

## CENTRAL ELEMENTARY SCHOOL STAFF LISTING - 2010- 2011

Bruce Downer	Principal
Cindy Rounds	School Secretary
Anita Carlson Allen	School Nurse
Pam Murray	School Nurse
Kerry Pickering	Kindergarten
Amy Rawling	Kindergarten
Jeanne Cloues	Grade 1
Jean Illingworth	Grade 1
Terry Obuchowski	Grade 2
Helen Hearne	Grade 2
Kelley Green	Grade 3
Erica Bisbee	Grade 3
Judy Durand	Grade 3
Heidi Nystrom	Grade 4
Wendy Harty	Grade 4
Gail Morin	Skills Center
Julia Haskins	Skills Center
Sue Degener	Skills Center
Jaime Kamel	Intensive Needs Program
Peter Lawry	Physical Education
Alisa Allbee Daigneault	Music
Christine Cohun	Art
Kate Kane	Library
William Scarlett	Guidance
Michele Hochberg	Mental Health Clinician

### Consolidated Federal Grants Teachers

Gail La Haise	Kathy Miller
Gina Bogan	Kirsten Larson

Tom Aiken	Custodian
Brian Deistler	Custodian
Erin Shaw	Social Skills Coordinator
Heather Waryas	Skills Center Support

### Aides

Tanya Chamberlin	Bridgette Maxfield
Tammie Chapin	Kirstie Patch
Judi Cray	David Perry
Britain Davignon	Denise Randall
Shelley Dodge	Kelly Reeve
Patty Fish	Robert Smith
Jennifer Gelineau	Trudy Stagg
Mary Lou Goulet	Jane Steuwe
Gail Hynes	Margaret Wilson

## WHO DO I CALL ??



### SCHOOL SECRETARY

Cindy Rounds - Central School - 463-4346

- \* For contacting classroom teachers
- \* For contacting the principal
- \* Please call your school secretary when your child will be absent



### CLASSROOM TEACHER

Call the school secretary

- \* How's my child doing?
- \* How's he/she adjusting?
- \* Can I help?



### PRINCIPAL

Bruce Downer - Principal Central School

Call the school secretary

- \* Please call with general school concerns, programs, and questions



### TRANSPORTATION

Archie Gleason - 463-9958

- \* Bus changes

- \* Transportation Concerns



## MEALS

John Ayer - 463-3944

- \* Pick up applications for reduced cost breakfasts & lunches at your child's school
- \* Eligibility concerns



## HEALTH

Anita Carlson Allen - 463-4346

Pam Murray

- \* Immunization Questions
- \* General Health Questions
- \* Medications



## SCHOOL COUNSELOR

William Scarlett - 463-4346

- \* Concerns about your child
- \* Family Issues
- \* Parenting Information
- \* Family Needs



## PARENT - TEACHER ORGANIZATION

Misty Haskell 463-9389

- \* Learning about your child's school and PTO programs
- \* Meeting other parents
- \* Volunteering to become more involved in my child's education

## WINDHAM NORTHEAST SUPERVISORY UNION 2010 - 2011 CALENDAR

August 26, 27 & 30	Teacher Inservice Days
August 31	First Day of Classes
September 6	Labor Day
September 29	Teacher Inservice Day
October 21 & 22	Teachers Convention Days
November 11	Teacher Conference Day
November 24 - 26	Thanksgiving Recess
December 23	Early Release Day
December 24 - 31	Winter Recess
January 17	Martin Luther King Day
February 21 - 25	February Recess
February 28	Teacher Inservice
March 1	Town Meeting Day
March 28	Teacher Inservice
April 18 - 22	Spring Recess
May 30	Memorial Day
June 17	Last Day of School
June 20, 21 & 22	Teacher Inservice

OCTOBER 5TH - PICTURE DAY AT CENTRAL SCHOOL

### MARKING PERIODS / REPORT CARDS HOME

\* 1<sup>st</sup> Period - 8/31 to 11/5  
Report Cards Home 11/11

\* 2<sup>nd</sup> Period - 11/8 to 3/4  
Report Cards Home 3/11

\* 3<sup>rd</sup> Period - 3/7 to 6/17  
Report Cards Home 6/17

# CENTRAL ELEMENTARY SCHOOL

## Statement of Philosophy

### Philosophy

It is the responsibility of our school to educate our children - the citizens of tomorrow- according to fundamental democratic principles.

We make the child the center of our educational process. We strive to help each child develop his or her greatest potential. Our school provides a learning environment that meets the individual needs of the whole child; physical , emotional, social , and intellectual. We create an atmosphere in which the child is encouraged to grow, to explore, to create, to learn, to exchange ideas, to question, to think critically, to develop self-esteem and self-direction, and to succeed.

### Objectives

Believing this, we set these goals for ourselves:

- A. To provide a climate conducive to learning in which all children receive an appropriate education.
- B. To provide a curriculum that fulfills federal, state, and local educational requirements; to offer extracurricular and other activities that broaden opportunities for all children, enrich their lives, and further their well-being.
- C. To assure that all children have an equal opportunity to learn.
- D. To seek for each student a significant measure of success in school programs and activities.
- E. To encourage each student to exercise self-control and self-discipline, and to value his or her own worth.
- F. To help students understand and appreciate the differences that makes people individuals; learn to cooperate with others; and respect the individuality of every person.
- G. To foster in each student a love of learning and a desire for excellence; to encourage the mastery of skills necessary for physical, social, emotional, and intellectual growth.
- H. To promote studies and activities which lead all children to appreciate the beauty and wonders of our world; and in particular, to understand the advantages and responsibilities we enjoy as citizens of our own country.
- I. To strive for optimal communication and understanding between the school, the parents, and the community at large.



### ARRIVALS EACH MORNING:

### SCHOOL HOURS:

8:00 a.m. - 2:45 p.m.

### WALKERS and THOSE DRIVEN TO SCHOOL:

As we open school this year, we ask your support around our opening and closing times.

**All children who walk or are driven to school should not arrive here at school before 7:45 a.m.** There is no adult supervision on the playgrounds before that time. **Students who arrive for breakfast should arrive at 7:40 AM.** Students not arriving for breakfast should wait on the playground for the morning bell. Students should not go to their classrooms before the morning bell, as teachers may not be there to greet them until that time. If you have a special situation, please contact the principal.

Parents are asked to discuss important safety issues with their walking children. Please emphasize to children the need to use crosswalks and to cross Atkinson Street at the crossing where it meets School Street.

Should any of your walking children encounter any difficulties with strangers or with other children, please call the school and the local police.

### BIKE RIDERS:

Pupils are to park their bikes on the George St (Back) Playground where we have a bicycle parking area. Bicycles should not be left in front of the building. Helmet use is suggested for safety reasons. Bikes should be locked and helmets brought into the building. We cannot be responsible for bikes that are left on the playground. Children should walk their bikes inside the fenced areas.



## **BUS RIDERS:**

The purpose of the bus transportation system is to provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

To accomplish these purposes, the cooperation of students riding the buses is needed and expected. The privilege of riding a school bus is extended to students who:

1. Obey the reasonable orders of bus drivers necessary to maintain discipline on the bus.
2. Remain seated while the bus is in motion, keeping all parts of the body within the bus.
3. Refrain from fighting or abusing other people and their property while on the bus.
4. Refrain from the use of tobacco products while on the bus.
5. Refrain from swearing or verbally abusing others while riding the bus.
6. Meet all liabilities caused by destruction of public property associated with bus transportation.

Lack of cooperation in any of the matters will be brought to the attention of parents. The principal will complete a preliminary investigation of written complaints filed by bus drivers and appropriate action will be taken. This may include the suspension of bus riding privileges for students who fail to comply with the reasonable rules of conduct for bus students. Bus drivers have authority to suspend students from riding for flagrant violations of bus conduct until the principal has investigated the problem.

## SCHOOL ATTENDANCE:

Children are expected to be in school every day unless they are sick, or there has been an unforeseen emergency, or they have been excused in advance. Upon return to school after being absent, each child must bring a written excuse to his/her teacher. The excuse must give the reason for the absence and the dates and length of time your child has been out.



## ATTENDANCE / TRUANCY POLICY

### Procedures for Excessive Absences

The school will monitor the absence rate of its students. When a student has been absent for seven (7) days during the school year, the school will contact the parent/guardian to discuss the situation.

When the student has been absent for fifteen (15) school days, the principal/designee will make a phone contact with the parent/guardian in order to set up a meeting to discuss the child's absence from school. Meeting participants may include guidance counselor, school nurse, the principal, attendance officer, outside agency personnel, and other school personnel deemed appropriate by the principal. The purpose of this meeting will be to develop a plan to help the student to attend school more regularly. If the parent/guardian misses the meeting, school personnel will still meet, make some decisions and inform the parents of these decisions.

When a student has missed twenty (20) days, a letter will be sent to the parent/guardian and filed with the Superintendent informing the parents/guardian that referral to the State's Attorney or other appropriate authorities shall occur should the student be absent for twenty-five (25) days. At the twenty-five day point, the school shall make a referral to the designated truant officer (T16, Section 1126) and other state agencies, if appropriate.

The principal has the authority to forego or postpone the steps in this procedure should extenuating circumstances exist, such as extended illnesses. Should absences continue to be a problem, the principal may reinstate the procedure.

## **WHEN YOUR CHILD IS ABSENT:**

***It is essential that you call us on a given day that your child is absent.*** This will save us the time of having to call you. If your child is absent for more than 2 days, please come to the school to pick up work that can be completed at home. **We would appreciate it if parents would try to make medical and dental appointments after school hours whenever possible.**

## **TARDINESS:**

**Children who arrive at school after 8:00 a.m. should go to the office with a note from their parent and sign in before they go to their classroom.**

**Students who arrive after 8:05 a.m. will be marked TARDY in our records.**

When a child is late, classroom routines are disrupted and time is wasted for all. **Chronic lateness is not a positive habit for children to have.** **We ask for parent's cooperation and assistance in getting their children to school on time.** If a pattern of lateness is developing, parents will be contacted.

Should your child get a late start to school, please send us a note or come in with your child so we can be sure you know he or she was late.

## **PUPIL ABSENCES for VACATIONS:**

Students whose parents take them out of school to accompany the family on a vacation will not be penalized when arrangements are made in advance between the parents, teacher, and principal. Arrangements need to be made with the Superintendent if the vacation will keep the student out of school for more than 10 days.

Pupils will be asked to make up work (with help from parents) after consultation with the teacher. Teachers are not obligated to prepare assignments in advance.

## DISMISSALS:

### **Before the end of the school day**

When children are to be dismissed during the school day, we ask that parents notify us ahead of time with a note. Please state the time you will be picking your child up. If another adult is picking your child up, please state this information in your note - if we do not know the adult we may ask for identification. We will dismiss children to the office to be signed-out. We ask adults to wait in the office for the child to arrive. These plans are meant to keep classroom disruptions at a minimum. We appreciate your understanding and support.

Children are not to leave the school grounds any time during the school day without signing out in the office. No child will be permitted to leave school or return home during the school day without contact between the school and the parents. Children are not allowed to walk home alone during the school day.

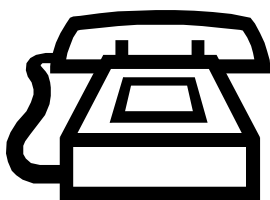
### **End of the Day - Parent Pick-up Procedures for the Central School**

Dismissal begins at 2:45 PM. If you are picking your child up, please send a note to school, so we will expect you. (If this is the daily plan - just a note early in the year will suffice.) When you arrive you may park in an appropriate space, but, please do not block the road or other cars. Please wait outside and the students will be dismissed to you.

Pupils may not ride home with persons other than their parents unless we receive **written permission**. **A note is required** to ride a new bus, walk or ride with persons other than their parents, or to go home with friends.

**Students with no note will be sent home their normal way.**





## **EMERGENCY TELEPHONE NUMBERS - THIS IS IMPORTANT!**

**Please be sure that we have a record of a telephone number of three friends or relatives that we can contact in case of an emergency, if we are not able to reach you at your home or your work telephone number.**

If we are unable to reach you in the event of a serious emergency or incident, please be aware that the school is authorized to call the Police Department or other Community Crisis Services.

**It is essential that you keep us up to date on any changes.**

### **SCHOOL CLOSINGS:**

Should school be closed for an emergency, or bad weather conditions, your "All School Emergency" phone number will be used by our automated system to contact you. It will also be reported on the local radio stations: WCFR 1480AM; 93.5FM, WKNE 103.7FM, and WTSA 96.7FM beginning at 6:00 a.m. and will be available on the Sover.net Website.

**In the event of an All School Emergency during school hours, your "All School Emergency" phone number will be used by our automated system to contact you.**

**It is essential that you keep us up to date on any phone number changes**

## **EMERGENCY FIRE AND SAFETY DRILLS:**

Fire and Safety Drills will be held monthly in our school. If you arrive at the school and our front door is locked, we may be completing a safety drill. Please do not try to enter or call the school during these drills.

**In the event of a real emergency, our automated system will attempt to call you at the number you have provided us. They will leave a message explaining what the emergency is. For more information, please go to the Town Hall and authorities will be there to answer your questions. PLEASE DO NOT CALL OR GO TO THE SCHOOL DURING AN EMERGENCY.**

## **USE of TELEPHONE:**

**STUDENTS WILL NOT BE ALLOWED TO USE THE TELEPHONE EXCEPT IN CASE OF AN EMERGENCY.** Children may not leave the class to use the phone or for any other purpose without their teacher's permission. **Please plan visits and after school activities before coming to school, as the office phone is for school business and emergencies.**

**PARENTS: PLEASE USE EXTREME DISCRETION IN CALLING THE SCHOOL TO LEAVE MESSAGES FOR YOUR CHILD SO THAT INTERRUPTION IN SCHOOL PROCEDURE CAN BE KEPT AT A MINIMUM.**



**CELL PHONES ARE NOT PERMITTED  
AT SCHOOL.**



### BREAKFAST AND LUNCH:

Central Elementary School offers a healthy, nutritious breakfast every morning **from 7:40 a.m. to 8:00 a.m.** School breakfast may include cold cereal, bagels with cream cheese, fresh fruit, milk, and juice. **The cost of a full breakfast is only \$1.00.** Children who qualify for free or reduced lunches will qualify for free breakfast as well.

Lunch is served every day. Your child will have four choices for lunch each day. Milk is included with your lunch choice. Menus are sent home monthly. **The cost of lunch is only \$1.75.** Parents are encouraged to pay for their child's lunches by the week, or, if they choose, by the month.

For students choosing to bring lunch from home, milk will be available each day. **The cost of a separate milk is 50 cents.**



### SCHOOL DRESS:

School clothing should be functional and reflect the attitude of the student toward his job: learning. Play clothes, such as halter tops and short shorts, should be reserved for those activities other than school. School personnel have confidence in the judgment of our parents in the selection of clothing that is appropriate for school. Safety reasons suggest that clogs, flip flops, and sandals without backs should not be worn to school. Sneakers are always a good choice. Long dresses or long skirts hinder activity on the playground and the gym. During changing and cold weather, children should have warm clothing, since they spend a part of the day in outside play. Clothing of a suggestive nature is not allowed at school. If a child comes to school wearing inappropriate clothing, you will be contacted to bring them a change of clothing or we will provide them with other clothing.



### **VISITATIONS:**

The welcome mat is always out at Central School. Teachers are expected to supervise their classes when they are assembled in their classrooms so they cannot hold a conference with parents at this time.

Our staff welcomes visits from parents anytime. Please stop by the office to sign in and get a visitor's pass before proceeding to your child's classroom. Teachers will be available for conferences between 3:00 - 3:30 p.m. on most days. If you have any questions, please do not hesitate to call us at the school and we would be happy to arrange a conference time for you.

### **VOLUNTEERS:**

Volunteers are always needed and useful.  
Your services as a volunteer would be appreciated.



Some areas where volunteers can assist are:

1. Classroom
2. Preparation of material
3. Reading & sharing books with children
4. Library
5. Artwork
6. Lunchroom
7. Playground Supervision

If you are interested in becoming a volunteer, please contact your child's teacher or the school office.



## HEALTH:

Ms. Anita Carlson-Allen, RN and Pam Murray, RN will be sharing one full time position of school nurse at the Central Elementary School. It is important for them to know of any hospitalizations, illnesses, or operations that your child has had, to update the health record. Please be sure to notify the nurse if your child gets head lice or scabies so other children in the class can be checked. This is important to reduce the spread of head lice or other communicable conditions. Routine head checks at home are encouraged.

**Rest, Nutrition, and Hygiene** are important for the school aged child. A child should receive 8 to 10 hours of sleep at night. Late night outings and sleepovers with a friend are best saved for the weekend. Breakfast is the child's "fuel" for the morning, so help the child plan for time to eat breakfast. Please send a nutritious snack for your child at school. Hygiene should be maintained daily and health habits developed in the home.

**Recess:** All children are expected to go outside for recess, weather permitting, each day. Children need to be prepared for the weather and wear footwear safe for physical activities. **If a child is well enough to come to school, she/he is expected to participate in physical education and recess** unless there is a special problem. Any such excuse must be approved by the principal or school nurse.

**Annual Routine Screenings** performed by the school nurse are vision and hearing, height and weight, blood pressure ( grade 1 only ), and immunization record review. Please notify the school nurse if you have any concerns regarding the routine screening or if you would like to refer your child for an early vision or hearing screening or a recheck.

**Medications: It is more desirable for medication - both prescription and over the counter - to be administered at home whenever possible.**

However, any student who is required to take medication during the school day must comply with the following regulations:

1. The school must have on file written or verbal orders from a physician detailing the name of the drug, dosage, and when the medication needs to be given. This is for prescription and non-prescription medicines.
2. The school must have written permission from the parent or guardian of a pupil requesting that the school district comply with the physician's orders.
3. The prescribed medication must be brought to the school in a container appropriately labeled by the pharmacy or the physician and delivered to the school nurse by a responsible adult.
4. The school nurse shall provide a locked cabinet for the storage of such medication.

Tylenol and Benadryl may be given with parent's signed permission on medical information sheet sent home at the start of school.

**MEDICATION cannot travel back and forth to school with the child.**

**ILLNESS:** All well children are expected to be in school every day. Any child who has an elevated temperature or has nausea and vomiting should remain at home until symptoms are gone. During the flu and cold season, children should be reminded to practice good hygiene. Routine handwashing is the best preventive against virus and bacteria. **Children should not carry cough drops, lozenges, cold pills, or Tylenol to school.** These are considered medications and the medication policy must be adhered to.

The Rockingham School Board encourages parents to preserve and protect each student's general health. The Rockingham School Board recommends that each child receive a physical exam before entering Kindergarten or First Grade. A preschool child may receive immunizations free of charge through the Vt. Health Department. To make an appointment for the immunizations, or to get information on Dr. Dynasaur, an insurance plan for children, please call 1-802-885-5778. The school nurse can also assist with accessing this information.

## **GUIDANCE:**

William Scarlett, is our guidance counselor. Mr. Scarlett will work with both Saxtons River and Central Schools. He will provide a wide range of services. If you or your children are experiencing any difficulties, please contact him and he will try to head things in the right direction.

## **TITLE I**

The Central Elementary School has a "School-Wide" Title I program. In a school-wide program, federally funded resources (such as Title I Teachers) are available to serve all students in ways that best meet the instructional needs of the whole school. We currently use Title I funds from the Windham Northeast Supervisory Union to employ several teachers: Gail LaHaise, Kathy Miller, and Kirsten Larson.

## **SPECIAL EDUCATION:**

We have numerous programs to serve children with Individual Educational Plans. Under Public Law 94-142, all identified as handicapped have a right to a free and appropriate education. If there is such a handicapped child in your home or neighborhood, please let us know.

Should you have any questions about our Special Education Programs or policies, please call Bruce Downer, Central School Principal, or Sue Degener, Gail Morin, or Julia Haskins, Special Educators, at 463-4346.

## **REPORTING to PARENTS:**

We are the trustees of your student's records. You are welcome to review your child's test results and permanent folder. Call your child's teacher, guidance counselor, or the principal to make an appointment. You will be notified yearly about your Privacy Rights and your student's records.



## WELCOME TO CENTRAL ELEMENTARY SCHOOL'S PARENT/TEACHER ORGANIZATION

Our PTO is an organization active in providing opportunities to enrich our children's education at Central Elementary School. Some of the activities we have sponsored, in whole or in part, in the past include:

- Holiday Shopping Mall (annually in December)
- Spring Carnival (annually in May/June)
- 4<sup>th</sup> Grade Trip
- Roller Skating Party
- Classroom Field Trips
- TV Turn Off Week
- Spirit Days
- Playground renovation and maintenance
- Numerous field trips and in-school assemblies

We conduct three main fundraisers each year—one in the fall, one in the spring and one during the summer. Occasionally, we will hold additional fundraisers if necessary and the opportunities present themselves. However, we try to limit the door-to-door sales to no more than once per year. We rely on the funds raised from these events to sponsor the requests from teachers and staff members that enrich and enhance our children's experiences at Central School.

The PTO meets monthly at the school. For the 2010-2011 year, the meetings will be held on the second Thursday of each month beginning on September 9 at 6:30 p.m. The meetings last no more than 1 and  $\frac{1}{2}$  hours. Please mark the meeting schedule on your calendar and plan to join us! We welcome your ideas and energy and we look forward to another great year for our children and Central Elementary School!

## **CLASSROOM RULES, SCHOOL BOARD POLICIES, & STATE / FEDERAL LAWS**

All schools within the Windham Northeast Supervisory Union recognize their responsibility to provide all students and employees with a working and learning environment that is safe and conducive to all. As a result, there are a series of policies to ensure that this type of environment is created and maintained. We are including several policies that are mandated by the state and federal laws for your review.

Teachers and administrators will review the Central School Behavior Policy at the beginning of the school year. All students are expected to follow these individual classroom rules at all times. These rules will be reviewed on a regular basis.

Copies of additional policies from the Rockingham School Board Policy Manual can be obtained at any school or from the Office of the Superintendent. Each policy contains procedures to carry out the policy, including a grievance procedure for fairly and promptly investigating and deciding complaints of violations.

If you have any questions, contact Bruce Downer at Central School - 463-4346, or the Office of the Superintendent of Schools - 463-9958.

# **WINDHAM NORTHEAST SUPERVISORY UNION BULLYING PREVENTION PLAN**

## **Bullying Prevention Plan**

### **1. Introduction**

As a result of Act 117 of 2004, An Act Relating to Bullying Prevention Policies, the following plan is intended as an insert to all discipline plans within the Windham Northeast Supervisory Union for use in addressing bullying in our schools. 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 measured 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 intervention and/or discipline under another section of the discipline plan or a discipline policy.

The schools within the WNESU, by name, are:

Bellows Falls Union High School  
Bellows Falls Middle School  
Central Elementary School  
Saxtons River School  
Westminster Center School  
Westminster West School  
Grafton Elementary School

### **2. 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:

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

### **3. Notice of Prohibition Against Bullying and Anti-Bullying Interventions**

All schools within the WNESU recognize that students should have a safe, orderly, civil and positive learning environment and that bullying has no place and will not be tolerated in its schools. All schools within the WNESU 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. All schools within the WNESU will refer to information on the Vermont Department of Education Web site, for prevention and intervention strategies. (See Appendix A)

#### **4. Reporting, Investigating, and Notifying Parents of Bullying Reports**

To address bullying all schools within the WNESU:

(a) Encourages students to report personally or anonymously to teachers, and school administrators, acts of bullying. All schools within the WNESU have established the following methods for such reporting:

##### **Anonymous Reporting:**

A drop off box for reporting incidents of bullying will be placed in the Administrative Offices and the Guidance Office within every school in the WNESU.

##### **Personal Reporting**

Reports can be made to:

Christopher Hodsdon, Principal  
Bellows Falls Union High School  
Route 5  
PO Box 429  
Bellows Falls, VT 05101  
463-3944

BethAnn Drinker, Principal  
Grafton Elementary School  
58 School Street  
PO Box 266  
Grafton, VT 05146  
843-2495

Cheryl McDaniel-Thomas, Principal  
Bellows Falls Middle School  
15 School Street  
Bellows Falls, VT 05101  
463-4366

Steven Tullar, Principal  
Westminster Schools  
301 School Street  
Westminster, VT 05158  
722-3241

Bruce Downer, Principal  
Central Elementary School  
50 School Street Ext  
Bellows Falls, VT 05101  
463-4346

Johanna Harpster,  
Superintendent  
25 Cherry Street  
Bellows Falls, VT 05101  
463-9958

David Lesser, Principal  
Saxtons River School  
15 School Street  
PO Box 308  
Saxtons River, VT  
869-2637

Christopher Kibbe,  
Asst. Superintendent  
25 Cherry Street  
Bellows Falls, VT 05101  
463-9958

Sharon Reynolds  
Dir of Instruct Support Serv  
25 Cherry Street  
Bellows Falls, VT 05101  
463-9958

**Designated Employees for the Central Elementary School are:  
William Scarlett, and Bruce Downer**

(b) Encourages parents or guardians of students to file written reports of suspected bullying. See (a) above.

(c) Requires teachers and other school staff who witness acts of bullying or receive student reports of bullying to promptly notify the School Principal or designated employee.

(d) Requires the School Principal or designated employee 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 an investigation. School administrators shall investigate any written reports.

(e) As with any other disciplinary action, requires school staff to notify the 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.

(f) 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.

## **5. Data Gathering**

All schools within the WNESU delegates the responsibility of data collection to the school principal or his or her designee. 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 Schools Web page ([www.state.vt.us/educ/new/html/pgm\\_safeschools.html#data](http://www.state.vt.us/educ/new/html/pgm_safeschools.html#data)) for further information on data gathering.

### **Footnotes:**

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.

2. Any student who knowingly makes false accusation regarding bullying may be subject to disciplinary action.

3. 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.

## **Appendix A: Quick Reference on Bullying Prevention & Intervention**

### **Possible Strategies for Prevention**

- . Assess the school environment.
- . Adopt a comprehensive approach that considers the bully, the target and bystanders.
- . Provide bullying prevention and intervention training to all faculty and staff.
- . Closely supervise all areas of the school.
- . Update discipline plan and procedures; adopt all legally required related policies.
- . Utilize multiple means for publicizing clear behavioral standards/rules.
- . Consistently and fairly enforce standards/rules.
- . Establish an anonymous reporting system.
- . Encourage parent and community involvement in bullying prevention.
- . Use classroom management techniques for response to classroom behavior and when needed, use appropriate discipline.
- . As warranted, refer victims and bullies to school counselors or mental health professionals.

### **Possible Steps for Intervening in Bullying Situations**

- . Intervene immediately to stop the bullying.
- . Talk to the bully and the victim separately. If more than one student is involved in bullying behavior, talk to each separately, in quick succession. (Expect bullies to minimize or deny their actions.)
- . Remind the bully about school and classroom rules, reiterate what behavior is expected, and discuss sanctions that will be imposed for future bullying behavior.
- . Reassure the victim that everything possible will be done to prevent a recurrence.
- . Make other students aware of the consequences of the bullying behavior. Reiterate the school's policy of zero tolerance toward bullying.
- . Phone the parents of both the bully and the victim as soon as possible. If possible, involve the parents in designing a plan of action.
- . Continue to monitor the behavior of the bully and the safety of the victim.
- . Consult administrators, teachers, and staff members to alert them to the problem and to get a better understanding of it.
- . If the situation doesn't change, remove the bully - not the victim - from the classroom.

### **For bullying prevention and intervention, see also:**

1. BEST: Building Effective Supports for Teaching Students with Behavioral Challenges. Call Anne Dubie, (802) 656-5775 or visit <http://www.uvm.edu/~cdci/best/>.
2. Bullying Strategies That Work, Education World. [www.education-world.com/a\\_issues/issues103.shtml](http://www.education-world.com/a_issues/issues103.shtml)
3. Blueprints for Violence Prevention. [www.colorado.edu/cspv/blueprints/](http://www.colorado.edu/cspv/blueprints/)
4. Think You Know What A Bully Looks Like? Think Again... National PTA. [www.pta.org/bullying.asp](http://www.pta.org/bullying.asp)
5. Project on Teasing and Bullying, Wellsley Centers for Women, [www.wcwonline.org/bullying/](http://www.wcwonline.org/bullying/)
6. A World of Difference Institute. [www. http://adl.org/education/edu\\_awod/](http://adl.org/education/edu_awod/)

## **Procedure 1**

### **ENTRANCE AGE**

The entrance age of kindergarten students in the district will be five years of age on or before September 1st of the current year. The entrance age for first grade students will be six years old on or before September 1st of the current year.

Parents who have a child who turns five on or before October 31st of the current year and who wish to apply for early admission to kindergarten may contact the principal by April 1st and arrange to have the child included in the pre-school screening. If results indicate that the child will be developmentally five by September 1st and the child will benefit from early entrance (or two years of kindergarten), barring other circumstances, the principal has the authority to allow the child to be accepted into the entering kindergarten class.

Parents who have a child who turns six on or before October 31st of the current year, and who wish to apply for early admission to first grade may contact the principal by April 1st and arrange to have the child included in a first grade screening. If results indicate that the child will be developmentally six by September 1st, barring other circumstances, the principal has the authority to allow the child to be accepted into the entering first grade class.

The school will require presentation of a birth certificate for students who register for kindergarten or who enter public school for the first time as first grade students. The decision to allow a student early admission, will be made by the principal. The principal may employ persons with special knowledge or qualifications to make a recommendation. The school board will be informed of the resulting decision.

## Procedure 2

### PROCEDURES FOR ASSIGNMENT OF STUDENTS TO CLASSROOMS

The faculty, administration, and school board are committed to ensuring that all classrooms of the Rockingham School District provide high quality educational services to all students and that each teacher provides an equally excellent program through instruction of the local curriculum that meets the needs of all children.

Placement of students in classrooms must balance the needs of the child, the composition of the class, and the integrity of the educational program. The appropriate placement for all students will be initially considered by the faculty and Principal and shall include weighing the following factors:

- . Class size;
- . Heterogeneously balanced classes (gender, ability, effort, behavior);
- . Continuity;
- . Family history;
- . Parent requests.

Requests by parents are only one factor in the placement process and there is no inherent or implied guarantee that they will be honored. The Principal should receive parent letters of request by the fifteenth of April. These requests should describe the learning styles of the child, the educational needs, and the environment that best supports the educational, social, and emotional growth of the child. All parents are encouraged to spend time in classrooms to understand the instructional style and structures of each teacher.

If the only factor preventing a student from being placed in a classroom is class size, the family may request that the student be placed on a waiting list for that classroom; the family will be notified by the principal by mid-August as to whether the desired placement is possible. If, because of a parental request, a child attends school in a building other than the one to which the child would otherwise have been assigned, school bus transportation will not be provided except by existing bus routes.

The principal will make final placement determinations. Once assigned a student will be reassigned only for compelling reasons related to the above considerations, unexpected circumstances, or change in educational needs.

### **Procedure 3**

#### **ROCKINGHAM SCHOOLS ANIMAL DISSECTION PROCEDURE**

It is the intent of the Rockingham School District to comply with the requirements of Act 154 of 2008 regarding the right of students to be excused from participating in or observing activities involving the dissection or vivisection of animals. Students enrolled in District schools shall have the right to be excused from participating in any lesson, exercise, or assessment requiring the student to dissect, vivisect or otherwise harm or destroy an animal or any part of an animal, or to observe any of these activities, as part of a course of instruction.

As used in this procedure, the word “animal” means any organism of the kingdom animalia and includes an animal’s cadaver or the severed parts of an animal’s cadaver.

Teachers will provide prior notice to parents before an animal dissection is performed in class or on any school field trip or other school-sponsored activity.

A student who is excused under this policy shall be provided with alternative methods through which he or she can learn and be assessed on material required by the course. The alternative methods shall be developed by the teacher of the course, in consultation with the principal if necessary.

No student shall be discriminated against based on his or her decision to exercise the right to be excused afforded by this policy.

This procedure will be provided to parents at the beginning of school year and will also be distributed to teachers on a yearly basis. Parents will be provided a form which allows their child to opt out of the dissection.

Adoption Date: 08/08

**CODE F1  
(Mandatory)**

## **STUDENT CONDUCT AND DISCIPLINE**

### **Policy**

It is the policy of the Rockingham School District to maintain a safe, orderly, civil and positive learning environment. In order to ensure that the school is free from hazing, harassment, bullying and other disruptive misconduct, a system of classroom and school management practices, supported by consistent, clear and fair disciplinary procedures, will be utilized.

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

**CODE F7  
(Mandatory)**

## **ALCOHOL AND DRUGS**

### **Policy**

It is the policy of this School District that no student shall knowingly possess, use, sell, give or otherwise transmit, or be under the influence of any illegal drug, regulated substance, or alcohol on any school property, or at any school sponsored activity away from or within the school.

**CODE F13**

## **ADMISSION OF RESIDENT STUDENTS**

### **Policy**

Any legal pupil who is a resident as defined in 16 V.S.A. §1075 shall be eligible to attend school in this District.

### **Residence Criteria**

For purposes of determining residency, the Board will apply the definitions contained in 16 V.S.A. §1075(a). Criteria for proving permanent residency shall include voter registration, automobile registration, employment, postal address, property ownership and other indications of intent to reside permanently within the District. The burden of proving residency or any other basis for entitlement to school enrollment or tuition assistance shall be on the student and/or his or her parent or guardian.

**CODE F20  
(Mandatory)**

## **HARASSMENT OF STUDENTS**

### **Policy**

The Rockingham School District is committed to providing all students with a safe and supportive school environment in which all members of the school community are treated with respect. Harassment is a form of unlawful discrimination, which will not be tolerated.

### **General Information**

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. The purpose of this harassment policy is to prevent conduct or communication that is directed at a person's particular characteristics as defined and that are likely to substantially disrupt the educational environment or interfere with the rights of others.

Nothing in this policy shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment as defined here, otherwise violates one or more of the Board's disciplinary policies or the District's code of conduct

**CODE D12  
(Mandatory)**

## **HARASSMENT OF EMPLOYEES**

### **Policy**

The Rockingham School District is committed to providing all employees a safe and supportive work environment in which all members of the school community are treated with respect. Harassment is a form of unlawful discrimination as well as disrespectful behavior, which will not be tolerated.

The Rockingham School District shall provide employees a work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment as defined and otherwise prohibited by state and federal law.

**CODE F24  
(Mandatory)**

## **HAZING**

### **Policy**

It is the policy of the Rockingham School District that all its schools provide safe, orderly, civil and positive learning environments. Hazing has no place in the District's schools and will not be tolerated. Accordingly, the District adopts the following policy and procedures to prohibit hazing and will ensure the enforcement thereof.

### **Definition:**

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.

**CODE F21  
(Mandatory)**

## **WEAPONS**

### **Policy**

It is the policy of the Board to comply with the federal Gun Free Schools Act of 1994, and 16 V.S.A. §1166 requiring school districts to provide for the possible expulsion of students who bring weapons to school. It is further the intent of the Board to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.

**CODE F25  
(Mandatory)**

## **STUDENT ATTENDANCE**

### **Policy**

It is the policy of the Rockingham School District to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning.

### **Background**

Vermont law requires school attendance for students between the ages of 6 and 16 so a student may complete a course of study that will facilitate the transition to the responsibilities of adulthood. The Rockingham School District believes consistent attendance is a prerequisite for assuring the academic, social and emotional growth of students. In addition, regular and punctual attendance is important to the development of responsible and effective work/study habits as well as a demonstration that students are assuming responsibility for their own behavior. Encouraging students to take full advantage of their education is a shared responsibility of students, families, schools and communities.

**CODE F3**

## **SEARCH AND SEIZURE**

### **Policy**

It is the policy of the Rockingham School District to maintain school property to assure the safety and enjoyment of students, school employees, and the general public, and to extend the useful life of the school facilities.

To carry out this policy the school retains the right to examine all its property and to carry out searches or to seize property under the guidelines provided in this policy.

**CODE E8  
(Mandatory)**

## **TOBACCO PROHIBITION**

### **Policy**

It is the policy of the Rockingham School District to prohibit the use of tobacco on school grounds in accordance with state law. This ban extends to any student, employee, or visitor to the school, and applies at all times, whether or not school is in session. Students are, furthermore, prohibited from possessing tobacco products at all times while under the supervision of school staff or at school sponsored activities.

**CODE C6  
(Mandatory)**

## **NON-DISCRIMINATION POLICY**

### **Policy**

The Rockingham School Board will not unlawfully discriminate against any person or group on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, or marital status.

**CODE H2**

## **PARENTAL INVOLVEMENT**

### **Policy**

It is the policy of the Rockingham School District to encourage and support the involvement of parents in their children's education.

### **Background**

Research has shown that parent involvement is a key factor in the academic and social success of students. The Board believes it is important that parents are involved in their child's education at home, in school, and within the larger community. New educational initiatives mandate or encourage the strengthening of the parent/school/community relationship.

Please look over the Parental Involvement Policy for the Windham Northeast Supervisory Union included in this handbook. Copies of policies from the Rockingham School Board Policy Manual can be obtained at any school or from the Office of the Superintendent. Feel free to contact us at the Central Elementary School with any comments you may have concerning this document.

## **ACCEPTABLE USE OF ELECTRONIC RESOURCES & THE INTERNET**

### **Policy**

It is the policy of the Rockingham School District to use electronic resources including the Internet to support and enrich the curriculum. The Board believes that the benefits to students from access to electronic information resources and opportunities for collaboration far exceed the disadvantages.

### **General Information**

The Board supports access to rich information resources by students and staff as well as the development of staff instructional skills to analyze, evaluate and incorporate electronic resources within the curriculum. This policy complies with the statutory requirements of the Children's Internet Protection Act (CIPA) and promotes the safe, ethical, responsible, and legal use of District electronic resources including the Internet to support the effective use of these resources for educational purposes. CIPA requires the installation and use of filtering software or services on all computers with access to the Internet to prevent access to visual depictions of obscenity, child pornography or other materials harmful to minors.

Access to District electronic resources including the Internet will be available to students and staff who agree to act in a considerate and responsible manner and abide by the requirements of this policy.

Violation of this policy and the procedures developed in accordance with this policy may result in disciplinary action or referral to local, state, or federal law enforcement officials.

## **STUDENT RECORDS**

### **Policy**

The Rockingham School District recognizes the importance of keeping accurate and appropriate education records for students as part of a sound educational program and is committed to act as trustee of this information, maintaining these records for educational purposes to serve the best interests of its students. The information contained in students' educational records belongs primarily to the students and/or their parent(s), or guardians.

The principle of confidentiality underlies all policies and procedures for the collection, maintenance, disclosure, and destruction of educational records. The building Principal will be the legal custodian of all student records in a given school. The Superintendent has overall responsibility for school records throughout the District and for assuring that adequate systems are in place to maintain such records.

**CODE F27  
(Mandatory)**

**PUPIL PRIVACY RIGHTS: STUDENT SURVEYS**

**Policy**

It is the intent of the Board to comply with the provisions of the Federal Pupil Privacy Rights Amendment (PPRA) governing the administration of certain student surveys, analyses, or evaluations funded in whole or in part by the U.S. Department of Education.

**LAW BOOK TITLE 16 SECTION 1481 – CHAPTER 33- FIRE AND  
EMERGENCY PREPAREDNESS DRILLS AND SAFETY PATROLS**

**§1481 Fire and Emergency Preparedness Drills**

The principal or person in charge of a public or independent school or educational institution, other than a university or college, shall drill the pupils so that they may be able to leave the school building or perform other procedures described in the school's emergency preparedness plan, or both, in the shortest possible time and without panic or confusion.

A drill shall be held at least once in each month during the school year and a record of the date and time of such drill together with the time consumed in completing the procedure, shall be kept in the official school register, and such register shall be open at all times for inspection by representatives from the fire safety division of the department of public safety or the department of education.

A school district, independent school, or educational institution whose administrative personnel neglect to comply with the provisions of this section shall be fined not more than \$500.00.