

White River School Student Handbook 2018-2019



The White River School staff is dedicated to working collaboratively with our students' families to deliver outstanding educational opportunities. Students and staff within our school understand that we strive to make sure that each of us feels safe and respected and that we treat each other with kindness. We teach our students to be responsible people and we help each student to do his or her best academically and socially each day. The White River Staff is committed to working with each family to reach the best possible outcome for every student.

White River School
102 Pine Street
White River Junction, VT 05001
802-295-8650 – Main Office
802-295-8652 (fax)
Website: www.wrsvt.com

Sheila Powers.....Principal, Bullying, Hazing and Harassment Investigator
Micki BouthillierSchool Secretary
Jeanette Hutchins.....School Nurse
Susan Flanagan.....School Counselor, Bullying, Hazing and Harassment Investigator

Table of Contents

TOWN OF HARTFORD ELEMENTARY SCHOOLS SCHOOL BOARD AND ADMINISTRATION

NOTICE OF NON-DISCRIMINATION

SCHOOL CLIMATE

RESTRAINT AND SECLUSION

WELLNESS PROGRAMS

HARTFORD SCHOOL DISTRICT ELEMENTARY PROGRAM

Educational Support Systems

Special Services Eligibility

Section 504

Guardian Reporting System

Assessments

Directory Information

ARRIVAL, DISMISSAL AND TRANSPORTATION

Arrival

After School Dismissal

Absences & Truancy

Tardiness

Verification of Student Absences

Returning After Absences

Arriving Late/Leaving Early

Cancellation, Early Closing

Telephone

Bicycles, Scooters, Skateboards, Sneakers With Rollers

Riding The Bus

MEDICAL

Medication

Head Lice

Fevers, Vomiting, and Diarrhea

Immunization

Allergy Management Plans

FOOD IN SCHOOL

Meals

Charging Policy

Meal Prices

School Breakfast/Lunch Menus

Nutrition/Food

COMPREHENSIVE BEHAVIOR PLAN

GENERAL INFORMATION

Animals In School

Clothing

Field Trips
Deliveries
Invitations To Parties
Public Access
Recess
Student Valuables, Toys And Electronic Devices
Guardian Involvement
Guardian- Teacher Association

HOMEWORK

Guidelines for Teachers, Guardians, & Students
Time expectation for homework
Teacher's responsibilities regarding homework
Guardian's responsibilities
Student's responsibilities

HARTFORD SCHOOL DISTRICT POLICIES

Hazing, Harassment and Bullying Prevention
Threats Policy
Student Conduct and School Climate
Policy: Prevention of Harassment of Students
Suspension
Substance Abuse Policy
Weapons Policy
Acceptable Use of District Electronic Resources
Student Records Policy
Promotion and Retention
Protection of Pupil Rights Amendment (PPRA)
Family Educational Rights and Privacy Act (FERPA) GUARDIANAL NOTICE
Qualifications of Teachers and Staff
Notification of Asbestos Management Plan Availability

School Staff

School Calendar (separate document)

**HARTFORD SCHOOL DISTRICT ELEMENTARY SCHOOLS
GUARDIAN HANDBOOK 2017-2018**

Dothan Brook School

Ottauquechee School

White River School

The purpose of this handbook is to inform guardians of the important rules, policies, procedures, and information relating to the education of their children. Please read this book carefully. A copy of this handbook, school district calendar, Hartford Community Profile and information of interest and individual school rules are available at : www.hsdyt.com as well as on each school's website.

Town of Hartford Elementary Schools School Board and Administration

Hartford School Board: Russell North, Chair
Kevin Christie
Nancy Russell
Peter Merrill
Michelle Boleski

Superintendent of Schools:	Tom DeBalsi	295-8600	debalsit@hartfordschools.net
Assistant Superintendent:	Noel Bryant	295-8600	bryantn@hartfordschools.net
Interm Director of Special Education	Kim Moreno	295-8605	merinok@hartfordschools.net

Elementary School Principals:			
Rick Dustin-Eichler	Dothan Brook School	295-8647	dustineichlerg@hartfordschools.net
Cathy Newton	Ottauquechee School	295-8654	newtonc@hartfordschools.net
Sheila Powers	White River School	295-8650	powerss@hartfordschools.net

District Website: HSDvt.com

Notice of Non-Discrimination

Federal Law: An owner or operator of a place of public accommodation or an agent or employee of such owner or operator shall not, because of race, creed, color, national origin, marital status, sex, sexual orientation, or gender identity of any person, refuse, withhold from, or deny to that person any of the accommodations, advantages, facilities, and privileges of the place of public accommodation. 9 V.S. A. § 4502(a). <http://education.vermont.gov/sites/aoe/files/documents/edu-best-practices-transgender-and-gnc.pdf>

State Law: An owner or operator of a place of public accommodation or an agent or employee of such owner or operator shall not, because of race, creed, color, national origin, marital status, sex, sexual orientation, or gender identity of any person, refuse, withhold from, or deny to that person any of the accommodations, advantages, facilities, and privileges of the place of public accommodation. 9 V.S. A. § 4502(a). <http://education.vermont.gov/sites/aoe/files/documents/edu-best-practices-transgender-and-gnc.pdf>

Mandated Reporting

All Hartford School District employees are mandated reporters, it is their duty to help protect students from abuse and neglect. Act 60 of 2015 provides that any mandated reporter who reasonably suspects abuse or neglect of a child shall report in accordance with the provisions of Section 4914 of this Title within 24 hours of the time information regarding the suspected abuse or neglect was first received or observed. 33 V.S.A. § 4913(c).

New Americans

Hartford School District schools have a responsibility to ensure that all students feel safe and supported. Under Federal law, undocumented children and young adults have the same right to attend public primary and secondary schools as do U.S. citizens and permanent residents (*Plyler vs. Doe*, 457 U.S. 202 (1982.)). And, under state law, all Vermont children, including undocumented children are required to attend school until the mandated age of 16. Meeting this obligation means going beyond telling families to enroll their student(s). It includes working proactively to ensure they feel safe, supported and welcomed.

Public schools may not:

1. Deny or terminate a student's enrollment on the basis of actual or perceived immigration status.
2. Treat a student differently to verify legal residency in the United States.
3. Engage in any practices that have the effect of discouraging students from enrolling or attending school based on their immigration status.
4. Require students or their parents to disclose their immigration status or inquire of students or parents in ways that may expose their undocumented status.
5. Deny or terminate a student's enrollment due to the student's or parent's failure to provide a social security number.

School Climate

The Hartford School District is committed to maintaining a school climate that promotes learning, respects individuality and attempts to make each student feel secure. Conduct, including verbal statements, that have the purpose or effect of unreasonably interfering with an individual's work or educational performance because of the individual's race, color, religion, national origin, gender, sexual orientation, age, or handicapping condition will be addressed in accordance with applicable Hartford School District policies and state and federal law.

Restraint and Seclusion

The Vermont State Board of Education rules on seclusion and restraint went into effect on August 15, 2011. These rules, set out below, require public and approved independent schools to annually at or before the beginning of each academic year inform guardians of enrolled students of the policies pertaining to the use of physical restraint and seclusion, the intent to use positive behavioral strategies and supports and its intention to avoid the use of physical restraint or seclusion to address targeted student behavior. Persons who impose a restraint or seclusion must report its use to the school administrator no later than the end of the school day and school administrators must report certain types of restraints or seclusions to the superintendent. The rules require notice to guardians within 24 hours of each use of seclusion and restraint and an opportunity for guardians to participate in a review of an incident of restraint and seclusion. The superintendent or headmaster (if there is no sending district or LEA) must report to the Vermont Secretary of Education within 3 school days if:

1. There is death or an injury requiring outside medical treatment or hospitalization of staff or student as the result of a restraint or seclusion;
2. Physical restraint or seclusion has been used for more than 30 minutes or;
3. Physical restraint was used in violation of state board rules.

Wellness Programs

16 V.S.A. §216 requires the Secretary of Education to prepare and update a list of school and community programs which have the potential to improve childhood wellness. The community may access this list at <http://education.vermont.gov/health-education/linking-health-and-learning>.

Hartford School District Elementary Program

The Hartford School District is dedicated to providing a successful learning experience for all students. Systematic instructional support systems will be developed to help teachers meet the needs of all students. These comprehensive educational services will result, to the maximum extent possible, in all students succeeding in the regular classroom. – Hartford School District Policy Book.

The mission of the Hartford School District is to provide and ensure a caring and dynamic learning community where the intellectual development of students is our highest priority. The elementary school program strives to reach this end through the alignment of the curriculum with the school district's Ends Policy (<http://www.hsdvt.com/news/83/70/Ends-Policies/d.General>). Students will be given the opportunity to foster their own personal development and to develop into socially responsible citizens. The curriculum addresses the following disciplines: language arts, mathematics, science, social studies, the arts, physical education, and health awareness. Our instructional methods include both literacy and phonics based approaches to reading, a process approach to writing, concept based math instruction, problem-solving activities, and cooperative learning opportunities. Students are expected to learn basic skills and to proceed beyond them to develop concepts, higher order thinking skills, and the ability to learn how to acquire knowledge.

Educational Support Systems

Based on regulations from the state of Vermont, each school maintains an Educational Support Team. (EST) as part of the support system to help students achieve educational progress. Guardians may make referrals to the EST by contacting the student's teacher.- The Vermont Agency of Education states that the role of EST "is to act as a "think tank" and help solve the puzzle of what is going on for a student and determine what he/she might need to be more successful. It is also the job of an EST to review, revise and monitor the effectiveness of interventions. The focus is on what school staff can do differently by changing strategies, adjusting the environment, altering expectations, etc. (<http://education.vermont.gov/student-support/integrated-educational-frameworks/educational-support-system>)

Special Services Eligibility

Guardians may make a referral at any time to the school for an evaluation of their child's special education or 504 eligibility. A school team and/or director of special education will consider eligibility.

Section 504

The Hartford School District does not discriminate on the basis of handicap. The school will work with families through the Section 504 planning process to develop accommodations that allow every child appropriate access to a public education in the least restrictive environment. If you believe that your child needs a Section 504 plan, contact the school's administrator, nurse, or counselor.

English Language Learners

Students for whom English is not their native language will be screened by the Hartford School District. Families will be notified of the results no later than 30 days after their enrollment date. If needed, a service delivery plan will be created and shared with the student's family.

Guardian Reporting System

K-5 report cards are issued in November, March & June. Elementary guardian conferences are scheduled in November, March, and as needed. Refer to the school calendar for specific dates.

Assessments

State and local assessments are administered to elementary students each year. These assessments are used to evaluate our curriculum and programs of instruction, teaching methods, and student performance. An individual student's assessments can be shared with his/her guardians. School and District scores are reported to the Hartford School Board and to the public.

- **Local Hartford School District Assessments**
 - Kindergarten to Grade 2: Fountas & Pinnell Reading Assessments
 - Kindergarten to Grade 2: Primary Numbers and Operations Assessment
 - Grade 3 to Grade 5: STAR computer adaptive assessment in math and English language arts
 - Kindergarten to Grade 5: Bridges Math Assessments
- **State of Vermont Assessments:**
 - Pre-K: Teaching Strategies Gold
 - Grade 4: Smarter Balanced Assessment in English Language Arts and Math
 - Grade 5: Smarter Balanced Assessment in English Language Arts and Math, VT State Science Assessment

Directory Information

To ensure that the school has a family's most current contact information, guardians are expected to update their contact information on the Infinite Campus Parent Portal (<https://vtcloud.infinitecampus.org/campusE/portal/hartford.jsp>) when a change occurs. This includes a child's physical address, mailing address, guardian's daytime contact information, guardian's e-mail and emergency contact information. If you are not able to access the parent portal, please contact the school secretary and other arrangements will be made.

Directory information will be released to anyone who follows the procedures for requesting the information unless the guardian objects to the release of the directory information about the student. See the section entitled Family Education Rights and Privacy Act for more information.

If you do not want to include your child's contact information in the WRS PTA Directory – contact the PTA by September 20th! WRSPTA@gmail.com Please write “school directory” in the subject line. We will only publish phone number and email – not physical address.

Arrival, Dismissal and Transportation

Arrival

Students should arrive between 7:45-8:15. At WRS we hold morning recess outside unless it's raining hard or less than 10 degrees outside. Please make sure your child arrives prepared for the weather. Students can go inside for breakfast between 8:00-8:30. At 8:15 the school bell rings and students are to report to the classroom.

WRS does not have a before school childcare program. Students who arrive at the school prior to 7:45AM are not supervised. Due to this, early drop-off is highly discouraged as it results in safety concerns.

After School Dismissal

A student's guardian must write a note or email to the teacher if the child is to take a different (not routine) way home. Students cannot ride a different bus due to the fact that some bus runs are filled to capacity. The school will not change a child's after school transportation plans without prior approval from his or her guardian. **Approval must be given before 2:00 PM on the day of the change.** After that point, do not leave a voicemail stating that there is a change because the school cannot guarantee that it will be received. Also, please call the office with any transportation changes: do not leave this information on a teacher's voicemail or e-mail. **E-mail notifications must be sent to bouthillierm@hartfordschools.net prior to 12:00 on the day of the change.**

All students who are not taking a bus must be picked up between 2:50-3:00 in the front of the school. If a non-guardian is picking-up a child, the school must receive prior approval directly from the guardian. **In addition, these**

people will need photo identification so that school staff can ensure that your child leaves with the intended adult. Please note that staff on duty may ask for photo identification at any time if they don't know who you are. This is simply to protect your child.

Absences & Truancy

According to Vermont law, students are expected to attend school unless they are sick. Missing school for any other reason is an unexcused absence. However, *if requested in writing by the guardian*, the superintendent may excuse any pupil from attendance that is less than ten consecutive school days (16 V.S.A. § 1123). Teachers are not required to provide make-up work for unexcused absences; they may do so at their own discretion. If the unexcused absence is a family trip or other planned event, make-up work may be provided at the teacher's discretion, *but it must be requested in writing prior to the absence*. Students who are absent from school may not participate in after-school activities at school.

If your child is absent (excused or unexcused) for 15 days in one school year, the school will initiate the Student Attendance Evaluation Process. The Student Attendance Evaluation Process will involve a school-based team whose role is to evaluate the impact of the absences on the child's learning. Retention may be considered through this process.

When students are absent and contact is not made with the guardian, the police may be called to investigate.

The school will contact the guardian/guardian and inform the superintendent and the truant officer when a student reaches 5 or more days of unexcused absences, has 10 or more days of unexcused tardies/early departures, and/or has an excessive number of absences within a school year.

After 10 days of unexcused absences and/or 20 or more unexcused tardies within a semester, the school is required to arrange a Coordinated Services Plan meeting. If the Coordinated Services Plan is not successful, and more formal intervention is deemed necessary, the school will contact the Vermont Department for Children and Families Central Intake.

The school is required to notify the guardian/guardian when a student reaches 10 absences (excused or unexcused).

Tardiness

The school day starts at 8:15 AM and students are required to arrive before the 8:15 bell. Students who arrive after 8:20 will be considered tardy. The school will mark the tardy as unexcused unless it is due to an illness or medical appointment. An adult must come inside to sign-in students who are tardy. See the section on *Absences and Tardies* to learn how the school will respond to excessive tardiness.

Students who are late to school miss important learning. Tardy students may be asked to make up the missed time and they may be subject to school discipline procedures.

Verification of Student Absences

Guardians are asked to phone or e-mail (bouthillierm@hartfordschools.net) the school by 8:20 AM to notify us when a child is absent. If we do not hear from you, we may attempt to reach you. If we haven't contacted a guardian by 9:00 AM, we may notify the Hartford Police Department that we have an absent child without verification and they may visit your home to check on your child's safety.

Returning After Absences

Students returning from an absence due to illness are expected to participate in the entire school program, including physical education and recess, unless a doctor writes a note stating otherwise. Following surgery or any other significant medical event, the family must provide written permission from a physician giving the child clearance for returning to school. The school nurse may verify the note with the physician if there are any additional concerns.

Leaving Early

Early dismissal impacts a child's ability to access his/her education. When possible, appointments should be scheduled outside of the school day. Children who are leaving early must be signed out in the office by an approved adult. **Remember to bring your photo identification, you may be asked to produce it by staff who have not met you yet.**

Cancellation, Early Closing

If it is necessary to cancel, delay, or close school early a computer generated phone call will be made to the phone numbers listed on a student's registration form. Because of this, it is essential that your contact information is correct in the Hartford School District's student information system; see *Directory Information* to learn how to update your contact information. Closure information is also posted on WCAX.com and VPR.net.

Telephone

Students are discouraged from using the school phone to change after-school transportation.

Bicycles, Scooters, Skateboards, Sneakers with Rollers

Students MUST wear a bike helmet and ride safely when riding on school property. Students are encouraged to wear helmets whenever they are riding. Bicycles should be locked, as the Hartford School District is not responsible for bicycles left at school. No bikes should remain at school at the end of the day. Students may not ride at recess or during the school day unless it is part of the curriculum.

Riding the Bus

Riding the bus is a privilege. All District policies and school rules are in effect on school buses including the policy regarding electronic devices.

There are three published Bus Rules for the Hartford School District:

- RESPECT SELF, OTHERS, AND SCHOOL PROPERTY
 - Help keep the bus clean
 - Use inside voices
 - Do not write on or damage seats
- KEEP HANDS, FEET AND OBJECTS TO YOURSELF
 - Do not put hands, head or anything out of the windows
 - Stay in your seat while the bus is in motion
 - No spraying of aerosols or cologne
- FOLLOW DIRECTIONS OF THE BUS DRIVER
 - Do not stand in the road-way while waiting for the bus
 - Observe directions of bus driver when crossing the road
 - Report any damage to the bus driver

Penalty: Violation of these rules will be reported to school principals:

1st offense = warning or loss of recess	4th offense = 5 days off the bus
2nd offense = 1 day off the bus	5th offense = off the bus for the remainder of the year
3rd offense = 3 days off the bus	

Principals may immediately impose tougher consequences for more serious offenses.

If a child is absent from school, the consequence will occur on the next school day.

Medical

Medication

Schools may administer prescription medication only from pharmacy labeled bottles and only with notes from both the guardian and the doctor giving permission. Students with inhalers should check with the school nurse. Nonprescription

medicine may be given only with a guardian's and the school nurse's permission. Please check with the school nurse before you send any medication.

Head Lice

The Hartford School District follows Vermont Department of Health recommendations regarding head lice. Students should not share hats and other items that come in contact with hair. Students with head lice will be sent home at the end of the school day and guardians will be notified; they may not return until they have been treated to remove the head lice/nits. Students will be checked upon returning to school.

Fevers, Vomiting, and Diarrhea

Students with fevers of 100° or greater, vomiting and/or diarrhea will be sent home. Students who have had these symptoms should not return to school until:

- The child's temperature has remained normal for 24 hours without the aid of acetaminophen, ibuprofen or other fever reducing compounds,
- Vomiting has stopped for 24 hours,
- Diarrhea has subsided for 24 hours.

Immunization

All students must show documentation of immunizations meeting state requirements for Diphtheria, Polio, Tetanus, Pertussis, Rubella, Mumps and Measles, Varicella and Hepatitis B. Vermont's Immunization Rule, adopted pursuant to 18 V.S.A. § 1123, requires that before entry, children/students must have all the required immunizations unless exempt for medical or religious reasons. Effective July 1, 2016 the **exemption for philosophic reasons is no longer an option**. There is no phase-in period or grandfathering of existing prior year philosophic exemptions. Children/students in the process of receiving all required vaccines may be provisionally admitted without an exemption if the child/student has a scheduled appointment to receive the missing vaccine(s), consistent with the Centers for Disease Control and Prevention (CDC) catch-up immunization schedule. The Provisional Admittance form must be signed by a healthcare provider and submitted by the parent/guardian to the child care/ school upon entry. The period of provisional admittance is in accordance with the CDC's catch-up immunization schedule, but may not exceed six months. Long term provisional admittance is not allowed.

Allergy Management Plans

For safety reasons, all student allergies must be communicated to the school nurse and, if needed, an allergy management plan will be created. When stipulated by food allergy management plans, classroom snacks, student snacks and lunches, and classroom party food will be regulated and supervised by school personnel. Families will be informed of any restrictions when and where they are necessary.

Hearing and Vision Screening

The Hartford School District shall conduct periodic hearing and vision screening of school-aged children pursuant to research-based guidelines developed by the Commissioner of Health in consultation with the Secretary of Education. Contact the school nurse for more information and screening dates.

Food in School

Meals

The school provides a time for breakfast from 8:00-8:30, snack, and a lunch period. Students may purchase breakfast, milk and school lunch. Each student's family must provide snack. A free meal application is sent home on the first day of school and forms are always available in the school office or via the web at <http://education.vermont.gov/nutrition/school-nutrition/eligibility-information>.

Charging Policy

All meals and a la carte purchases should be made in advance or at the time of purchase. In the event that a student doesn't have money on their account or cash to purchase a meal, they are allowed to charge up to 3 meals. Under no circumstances are a la carte charges allowed (i.e. students with a negative balance will not be able to charge snack milk).

The Food Service Director or site lead will print out negative balance letters for the school to send home. This will be done weekly for accounts in excess of five dollars owed. After negative purchases have reached 3 meals charged, a student can continue to charge meals but will only have the option of a modified meal until their account is current.

The Food Service Director will give the Business Administrator negative balance updates at the end of each month. At the Business Administrator's discretion, legal action may be taken to collect unpaid debts.

Meal Prices

Breakfast: \$1.60 Lunch: \$3.10 Milk: \$.65

Money may be added to a student's account and balances may be checked via the online Infinite Campus Parent Portal (<https://vtcloud1.infinitecampus.org/campus/portal/hartford.jsp>). Information concerning access to the parent portal will be distributed during the first week of school. Guardians may also add money to a student's account by sending a check or cash to their child's teacher. Make checks payable to the Hartford School District.

School Breakfast/Lunch Menus

Menus are distributed to guardians at the end of each month. In addition, menus are available on the school district's website (hsdvt.com).

Nutrition/Food

It is expected that students will bring healthy nutritious food for snack and lunch. The school recognizes that every student deserves a treat every now and then, but sugary snacks should not make up the bulk of their food. Soft drinks, caffeinated beverages, and energy drinks are not permitted.

White River School Student Discipline Plan

Discipline Mission Statement

The White River School community of students, staff, and guardians is committed to providing the opportunity for all to learn and to reach their educational goals. We expect students to do their best to be responsible, respectful, kind and safe.

- **Be Responsible:** Responsibility occurs when you solve problems by discussion, when you obey the rules without reminders and when you speak using a quiet voice and use appropriate language. Responsibility includes respecting your own learning and completing your work.
- **Be Respectful:** This includes respect for other students, respect for learning, and respect for teachers. Respect means waiting your turn, raising your hand and sharing materials, equipment and space. Respectful people are careful with books and other school items. Respect also means that you do not take other people's things.
- **Be Safe:** We do not hurt others or ourselves. We play in a fair and safe manner. We are careful not to mistreat the school building or equipment. Proper health habits and nutrition are a part of safe behavior. On the playground we use equipment safely and dress appropriately for weather.

School Discipline Philosophy

We, at White River School, believe that disciplinary practices should teach and model pro-social behaviors, promote student responsibility, foster the essential internal controls to be successful, while being respectful of each student's dignity and needs for belonging, achievement, independence and generosity.

- Students, school staff and guardians all have a significant role to play in making the system work.
- Everyone will take responsibility for their actions and will be informed of the consequences of both positive and negative behavior.
- Rules will be clearly stated and applied fairly and consistently.
- Establishing, maintaining and restoring relationships is an essential part of the discipline process.

See insert for White River School Expectations and Procedures color chart

Process for School Discipline

All discipline measures will reflect the philosophy and principles of the White River School and Hartford School District Student Code of .

Procedures:

School rules of doing your best; and of being responsible, respectful, kind and safe apply in all areas of the school: on the school grounds, on school buses, at bus stops and on field trips. Teacher's warnings about behavior will be accomplished by using a color chart: green for expected behavior, purple for the first warning, yellow for the second warning and red for going to the office. All students will begin each day in the green. We believe that most students can stay "in the green" every day.

- Teachers will set and communicate clear rules for their classrooms including a usual set of expectations, warnings and consequences.
- Teachers may see students before school, at recess, and after school to complete schoolwork or for disciplinary purposes.
- Teachers will give guardians 24 hours' notice if a student has to stay after school, unless other arrangements are made.
- Teachers will send students out of class to the principal when they hurt others or fight, when they disrupt the learning process, or when the classroom discipline efforts are not working. The principal will be informed of all incidents that include physical aggression. Staff trained in Crisis Prevention Intervention will be utilized to assist students who need it.
- School staff will give guardians 24 hours' notice if a student has to stay after school, unless other arrangements are made. The principal will decide if a student needs to stay after school.

- Minor infractions: Warning or color change.
Examples:
 - Chewing gum in class
 - Talking out of turn, whispering
 - Non cooperation
 - Failure to complete work due to lack of effort
 - Intentionally distracting other students
- Serious Infractions: Immediate office referral, office time out, move to red zone, guardian notification.
Examples:
 - Continued minor infraction behavior
 - Inappropriate dress
 - Fighting
 - Harassment
 - Making threats
 - Disrespecting school property
 - Refusing to work
 - Lying
 - Cheating
 - Stealing
- Dangerous Infractions: Office referral, suspension process
Examples:
 - Verbal or physical abuse of staff
 - Possession of tobacco, weapons, alcohol, drugs

Office Referrals:

If a student is in the red zone and is sent to the office, following the 5th, 10th, and 15th time (within a marking period) the following consequences and procedures will be taken to inform and involve guardians.

- **5th referral** –Principal will send a letter to guardians to inform them that the student was sent to office 4 times giving dates and reasons.
- **10th referral** – Principal will call/write the student’s guardians at work/home reporting the 8 referrals to the office; the student will receive a detention (until 3:45 PM).
- **15th referral** –Classroom teacher will call the guardians to set up meeting with guardians, child, and principal to reinforce that school and guardians have same expectations. At a minimum student will receive a detention (until 3:45).

Harassing, Bullying and Hazing:

Suspension/Expulsion:

A student considered for suspension will be subject to the process described in Hartford School District Policy

A student considered for expulsion will be subject to the process described in Hartford School District Policy

If a student is alleged to have violated the student Conduct, Hazing and/or Prevention of Harassment Policies, the appropriate policy actions and guidelines will be followed.

1. Specific School Rules:

- **Fidget spinners – not allowed (we’ve observed that they distract more than help to focus.**
- **Candy, gum, soda, or junk food is not allowed except by teacher permission.**
- **If someone gets hurt, tell an adult.**
- **Traded objects are not allowed at school. (i.e. Pokemon cards)**

- Electronic devices such as games, beepers, cell phones, CD or are not allowed to distract from the learning environment. They must be shut off and out of sight inside of the school. School staff are not responsible when such devices are lost, damaged or stolen. Students may not share recorded items on the playground; they must use headphones and listen to their own device.
- Neat and respectful behavior is expected in the bathrooms to ensure privacy for all students.
- Hazing, bullying or harassment are not tolerated and will result in an office referral.
- Spitting is not appropriate to the school setting.

2. Specific Outside Rules:

- Students should demonstrate proper respect, kindness and safe and responsible behavior on the playground; violations will be covered by the WRS BGWZ (Behavior Guidelines Warning Zones).
- Students need to have snow pants, boots and winter jackets to play in the snow.
- Bikes need to be walked to and from the bike rack and left there until the student leaves. Skateboards, rollie shoes and roller blades are not allowed on the playground. We urge students to wear bike helmets.
- Students are not allowed on the sides or behind the school without permission.
- Remote controlled and other moving electronic toys and vehicles are not allowed on the playground.
- Playground and soccer type balls may only be kicked on the grassy field.
- Swing safely: no jumping, pushing, twisting, or swinging sideways.
- Stay out from behind the trees.
- Ask a teacher before entering the building.
- No pushing, shoving, touching or fighting.
- Play fair and follow the designated rules for tether ball, kickball, tag, 4 square, basketball and knock out basketball.
- No hard balls, bats, lax, field hockey sticks or other hard equipment is allowed (nothing harder than a tennis ball).
- Do not throw things: rocks, snow, acorns, sticks, etc.
- Do not walk in the sledding path.
- While sledding avoid bumping into each other.

3. Hallway Rules:

- Walk in the halls.
- Walk on the right side of stairs and hallways.
- Use quiet indoor voices.
- Respect school hallways by:
- Not making black sole marks on floors.
- Keeping hands, feet and body off walls and doors.
- Respect adults/peers by using appropriate language and maintaining personal space.

4. Bathroom Rules:

- Wait quietly if all stalls/urinals are in use.
- Use the toilet/urinal respectfully. Do not look at others when they are using the toilet/urinal
- Wash hands with soap and discard paper towel neatly
- Go directly back to class after using the bathroom.

General Information

Animals in School

Animals are not permitted in school. In special circumstances the school administrator will use professional judgment to allow animals for therapeutic or academic purposes.

Clothing

In order to maintain a respectful academic atmosphere, clothing and makeup that is too revealing, distracting or offensive is discouraged. Students are expected to be comfortably clothed. Clothing that displays offensive messages or language is not acceptable, nor are messages pertaining to alcohol, drugs, tobacco products, or violence. Students who wear clothing or makeup that is too revealing or inappropriate for school, as determined by school personnel will be asked to change. Depending on the circumstances, parents may be called to deliver a change of clothing to school. High-heeled shoes and flip-flops footwear are not allowed: shoes must be secure around the toes and ankles, this is due to the fact that all students must use stairs at WRS.

Students have recess every day except in bad weather (rain or extreme cold). In the winter, students are expected to wear snow pants, winter hats, mittens/gloves, and boots. Children who do not dress for the weather will have their recess privileges limited.

Students need proper shoes and dress for physical education classes. This includes sneakers and pants or shorts.

If your child is prone to toileting accidents, send extra sets of clothing in their backpack daily.

Clothing that has not been retrieved from Lost and Found will be donated monthly to a local charity.

Field Trips

Field trips are an important and exciting part of the elementary school curriculum. At the beginning of the year, the school will provide guardians with a blanket permission slip for local field trips that require less than 15 miles of travel. For field trips that require travel beyond 15 miles, the school will send home an additional form. However, even with local trips, it is expected that guardians will receive prior notification when their child is off campus. The only exception is short hikes around the school campus.

Deliveries

The school will not accept flowers, balloons or other items for delivery to students. No exceptions.

Invitations to Parties

Students are not allowed to give out invitations to social events, such as birthday or other parties, while at school. A school directory will be distributed in October, which includes class lists and contact information for students.

Public Access

Events such as concerts and performances open to the public may be videotaped, broadcast and photographed without permission as long as these activities do not interfere or distract from the performance or activity.

Recess

Recess is an important part of the daily routine and all students are expected to participate. However, students may be required to participate in alternative recess to support their success at recess time.

Student Valuables, Toys and Electronic Devices

Students are not to bring toys, money, or valuable items to school. Electronic devices such as cell phones, games, and music players are distractions in the classroom. They must be turned off and put away upon entering the building.

Students are responsible for their personal property. The school will confiscate toys, devices, and valuables if they become a distraction and may ask guardians to visit the school to retrieve them. If students wear glasses, dental retainers, watches or jewelry, they must keep track of them at all times. Please report any missing item to the office immediately and an effort will be made to recover it, but the school is not responsible for personal property.

Family/Guardian Involvement

Guardians are encouraged to communicate with staff about their children. Classroom visits or volunteering situations must be approved by the principal and all volunteers must complete a volunteer form prior to his/her visit. In addition, all volunteers that are going to work with students in an environment that is not directly supervised by a staff member must have a criminal background check.

All school visitors/volunteers need to sign in and out at the office whenever they arrive at school. Guardians and adults must cooperate with school staff when on school grounds, in the building and on field trips, which includes complying with school rules and school district policies.

The school staff may only communicate information about a student directly to his/her legal guardian or parent unless a court order indicates otherwise. Guardians may sign a waiver that allows school staff to communicate with people such as grandparents, therapists, and/or partners who otherwise do not have a legal right to know.

Parent - Teacher Association

Each HSD school has a guardian teacher organization that meets monthly. All guardians are welcome to join. The WRS PTA meetings are held on the second Tuesday of each month from 6:30-7:30 in the WRS library. All are welcome, even if you can only attend one or two meetings each year!

Homework

Homework for elementary school students has little to no impact on academic achievement. Because of this, teachers are encouraged to provide minimal homework. All students are highly encouraged to read on a nightly basis for at least 20 minutes and practice other academic skills as needed. Additional homework may periodically be assigned by the classroom teachers to support and extend learning. Guardians who repeatedly find that homework is causing family stress should notify the school.

Hartford School District Policies

Complete Hartford School District Policies are available at <http://www.hartfordschoolsvt.com/policies>.

Policy: Prevention of Harassment, Hazing and Bullying of Students

It is the policy of the District to prohibit: (1) the unlawful harassment of students based on the following protected characteristics: race, color, religion, creed, national origin, marital status, gender, sexual orientation (including but not limited to LGBTQ), gender identity or disability; and (2) the unlawful hazing and bullying of students. The District shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person - subject to the jurisdiction of the Board - who violates this policy that may be found at <http://www.hsdvt.com/policies>.

“Bullying” means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:

- A. Is repeated over time;
- B. Is intended to ridicule, humiliate, or intimidate the student; and
 - a. occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity;
 - b. does not occur during the school day on school property, on a school bus or at a school sponsored activity but can be shown to pose a clear and substantial interference with another student’s right to access educational programs.

“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, disability, gender, sexual orientation, or gender identity, 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.

“Hazing” means any intentional, knowing or reckless act committed 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 educational institution; and which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.

Threats Policy

I. Purpose of Policy

To provide a safe, orderly, civil and positive learning environment.

II. Policy Scope

All students enrolled in the Hartford School District. This policy also applies to any student who aids, encourages or causes another individual to engage in conduct prohibited by this policy.

III. Definitions

“Hartford School Community”- The students, faculty and staff of the Hartford School District, including volunteers or members of the public involved in carrying out or facilitating school sanctioned

“Threat” - A statement of intention to kill, injure any individual, and/or to damage real or personal property by means of a weapon, fire, explosive or other device or method, made for the purpose of harassment or intimidation.

IV. Policy Statement

Any student who, in person or through the use of the mail, telephone, Internet, written note, posting or other instrument, willfully makes any threat or maliciously conveys false information, knowing the information to be false, concerning an attempt or alleged attempt being made, or to be made, against the person or the property of a member of the Hartford School Community is subject to a penalty up to and including expulsion.

Said individual (s) shall be brought to the superintendent who will decide if an expulsion hearing with the board is warranted. A student found by the board, after a hearing, to have violated the above prohibition may be expelled or suffer other sanctions deemed appropriate by the school board.

Student Conduct and School Climate

Student Responsibilities: It is the responsibility of each student to contribute to a safe, respectful and productive learning environment by demonstrating respect and consideration for fellow students and adults. This includes complying with all policies and rules of conduct of the Hartford School District. Those behaviors that create an intimidating, hostile, or offensive environment but may not meet the definition of harassment (see policy F-42) will be considered violations of this policy and subject to the school’s or school district’s disciplinary system. The consequences for violations of this policy may include, but not be limited to, detention, suspension or expulsion. The following are expected of all students while on school property and/or when engaged in school-related functions:

- A. Students are expected to behave toward others in a respectful and courteous manner, respect the rights of others and exercise self-discipline.
- B. Students shall refrain from expressing personal prejudices against any individual or group.
- C. Students are expected to respect the property of the school district and that of others.
- D. A primary goal of the school district is to ensure that all students have the opportunity to learn and develop their abilities. No student has the right to interfere with the right of others to learn or to conduct themselves in a manner that disrupts or deprives others of the opportunity to participate in the educational process.

- E. Students are expected to comply with the instructions and directives of all duly authorized staff members. Students are expected to accept reasonable consequences for breaking school or district rules. Appeals may be made to faculty and administrators by students who believe instructions to be improper or unjust, but only after complying with them.
- F. Students are expected to attend school every day and to be on time.
- G. Students are expected to identify themselves, if asked to, by a district employee.
- H. Students are expected to be honest and discharge their responsibilities to the best of their ability.
- I. Students are expected to dress appropriately for school. Clothing shall not distract others from school work or reflect themes that are offensive or disrespectful to others.

Suspension

Pursuant to Title 16 V. S. A. Section 1162, the principal may, in accordance with the aforementioned rules and regulations duly adopted by the board, suspend a student for misconduct when such misconduct makes the continued presence of the student harmful to himself, others, or to the welfare of the school. Students may be suspended, either in school or out of school, provided the student has been afforded fundamental due process as set forth in the Administrative Guidelines of this policy.

Any student with disabilities, regardless of whether the behavior prompting consideration of suspension is related to the child's handicap or not, maybe suspended for up to 10 school days in a school year. Accumulated suspension amounting to more than 10 days in a school year shall be considered a significant change in educational placement. In cases where such actions are being considered, the IEP Team or 504 Team must first determine if the disruptive behavior is related to the student's handicapping condition.

Substance Abuse Policy

It is the policy of the Hartford School District that no student shall possess, use, sell, give or otherwise transmit any substance, paraphernalia, or look alike substance, or be under the influence of any drug, Substance, alcohol on any school property, adjacent to school property, or at any school sponsored activity away from or within the school. Violations of this policy are subject to corrective action and/or discipline as outlined in the Student Alcohol and Drug Prevention Procedures.

It is further the policy of the district to educate students about risks associated with Substance Abuse, to make appropriate referrals in cases of Substance Abuse, and to evaluate the effectiveness of prevention and intervention efforts annually. The district seeks to educate, refer, and prevent student substance abuse.

Procedures: <http://www.hsdvt.com/news/72/70/Student-Substance-Use-and-Abuse-Procedures/d,General>

Weapons Policy

The Hartford School District shall comply with the federal Gun Free Schools Act of 1994 and state law requiring school districts to provide for disciplinary consequences, including the possible expulsion of students, and for disciplinary consequences for any other person who, without authorization, brings firearms or weapons to or possess firearms or weapons while on Hartford School District property and/or participating in a Hartford School District sanctioned activity.

Authorization to be in possession of a firearm or weapon while on Hartford School District property and/or while participating in a Hartford School District sanctioned activity must be made in writing by the Superintendent.

Acceptable Use of District Electronic Resources

I. Purpose of Policy

The purpose of this policy is to:

1. Create an environment that fosters the use of electronic resources in a manner that supports and enriches the curriculum, provides opportunities for collaboration, and enhances staff professional development,
2. Ensure the safety of everyone that accesses the Hartford School District's technology devices, network and web resources.
3. Comply with the requirements of applicable federal and state laws that regulate the provision of access to the Internet and other electronic resources by school Districts.

II. Policy Scope

This policy applies to everyone that:

- Accesses the Hartford School District's network, collaboration and communication tools, and/or student information systems either on-site or via a remote location,
- Uses the Hartford School District's technology devices either on or off-site.

Student Records Policy

The Hartford School District policy is to maintain confidentiality of student records. The Hartford School District will not release any personally identifiable information (except as allowed for by FERPA) without guardian permission.

Statement of guardian and student rights regarding education records:

As an eligible student or a guardian of a student enrolled in the Hartford School District, you have certain rights concerning the educational records which the school district maintains. These rights are afforded by the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA, PL 101-476) and the policy and procedures of the Hartford School District.

You have the right:

- To a list of the type and locations of student education records maintained by the Hartford School District and the titles and addresses of the school officials responsible for those records.
- To inspect and review your (your child's) education records within a reasonable time after such a request (no more than 45 days after the request is made, and before any IEP meeting or hearing related to the identification, evaluation, or placement of a handicapped student).

Please see the Hartford School District Policy Manual, Policy F-23, and the Student Records and Guidelines G-F16 Educational Records for the complete policy and explanation of our district's student records policy and your rights.

Promotion and Retention

It is the policy of the Hartford School District that each child be placed in an educational setting that best serves the total needs of the child. Furthermore, it is our philosophy that a child's educational interests are usually best served when associating with children of the same chronological age. However, depending upon the needs of the individual students, it may become necessary to consider alternative grade-level placement.

In this regard, retention should not be seen as inherently negative but rather as an opportunity for a student to experience an additional year of development and academic preparation in order to enhance that child's chances for educational success.

When enrichment or remedial programs are needed, it is incumbent upon the school administration to provide such programs within the limits of budgeted resources and the skills of existing personnel.

Guideline G-F8: Retention is most readily accepted and more likely to be successful when it occurs in the lower elementary grades. For many children, four years of elementary preparation is simply not enough. Giving such youngsters the "benefit of the doubt" may indeed mean providing an extra year's preparation before allowing them to move to the more academically-oriented upper grades. Therefore, it is important that the staff identify as early as possible those students who will need five years of grades 1-4 and plan programs accordingly. Retaining a child when neither the guardian nor the child was convinced of the need, seldom is worthwhile. However, there are occasions when the school must retain a child against the guardian's wishes. The school makes the final decision with regards to grade-level placement. If the guardian or guardian does not concur with the school's decision to retain a child, said guardian or guardian may appeal the decision by submitting a request in writing to the principal. Such an appeal shall constitute reasonable grounds for the administration to give careful attention to the basis for the original decision and to again notify the guardian in writing of its reconsideration and subsequent decision.

See Hartford School District Policy website for complete policies and procedures

Protection of Pupil Rights Amendment (PPRA)

This federal law requires that guardians have a right to inspect materials used in US Dept. of Education surveys and tests. It also requires guardian consent before student participates in federally funded surveys that go beyond academic questions.

The Hartford School District complies with PPRA regarding the 4th grade NAEP test (academic only) and does not participate in any other Federal surveys. For more information please see: www.ed.gov/print/gen/guid/fpco/ppra/index.html. Also, the Harford School District's policy regarding this topic is posted at <http://www.hsdvt.com/policies>.

Family Educational Rights and Privacy Act (FERPA) GUARDIANAL NOTICE

34 C.F.R. Part 99 (the federal regulations promulgated pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g et seq.) require an annual notification to guardians of their rights under the Act.

Guardians and/or legal guardians have the right to:

1. Inspect and review their children's records,
2. Seek amendment of the record if it is inaccurate or misleading,
3. Consent to disclosure of personally identifiable student information except as provided in 34 C.F.R. §99.31, and
4. If they believe the Act has been violated, file a complaint with the Family Policy Compliance Office of the United States Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

Requests to review a child's records must be made through the school's administrator. The school may ask that the guardian and/or legal guardian present documentation attesting to his/her relationship to the child. Requests to amend a child's record must be made in writing and presented to the school's administrator. The school will review the request in a timely manner and respond in writing.

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the guardian objects to the release of the directory information about the student. If you do not want the Hartford School District to disclose directory information from your child's education records without your prior written consent, you must notify your school's principal by September 30th. Guardians who are registering students new to the district must notify the district by completing a form provided at the time of registration and returning it within the first 10 days of enrollment. The Hartford School District has designated the following information as directory information and it will be available to the public:

- A student's name, address, and telephone number.
- The names of students participating in officially recognized activities and sports and activity/sport photographs, and weight and height of members of athletic teams.
- The student's grade level, enrollment status, and honors and awards received in school.

For limited school-sponsored purposes (student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to local media, district/campus web site, district/campus video, district/campus publications) the Hartford School District will utilize designated directory information unless the guardian or guardian has objected in writing. Objection to the use of directory information for a limited school-sponsored purpose will result in the student(s) being omitted from all district/school publications and programs for extracurricular activities.

Notification of Asbestos Management Plan Availability

The Asbestos Hazard Emergency Response Act (40 CFR 763.93 (g)(4)) requires that written notice be given that the following schools have Management Plans for the safe control and maintenance of asbestos-containing materials found in their buildings. These Management Plans are available and accessible to the public at the administration office of each facility listed below.

SCHOOL	ADDRESS	TELEPHONE
1. Hartford High School	White River Jct., VT 05001	295-8610
2. Hartford Area Career and Tech Center	White River Jct., VT 05001	295-8630
3. Hartford Memorial Middle School	White River Jct., VT 05001	295-8640
4. Dothan Brook School	Wilder, VT 05088	295-8647
5. White River School	White River Jct., VT 05001	295-8650
6. Ottauquechee School	Quechee, VT 05059	295-8654
7. Regional Alternative School	Wilder, VT 05088	295-8628
8. Hartford Superintendent's Office	White River Jct., VT 05001	295-8600

Qualifications of Teachers and Staff

As a guardian of a child who attends a school that receives Title 1 funds, you have the right to request information regarding the professional qualifications of your child's classroom teacher. This information could include:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught.
- Whether the teacher is teaching under an emergency or provisional license.
- A teacher's degree background.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

White River School Staff

Classroom Teachers

PreK Amy Zayas

K Ann Cerasoli
Linda Trombley

1st Amanda Ehret
Sara Turunen

2nd Melissa Hecsh 108
Michelle Farrell

3rd Kristen Chysna
Laura Maggiolo

4th Maryann Driscoll
Mike Duguay

5th Janice Beal
Leslie Rench

Title 1:

Reid Burriss
Lori Derosier

OT Jennifer Cook, COTA
Meg Roylance

PT Karen Roy

SLP Chelsea Deraway
Shannon Teel

Related Arts:

Michael Ballou PE
Ashley Broderick Art
Gail Haynes Library
Lindsey Wadleigh Music
Danielle Conerty Band

Paraprofessionals:

Shirley Adams
Kelly Flint – K
Carole Hamner
Fabiola Hammond
Jim Hull
Rachel Johnson
Tammy Keener
Amy Leavitt
Marcia McNally
Kelly Mock
Sharon Offensend
Nancy Paronto
Betty Prime
Hannah Rikert
Nicole Rikert
Donna Wright

Special Educators:

Deb Cabral
Carol Mamore
Krista Cook
Louisa Ledbetter
Julia Pinkava

Principal: Sheila Powers

Counselor: Susan Flanagan

HCRS Clinician:

Nurse: Jeanette Hutchins
Tracy Jennings

Custodian: Stephen Parsons

Secretary: Micki Bouthillier