new/html/pgm_safeschools.html for further information on data gathering.

² FERPA is a federal law designed to protect the confidentiality of student records and the school district must comply with this law, as well as a similar state law. When the school administrator contacts a parent about the school district's response to a bullying incident, he/she may discuss information about an investigation and corrective action taken, but only to the extent that it may be done without disclosing information about any students other than the student subjected to the bullying.

Sheldon School's Rules against Bullying

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will include students who are easily left out.
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Classroom Discipline Procedures

1. A Verbal Warning
2. An in classroom time out with a verbal explanation
3. If misbehavior continues students are sent to the alternative classroom. The Pink Discipline Form will accompany the student to the alternate class. The Pink Form must be delivered to the Planning Room at the end of the day for documentation.

Planning Room Criteria

1. Classroom discipline procedures ineffective
2. Poor behavior in alternate classroom
3. The Principal will schedule a meeting with parents after 3 visits to the Planning Room depending on intensity, severity of behavior and frequency.

Planning Room Procedures

1. Referral form must be filled out by referring teacher and the form should accompany the student to the Planning Room
2. Student will fill out Planning Room Process Sheet
3. Planning Room Coordinator will discuss with student
4. Student will develop Plan
5. Planning Room Coordinator will accompany student back to the classroom
6. Referring Teacher discusses Plan with Student
7. Home Room Teacher will contact home on the day of the Planning Room occurrence either by telephone, email, or note home. (Telephone is most effective.)
8. Students must make up missed work. Notification of missed work will go home with student.

Bus Issues

1. Conduct Referrals go to the Planning Room Coordinator, who if necessary brings them to the Principal.
2. Coordinator processes with each student
3. Write ups are documented, faxed to the bus company and sent home for parents review and signature

Hallway

1. Whoever witnesses behavior corrects behavior, let homeroom teacher know if there is a need
2. Teachers/staff will be in the hallway during classroom changes
3. Teachers will be monitoring students in the hallways
4. Problems in the bathrooms – teacher responsible for student needs to know
5. All students need to be escorted to and from all specials

DETENTION: (STAYING AFTER SCHOOL)

If a student receives a detention, he/she will be given a detention slip that states the teacher's name, violation, date and length of the detention. Whenever possible, parents will be notified by phone and a copy of the notice will be sent home for signature. All detentions will be served with the teacher. Parents are responsible for picking up their child from detention.

Detention Rules:

1. Be prepared with work to do.
2. Read, write or study silently,
3. Stay in seat until dismissed.

Failure or refusal to serve a detention will result in an immediate office referral and may include in school or out of school suspension.

PLANNING ROOM:

The Planning Room is a place to cool down and will be used whenever necessary. This is a technique rather than a consequence to assist in students in regaining control over behavior/work. The Planning Room is used as an alternative to the classroom when a student needs to work in a place free from distraction. Most often a student will be placed there to complete an assignment, then return to class. An alternative will also be used when a student repeatedly disrupts the classroom or to separate students from peers when the child needs more structure to become successful.

SUSPENSION:

Severe behavior or work problems may result in the need for suspension according to school board policy. The length of suspension will be determined by the severity of the offense and prior suspensions during the school year. Suspensions may be in-school or out of school. The school administration will remove any student from classes or from the school community in order to protect staff and students or to enable the student to accomplish his/her responsibility.

***Severe disruptions, obscene language or gestures, or injury will result in immediate referral to the Principal's Office.**

ACADEMIC/ATHLETIC STUDENT EXPECTATIONS GRADE 5-8

Although we recognize the importance of extra-curricular activities, academic success for all students is Sheldon School's primary goal. In order for a student to participate in a school-sponsored activity, he/she bears the responsibility of maintaining passing grades, as well as acceptable behavior in the classroom. **Participation in extra-curricular activities is a privilege, not a right, and students with failing grades or unacceptable behavior which may require a detention or suspension from the classroom, will not be allowed to participate.**

If a student fails a subject (for any given week), he/she will automatically be suspended from the activity in which he/she is involved and immediately placed on academic probation for that specific week. The student is expected to attend practices while they are on academic probation. They are also expected to attend games but dressed in their regular clothes not uniform. They are able to sit on the team bench, unless the coach deems their behavior distracting to others. This process applies at all times during the school year even if the progress reports and report cards have not been issued. If a student is placed on academic probation for 3 consecutive weeks, they will be asked to not return to the team.

If a student receives a detention, he/she may not participate in a game until the detention has been served. If a student is serving an internal/external suspension, on any given day(s), he/she is also suspended from any extra-curricular activity for that day (or longer depending on the infraction.)

Special consideration is given to special circumstances. Appropriate behavior is expected at all activities. Parents will be notified if their child's behavior is not adequate. If behavior does not improve, the child may be asked to not return to the activity.

As with all interscholastic sports, students are required to have a physical every two years. A written statement from the physician must be on file in the Health Office prior to the beginning of practice or your child will not be permitted to participate.

Sheldon Elementary School

Attendance and Truancy Procedures

Philosophy

Sheldon Elementary School believes that regular attendance and punctuality are important to all students' progress and success in school. Parents must promote daily attendance so their children can obtain maximum benefit from the instructional program. Absenteeism is detrimental to students' achievement, promotion, self-esteem, graduation, and employment potential. Students that attend school consistently are in a better position to successfully meet state and local academic requirements including state standards. School personnel will seek cooperation from parents and assist parents in remedying and preventing truancy.

SHARED RESPONSIBILITY

Sheldon Elementary School recognizes that class attendance is a responsibility shared by the student, parent/guardian, and the school. This *Attendance Procedure* is intended to involve all parties in promoting regular attendance.

A. Student's Responsibility

It is the student's responsibility to:

- attend all assigned classes and study halls every day that school is in session;
- be aware of and follow the correct procedures when absent from an assigned class or study hall;
- request and complete all missed assignments due to an excused or unexcused absence as directed by the teacher.

B. Parent/Guardian's Responsibility

It is the responsibility of the student's parent/guardian to:

- ensure the student is attending school;
- phone the school by 8:30 am in the event of a student absence (933-4909);
- provide the classroom teacher with a written explanation of student's absence upon their return to school;
- work cooperatively with the school and the student to solve any attendance problems that may arise.

C. Teacher's Responsibility

It is the responsibility of the teacher to:

- take daily attendance, forward written letters of absentee explanation to the office;
- monitor class attendance throughout the day and inform the administrator of absenteeism;

- be familiar with all procedures governing attendance and to apply these procedures uniformly;
- confer with any student that has been absent and direct them in the completion of missed assignments;
- work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

D. Administrator's Responsibility

It is the responsibility of the administrator to:

- require students to attend all assigned classes and study halls;
- be familiar with statutes, policies, and procedures governing attendance and apply them uniformly to all students;
- supervise the maintenance of accurate records on student attendance and review a list of the day's absences;
- inform the student's parent/guardian of the student's attendance and work cooperatively with them and the student to solve attendance problems;
- appoint members of a *School Attendance Team* (SAT) to address problems of continuing truancy and/or excessive absence.

Members of the SAT will include:

- school administrator, classroom teacher, guidance counselor, and parent representative.

Additional members of the SAT may include:

- superintendent or designee;
- other school officials;
- representatives from community agencies that provide services for truant students and their families (i.e., pediatrician, Sheldon Town Health Officer, SRS, etc.);
- law enforcement officer;
- truant officer.

ATTENDANCE REQUIREMENTS

In accordance with the regulations of Vermont State Law, Chapter 25: Attendance and Discipline, Subchapter 3, Compulsory Education: ---

~1121. Attendance by children of school age required

- *a person having the control of a child between the ages of seven and sixteen years shall cause the child to attend an approved public school, an approved or recognized independent school or a home study program for the full number of days for which that school is held, unless the child:*
 - *is mentally or physically unable to attend; or*
 - *has completed tenth grade; or*
 - *is excused by the superintendent or a majority of the school directors.*

~1112. Attendance may be excused

- *The superintendent of a public school may excuse, in writing, any pupil from attendance upon such school for a definite time, but for not more than ten consecutive school days and such excuse shall be granted only for emergencies or for absence from town.*

EXCUSED ABSENCES

The following reasons shall be sufficient to constitute an excused absence:

- illness;
- serious illness or family emergency;
- medical or dental treatment;
- court appearances occasioned by family or personal action;
- physical emergency conditions such as fire, flood, storm, etc.
- official school field trip or other school-sponsored outing;
- suspensions.

UNEXCUSED

Absences such as the following examples are considered to be unexcused;

- missing the bus and/or loss of bus privileges;
- babysitting;
- oversleeping;
- extended family vacations.

TRUANCY

The Sheldon Board of Education recognizes the importance of early intervention for students exhibiting truancy behavior. A "truant" child is one who is absent from school without the written approval of the teacher or principal, unless the child is physically or mentally unable to attend. The principal will notify the Superintendent of Schools of habitual truancy for further action.

The principal may notify the parent/guardian that:

- the child is truant or habitually truant;
- the parent/guardian should notify the school if there is a valid excuse for the child's absences;
- the parent/guardian is obligated to compel school attendance pursuant to the Vermont State ~1121 and parent/guardians who fail to meet this obligation may be subject to penalty under Vermont Statute ~1127;
- the parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- if a child continues to be truant, the parent/guardian and child may be subject to court proceedings.

GUIDELINES FOR SCHOOL ATTENDANCE TEAM (SAT)

- the SAT shall prepare a plan to provide services for students who have been absent for more than ten (10) days;
- the SAT shall oversee referrals of truant students, meet with referred students and their parents/guardians, and suggest appropriate interventions and services.
- the SAT may analyze the child's academic record.

NOTIFICATION

- a copy of this procedure shall be included in the Sheldon Elementary School Handbook;
- a copy of this procedure will be available upon request in the school office;
- a copy of this procedure may be given to families when unexcused absences occur.

RECOMMENDATIONS

- the SAT may inform the parents that the child may be in risk of retention;
- the SAT may inform the parents that the child may be ineligible to participate or continue participating in extra curricular activities;
- the SAT may recommend that the parent/guardian accompany the child to school to attend classes with the child;
- support programs and services may be available with other community based agencies and groups.

Student Acceptable Use Procedures Agreement

General Procedures

Students at Sheldon School have access to the school's electronic resources for the purpose of enhancing learning. **The school has taken precautions to eliminate student access to controversial materials. However, users and parents/guardians must recognize it is impossible for the school to restrict access to all controversial materials.** Teachers, staff, administrators and the school board are not responsible for students gaining access to such material.

To acquire access to the school's electronic resources, all students under the age of 18 must obtain parental permission and must sign and return this form to the person designated. Students 18 and over may sign their own forms.

Individual User Responsibilities

System users shall:

1. not distribute personally identifiable information about themselves or others by means of the school's electronic communication system;
2. be responsible at all times for the proper use of their account by taking all reasonable precautions to prevent others from gaining access to their system account and password;
3. not use another person's account or password, or present themselves as another person or organization;
4. not purposefully access or send materials, which include pictures, video or audio files, that are rude, disrespectful, abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
5. not use the school's electronic resources and Internet connection for commercial or illegal purposes, or for any other activity prohibited by school policy; not redistribute copyrighted programs or data except with permission or in the context of fair use.
6. not plagiarize work using the school's electronic resources (plagiarism is taking the ideas or writings of others and presenting them as one's own);
7. not abuse school resources related to the electronic communication system, by downloading large files or sending annoying or unnecessary messages to a large number of people;
8. not damage or attempt to damage computers, computer systems, computer networks or software;
9. not gain or attempt to gain unauthorized access to the school's electronic resources, network or restricted information;
10. not install programs or make any changes to the school's electronic resources without advance permission;
11. in the event that students are given e-mail accounts, understand that electronic mail transmissions and other use of the electronic communication system is not confidential and may be monitored at any time by designated staff to ensure appropriate use. **NOTE** electronic mail is not to be used for transmitting confidential information;

Student Acceptable Use Procedures Agreement

(Please sign and return this page only)

Student Permission

I have read, understand and agree to abide by the “Student Acceptable Use Procedures Agreement.” Should I commit any violation, my access privileges may be revoked, school disciplinary actions may be taken, and/or appropriate legal action may be initiated.

Student's Name (please print): _____

Student Signature: _____

Date: _____

Parent/Guardian Permission

As the parent/guardian of this student, I have read the “Student Acceptable Use Procedures Agreement.” I understand that access to the school’s electronic resources is intended for educational purposes only. I hereby give permission for the school to issue an account for my child and certify that I have read the Student Acceptable Use Procedures agreement and have signed below giving my son/daughter permission to access the school’s electronic resources.

Student Name (please print): _____

Parent/Guardian Name (please print): _____

Address: _____

Phone #: _____

E-mail Address: _____

Date: _____

Parent/Guardian Signature: _____

Dear Parents/Guardians,

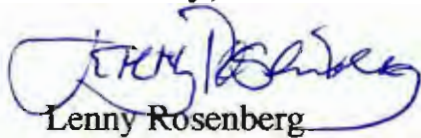
The following is how you can get to the Sheldon School Web Page:

www.sheldon.fnwsu.org

To bring school and our community closer, and as a continuing effort at keeping you abreast of what's going on with Sheldon school, you can now retrieve the Sheldon School yearly calendar, monthly calendar with school events/activities, the Bear News, and School Board minutes. Our School Board Policy Manual is extremely voluminous to place on the web page. However, a copy is always available in the principal's office. Referring to the flip side of this page regarding permission, (if for whatever reason) you choose to elect for your child's photograph and name **not** be identified in the public domain, please contact the principal's office at the beginning of the school year.

Any questions, concerns, and thoughts you wish to share in conversation at any time, I am always available to you.

Sincerely,



Lenny Rosenberg

Implementation Ideas

Schools can promote a positive learning environment by providing healthy celebrations that shift the focus from the food to the child. Make celebrations healthy occasions.

- Parties can incorporate physical activity with games, crafts and activities that students enjoy.
 - Instead of a party, organize a special community service project and involve parents in planning the project
 - Have parents and school staff send in ideas for activities, games and crafts. Compile these ideas into a book that staff and parents can use.
 - Give children extra recess time instead of a class party. For birthdays, let the birthday child choose and lead an active game for everyone.
- If you wish to incorporate food into the celebration, involve the students in the planning and preparation of healthy snacks. This also provides a nutrition lesson and supports what they learn in the classroom.
- Parents and school staff can send in ideas for healthy recipes. Assemble these ideas into a book that staff and parents can use.

Healthy Food and Beverage Ideas:

Beverage

- Fruit smoothies (with low-fat/non-fat milk, yogurt & fresh fruit)
- Low/non-fat milk or soymilk
- Water, flavored water, seltzer water
- 100 percent fruit & vegetable juice

Snack

- Animal crackers
 - Baked pitas with hummus or salsa
 - Celery with peanut butter & raisins*
 - Fruit salad
 - Fruit, yogurt & granola parfaits
 - Ham or turkey wrap with light cheese & veggies
 - Light cheese & fruit kabob
 - Low-sugar, healthy cookie recipes (made with applesauce, canola oil & whole wheat flour)
 - Microwavable popcorn (low-fat)
 - Quesadillas or bean burritos (with whole wheat tortillas, light cheese & salsa)
 - Trail mix (nuts, seeds, dried fruit, whole grain cereal)*
 - Vegetable tray with low-fat dip
- Consider allowing a sweet such as birthday cake or cupcakes as an occasional treat; recognizing that an occasional sweet treat is okay as part of an overall healthy, balanced diet.
 - Choose one day per month to celebrate all the students who have birthdays that month.
 - Keep the portions of sweets small and limit to one per child.
 - Allow children to choose. Offer a healthy alternative snack, such as one listed above, in addition to the sweet.

* **WARNING:** A small but growing number of kids have severe peanut and/or tree nut allergies. Before bringing in peanut butter, peanuts or other nuts as a snack, check to make sure none of the children has an allergy.

FUNDRAISERS

Implementation Ideas

Fundraising does not have to involve selling cookies, candy and other foods that have low nutritional value. This only contradicts nutrition principles taught in the classroom. Fundraising should model and support the message students are taught about healthy lifestyles.

- Evaluate the frequency and nature of fund raising activities that include food sale to determine whether these activities enhance the school nutrition environment.
- If food is sold, choose healthy-food items.

Healthy Food Ideas to Sell

- Fruit and nut baskets
- Fruit smoothies
- Fruit and yogurt parfaits
- Low-sugar granola bars
- Low-sodium soup mixes
- Trail mix
- Consider the option of selling non-food items or participating in other events to support the school and community.

Non-Food Items to Sell

- Air fresheners
- Balloon bouquets
- Books, calendars, magazines
- Candles
- Coupon books
- First aid kits
- Gift certificates
- Greeting cards / stationary
- Holiday ornaments
- House decorations
- Jewelry
- Plants, flowers & bulbs
- Stone/brick/tile memorials
- Water Bottles

Fundraising Events

- Bike, Walk, Jog, or Rope-a-thons
- Car Wash
- Fun runs
- Gift wrapping
- Penny wars Raffles
- Magic or talent shows
- Bottle drives

We are trying to improve the nutrition environment at our school. This information from the New England Dairy Council and the Vt Dept of Ed Healthy School's Resource Guide is meant to help parents assist us in this change. We will appreciate your cooperation!!

The Wellness Committee



School Parties and Celebrations

Schools have an extraordinary influence on the development of lifelong eating habits and other healthy lifestyle patterns. The occasions when students can practice making healthy food choices at school serve as opportunities to reinforce the nutrition knowledge learned in the classroom. Additionally, school parties are an opportunity to put food in its proper place as a complement to the fun and not as the main event.

Non-Food Ways to Celebrate

- Donate a book to the school library or classroom in honor of the child's birthday with a personalized gift acknowledgement plate inside
- Donate playground/physical activity equipment- jump ropes, balls etc
- Celebrate with active games chosen by the students
- Have a dance party
- Engage students in a special art project
- Go for a fun run with the principal or local hero (fireman, mayor, athlete)

Healthy Snack Ideas

- Small bottles or cartons of flavored milk, 100% juice, smoothies and water
- Fresh fruit tray-whole, wedges, slices (dip in orange juice to retain color)
- Fresh vegetable tray (baby carrots, grape tomatoes, celery sticks, cucumber spears, red and green bell pepper strips, cauliflower and broccoli florets) with reduced fat ranch or yogurt-based dip
- String cheese, cheese cubes or slices with whole grain crackers
- Low fat pudding cups, low fat yogurt squeeze packs or cups
- Finger sandwiches or sliced wrap sandwich pinwheels
- Pretzels, low fat popcorn, trail mix
- Animal crackers, graham crackers, oatmeal raisin cookies
- Mini muffins, banana bread slices, granola bar slices
- Mini cupcakes or angel cake, very lightly frosted, sprinkles or plain

Find more snack recipes at www.newenglanddairyCouncil.org

See back for other suggested foods for celebrations/fundraisers.

BRAND NAMES ARE IN NO WAY PROMOTIONAL BUT ONLY TO GIVE EXAMPLES!

GRAINS

Granola/cereal bars:

General Mills Milk'n Cereal Bars (all varieties)

General Mills Chex Morning Mix

General Oatmeal Crisp(fruit'n cereal) Bars

Kellogg's Nutri Grain Cereal Bars

Kellogg's Nutri Grain Granola Bars

Kellogg's Nutri Grain Yogurt Bars

Nature Valley Chewy Trail Mix Bars

Nature Valley Crunchy Granola Bars

Quaker Fruit and Oatmeal Bars

Quaker Oats Chewy Granola Bars

*check out the generic breakfast bars as they are often less expensive and compare equally in their nutrition content

Muffins (4 oz or less)

Bagels (4 oz or less)

Quick Breads (banana,pumpkin,zucchini) 1 slice portions

Cookies:

Fig Newtons

Graham crackers (with peanut butter or low fat cream cheese)

Nabisco Teddy Grahams

Pretzels

Triscuits

Multi grain Wheat Thins

Goldfish

Popcorn

PROTEIN FOODS

Trail Mixes

Nuts and seeds

DAIRY

Pudding cups

String cheese

Slices of cheese

FRUIT

Individual fruit cups

Dried fruit (small boxes raisins)

Fresh fruit