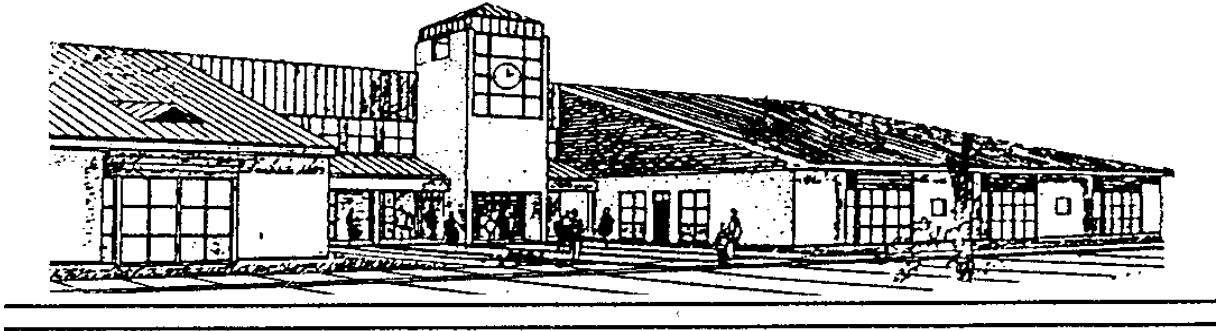


# **St. Albans Town Educational Center**

## **Student and Parent Handbook**

**2010-2011**



**<http://www.satecvt.org>**

# St. Albans Town Educational Center

## Mission Statement:

Saint Albans Town Educational Center is a place where all students and staff can be successful academically, socially and emotionally in a positive, caring and safe environment that respects individuality and promotes collaboration.

Respect self, respect others, respect property by following:  
School-wide expectations

1. Be prepared to learn
2. Follow directions
3. Keep personal space
4. Helpful communication
5. Follow anti-bullying rules:

- ❖ We will not bully others (We will bully No One).
- ❖ We will help students who are bullied or hurt.
- ❖ We will include students who are left out.
- ❖ If we know that somebody is being bullied or hurt, we will tell an adult at school and an adult at home.

# Philosophy

We believe that all students can learn and that all instructional decisions should be intentional and based on a common philosophy of successful completion of specific objectives. We believe in a positive school climate, based on trust and cooperation, the elimination of failure, the use of formative tests to improve instruction, and the setting of high expectations to promote excellence.

Therefore, we are committed to the implementation of an instructional process, which has as its emphasis the realization of these goals.

## Statement of Responsibilities

### **Student Responsibilities:**

Attend school regularly and punctually.

Respect self, other students and adults.

Do your best to learn and grow.

Follow the rules of the school.

Do your part to maintain a safe environment.

Maintain good discipline by attempting to solve problems and accepting responsibility.

### **Parent Responsibilities:**

Encourage a positive attitude and a desire to learn.

Ensure regular and punctual attendance.

Maintain communication with the school.

Know, understand and support the rules your child is expected to follow.

Maintain good discipline by attempting to solve problems and accepting responsibility.

### **Teacher Responsibilities:**

Maintain good discipline by attempting to solve problems and accepting responsibility.

Communicate with students and parents regarding successes and problems.

Make sure that discipline problems and actions are fully documented and reported.

Be consistent in expectations.

Give students feedback to allow them to improve within a reasonable period of time.

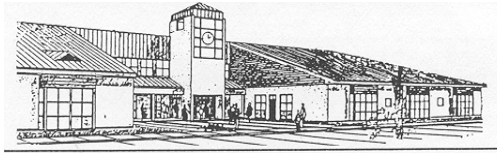
Provide students with developmentally appropriate instruction and homework.

Establish a climate conducive to learning.

Be prompt and vigilant in the supervision of students.

# St. Albans Town Educational Center

Angela Stebbins - Principal  
Jason Therrien - Assistant Principal



169 South Main St.  
St. Albans, VT 05478  
Phone (802)-527-7191

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August 2010

Dear Parents and Students,

We hope you will find this handbook helpful throughout the school year. We invite you to get in touch with us here at school if you should have questions.

We have made some changes to the instructional time for the 2010-2011 school year. Students in grades K-2 will need to be in their classrooms no later than 8:15am. K-2 students who ride the bus will be welcome in their classrooms at 8:00am and students may eat breakfast in their classrooms between 8:00-8:15am. Students in grades 3-8 should arrive at school at 8:00am and will be considered tardy after 8:05am. Dismissal times will begin at about 3:15pm (staggered for grades K-2, 3-5, and 6-8) and busses will depart at 3:30pm. We have made this move to increase instructional time in order to support student learning as required in the Department of Education Corrective Action Requirements.

SATEC will be continuing to use the Responsive Classroom K-4 and the Responsive Designs for Middle School in grades 5-8 in order to build community and positive relationships. In addition, we continue our implementation of the Olweus Bullying Prevention Program. In order to support a continued positive school climate we believe it is essential that all members of the school community embrace our school-wide expectations, which include anti-bullying rules.

The volunteering policy procedures remain for the upcoming school year and parents will again need to complete a volunteer application before chaperoning trips or volunteering in the school. As part of our safety measures and in order to be in compliance with the FCSU Volunteers and Work Study Students Policy, all volunteers must fill out an application and release form before volunteering. Forms can be found in the front or back offices. We appreciate your continued support in our endeavors to make our school a safe and secure place to work and learn.

SATEC makes special efforts to create and promote a good relationship between home and school. We know that good communication between home and school is a powerful tool toward building success for our students. As always, we welcome your questions and visits to school. Thank you for your continuing support.

Sincerely,  
*Jason Therrien*

*Angela Stebbins*

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## Staff Directory

### Supervisory Union

|                 |                            |
|-----------------|----------------------------|
| Robert Rosane   | Superintendent             |
| Julie Regimbal  | Special Education Director |
| Martha Gagner   | Business Manager           |
| Stefanie Blouin | Curriculum Director        |

### Administration

|                   |                                 |
|-------------------|---------------------------------|
| Angela Stebbins   | Principal                       |
| Jason Therrien    | Assistant Principal             |
| Derek Madden      | Facility Manager                |
| Juan Martinez     | Technology Specialist           |
| Donna Deslauriers | Technology Assistant            |
| Tammy Deso        | Secretary/Data Support          |
| Lorna Jerome      | Secretary/Registrar             |
| Kathy Sargent     | Secretary/Bookkeeper            |
| Mary Rose Bedard  | Afterschool Program Coordinator |

### Art

|                   |     |
|-------------------|-----|
| Amanda Bates      | K-4 |
| Katarina Mernicky | 5-8 |

### Behavior Specialist/ Student Support Center

|              |               |
|--------------|---------------|
| Amy Ward     | K-4           |
| Sarah Biggie | 5-8           |
| Linda Marlow | Assistant K-4 |
| Lisa Sutton  | Assistant 5-8 |

### Custodians

|               |              |
|---------------|--------------|
| Francis Cross | Lead         |
| Jim Robideau  | Evening Lead |
| Ken Masse     |              |
| Ricky Hayden  |              |
| Hector Coolum |              |

### Food Service: Abbey Group

#### Full-Time:

Connie Burleson  
Caterina Wright  
Lisette Newton  
Shari Gamache  
Florence Mikan

#### Part-Time:

Merrilyne Palmer  
Laurie Bevins  
Anetta Czekaj

### French

Isabelle Leroux-Passini

### Guidance

|               |     |
|---------------|-----|
| Peggy Rodgers | K-4 |
| Linda Werner  | 5-8 |

### Home/School Coordinator

Erica DeBellis

### Health

|                 |                        |
|-----------------|------------------------|
| Ann Morway      | Nurse                  |
| Jeanne Howrigan | Nurse/ Health Educator |
| Jane McGill     | Health Assistant       |

### Library

|              |           |
|--------------|-----------|
| Sandy Zelazo | Librarian |
| Natalie Good | Assistant |

### Music

|               |     |
|---------------|-----|
| Kim Tokarz    | K-4 |
| Betzi Sheperd | 5-8 |

### Para-educators

Hillary Bessette  
Kelsie Carey  
Maria Carlson  
Linda Church  
Patti Coon  
Brenda Corey  
Joanne Cotignola  
Sonia Devarney  
Amy Fletcher  
Karen King  
Jane Leahy  
Jeannie Miller  
Bernie Myers  
Sarah Perron  
Martha Walsh

### Physical Education

Stephen Hunter  
Mike Konrad  
Leah Pinette

### Remedial Services

Beth Jacobs  
Thyra Guillmette  
Katie Lovejoy  
Gretchen Maskell  
JoAnne McCoy  
Lea Menkens

### Special Education

|                    |                 |
|--------------------|-----------------|
| Douglas MacDonald  | Speech/Language |
| Sheila Bailey      | Speech/Language |
| Sabrina Relation   | K, 1, 2         |
| Gayle Pepe         | K, 1, 2         |
| Mary Alice Elbaum  | 3, 4, 5         |
| George Spiekermann | 3, 4, 5         |
| Dianne Kaseoru     | 6, 7, 8         |
| Jauna Berry        | 6, 7, 8         |

**Team Assistants**

|                      |             |
|----------------------|-------------|
| Maria Hubbard        | AK          |
| Diane Toussaint      | AS          |
| Mary Beth Deweese    | AN          |
| Robin Fyles          | 3           |
| Wendy Lawrence       | 4           |
| Diana Herder-Bennett | 5           |
| Vaughn Vester        | 6           |
| Susie Chagnon        | 7           |
| Melody Wilkins       | 8           |
| Hollie Hatch         | SLP         |
| Sandy Gamsby         | CIP Program |

**Preschool**

Becky Beyor  
Deb Wilkinson

**Kindergarten****Hundred Acre Woods**

Jennifer Callahan  
Lisa Conger  
Daphne Dulude  
Heather Hoben  
Kate Pelkey

**A Building North**

|                 |         |
|-----------------|---------|
| Dina Fitzgerald | Grade 1 |
| Diane Bruley    | Grade 1 |
| Lisa Curry      | Grade 2 |
| Lisa Thompson   | Grade 2 |

**A Building South**

|                 |              |
|-----------------|--------------|
| Jill Boomhover  | Grades 1 & 2 |
| Cheryl Duplissa | Grade 2      |
| Beth Loiselle   | Grades 1 & 2 |
| Sue Wright      | Grade 1      |

**B Building North**

|                    |            |
|--------------------|------------|
|                    | Downstairs |
| Elizabeth Calcagni | Grade 3    |
| Heather Lamson     | Grade 3    |
| Judy Maneely       | Grade 3    |
| Paula McCormick    | Grade 3    |
| Brenda Rich        | Grade 3    |

**B Building North**

|                    |          |
|--------------------|----------|
|                    | Upstairs |
| Danielle Conley    | Grade 4  |
| Helen Lanthier     | Grade 4  |
| Shelia McKennerney | Grade 4  |
| Nicky Patterson    | Grade 4  |

**B Building South**

|               |          |
|---------------|----------|
|               | Upstairs |
| Joe Delaney   | Grade 5  |
| Mike Flanagan | Grade 5  |
| Kevin Leahy   | Grade 5  |
| Carrie McAdoo | Grade 5  |

**C Building South**

|              |         |
|--------------|---------|
| Cathy Branon | Grade 6 |
| Laurie Ely   | Grade 6 |
| Adam Giles   | Grade 6 |
| Harry Gleim  | Grade 6 |

**C Building Middle**

|                  |         |
|------------------|---------|
| Patrick Hartnett | Grade 7 |
| Janet Montagne   | Grade 7 |
| Tina Phelps      | Grade 7 |
| TBA              | Grade 7 |

**C Building North**

|                   |         |
|-------------------|---------|
| Bryan DesLauriers | Grade 8 |
| Keith Peterson    | Grade 8 |
| Taylor Goodland   | Grade 8 |
| Laura Zettler     | Grade 8 |

**Student Assistance Counselor**

Amie Koontz

**Math Content Specialists**

Mary Calder  
Susan McEwing

**Computer Lab Tech**

Natalie Reed

**English Second Language**

Barbara Tenney

## Accommodating Students with Documented Life-Threatening Allergies

Several of our students have medically documented severe or life threatening allergies to all types of nuts. It is the goal of our school community to maintain a safe and supportive learning environment through necessary accommodations, so that all of our students have the opportunity to fully participate in all school programs and activities. Franklin Central Supervisory Union (FCSU) has a Policy in place to provide us with guidelines in these situations. The Policy is called "Accommodating Students with Documented Life-Threatening Allergies or Life-Threatening Dietary Needs." Both the front and back offices can provide you with a copy of the policy if you are interested.

We are asking for the support of the entire school community to help us maintain a safe environment. The support is in the form of accommodations we are asking teachers, staff, students and families to follow. **We are kindly asking that you do not send in any snacks or lunches that have nuts or are processed on machinery that may have traces of nut products on it.** Please read labels carefully. In addition, **please consider cross contamination.** For example, if you make a peanut butter and jelly sandwich for a spouse and then make a lunch or snack for your children right after without washing your hands or prep surface, your child's snack could be contaminated with nut oil and be transferred to school. **If your child has peanut butter or other nut products for breakfast, please help your child wash thoroughly before leaving home.**

We realize that we cannot guarantee a completely "nut free" school, but we do hope through education and communication we can make the SATEC learning environment as safe as possible for all.

Should you have questions or concerns do not hesitate to call the Nurse's office.

### ALERT NOW

SATEC uses the ALERTNOW Notification Service in order to keep parents informed. This service allows us to send a voice and/or email message to ALL of our student's parents on ALL of their contact numbers within minutes, if an emergency occurs at a school. The **ALERTNOW** service also assists the schools in reducing the resources needed to pass along key information regarding school events or reminders.

The Franklin Center Supervisory Union uses ALERTNOW for:

- ✓ Emergency Notification
- ✓ Inclement weather cancellations or delays; early dismissals due to inclement weather
- ✓ Rumor Control
- ✓ Early-release Reminders

SATEC utilizes ALERTNOW for:

- ✓ Report card and progress report reminders
- ✓ Transportation messages, such as late bus routes or field trips
- ✓ Grade level information, i.e. field trip reminders
- ✓ Attendance (we may use this service for attendance in the future if we find it to be helpful)

In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately.

## What you need to know about receiving calls sent through ALERTNOW

- Caller ID will display the school's main number when an announcement is delivered.
- Be sure to say "Hello" when you answer the phone. The technology must hear a voice to deliver.
- ALERTNOW will leave a message on any answering machine or voicemail.
- If for any reason you need to replay the message, you may press ANY key on your phone, at any point in the message and it will replay the message from the beginning.
- If you have such things as Telemarketer Zapper or Privacy Director on your telephone lines, you may not receive the call.
- ALERTNOW does not call extensions. If you have a direct dial number at work, you should provide your child's school with the direct dial number not a main number plus an extension.

## Attendance

### **Franklin Central Supervisory Union Student Attendance Policy**

**Policy:** It is the policy of the Franklin Central Supervisory Union 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 Franklin Central Supervisory Union believes consistent attendance is a prerequisite for assuring the academic, social, and emotional growth of students. In addition, regular and punctual attendance is important in 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.

### **Definitions:**

1. A *truant* student is one who is subject to compulsory school attendance (16 V.S.A 1121) and who is absent without valid cause or excuse.
2. *Valid Causes* for absences include illness, observance of religious holiday, death in the family, family emergency, situations beyond the student's control as determined by the School Board, or other circumstances which cause reasonable concern to the parent or guardian for the health or safety of the student and are confirmed in writing or verbally by the parent or guardian of the student.

Students who miss school for reasons other than the valid causes listed above will be marked as an unexcused absence. Excessive excused or unexcused absences may result in letters being sent home and the classroom teachers inviting parents in to discuss how to improve a child's attendance.

School attendance is extremely important for the educational success of students. We will be using a tiered approach to address absences. After 3 days of absence a phone call will be made to the home. After 5 to 7 days a letter will be sent home in addition to a phone call. At this point the school may organize a meeting to discuss a plan for improved attendance. After 7-10 days of absence, in addition to a phone call and letter a meeting will be scheduled with parents to develop an intervention plan to address improved attendance. After 10-15 days of absences the case will wither be referred to the Community Justice Center or through a Coordinated Service Plan or School based plan. The Superintendent will be informed when a student exceeds 15 absences. If absences go above 20 an affidavit may be filed with the State's Attorney.

**The school day for K-2 students for the 2010-2011 school year will begin at 8:15am. The school day for students in grades 3-8 will begin promptly at 8:05. Busses will unload in the back between 7:50 and 8:00am.**

- ◆ A doctor's note is required for more than 3 consecutive days of excused absences.
- ◆ If a doctor's note is not received, the 4<sup>th</sup> day of consecutive absence and following days will be considered unexcused absences.
- ◆ No student may leave the school grounds during the school day without the approval of the school administration.
- ◆ All schoolwork missed during an absence must be made up to the satisfaction of the teacher within the time period. See Incomplete Work procedures.
- ◆ Students who participate in or attend after school or evening activities must be in school the day of the scheduled event or in school the day before a weekend event.
- ◆ **Please call the school by 9:30 a.m. when your child is absent.** If we have not heard from the parent of an absent student by the time our daily attendance list is complete, we will make an effort to call home. We feel this is a small step to take to be sure our students are safe.

### **Tardy Information:**

K-2 students are expected to be in their classrooms by 8:15am. Students arriving after 8:15 will be considered tardy. 3-8 students are expected to be in their classrooms by 8:00am. Students in grades 3-8 arriving after 8:05 will be considered tardy. Students who are **tardy** to school without a **valid written excuse** may receive a detention when three tardies are accumulated. A valid excuse would be a doctor's or dentist's written note, observance of religious holiday, death in the family, or family emergency. **Students who do not have a valid written excuse will earn an unexcused absence for every three unexcused tardies.** "Unexcused Absence" is absence from school without an approved excuse according to state regulations.

**Parents requesting homework for students absent due to illness should call the school before 10:00 a.m.** to let us know your child will be absent and that you would like to pick up homework or you would like it sent home with a sibling. You can pick up homework after school in the main office.

### **Bicycles**

Students are welcome to ride their bicycles to school. Students are asked to walk their bicycles on school property. Bicycles and scooters must be placed in the bike rack provided. Students may use scooters, skateboards, roller shoes and roller blades as a mean of transportation, but they may not be used on school property. The school is not responsible for loss or damage to scooters, skateboards, or roller blades. In addition, bicycles, scooters, and skateboard may **not** be brought on school busses. **A parent/guardian needs to complete and sign the "End of the Day Dismissal Information" to provide the student permission to ride their bicycle or other means of transportation home.**

### **Books and School-Issued Materials**

Students are responsible for all textbooks, books and other materials given to them by the school. If these are lost or damaged, students will pay a reasonable amount for replacement or repair, as determined by the principal. All accounts must be paid before receiving report cards or diplomas.

### **Bomb Threat**

The St. Albans Town School District has adopted a comprehensive policy on what to do in the event of an evacuation/bomb threat. You may obtain a copy of the complete policy by requesting one from the main office or visiting the school's web site.

## **Bus Rules and Transportation Information**

Students in grades K to 8 who are residents of St. Albans Town will be transported to school. Please remember that it is a privilege to ride the bus. Students attending high school are not to be transported under any circumstances.

Established routes and schedules are intended to provide transportation sufficient to enable the student to attend school. There may be instances in which the parent believes conditions exist which involve the student's health and safety. The parents may discuss the situation with the principal or superintendent who will investigate and present the problem to the school board for decision. All transportation of students, which does not come within the regular routes and schedules, will be considered on an individual basis (on application of the parent to the principal or superintendent). We do have cameras on all our buses to help monitor student behavior.

The bus routes shall include only recognized town and/or state roads.

### **Please become acquainted with the following expectations:**

- ◆ Students traveling to school on a bus are expected to return by the same bus unless other arrangements are made.
- ◆ Students **must** bring a permission note from a parent or guardian when they are to take a bus other than their own or are to use some other means of transportation (including walking). (Children generally cannot be allowed to ride on buses other than their own due to the capacity of buses. Problems arise when too many students try to ride on another bus. The behavior specialist must give permission to the student to board another bus).
- ◆ Once aboard the bus, students must remain on the bus until their destination is reached. This means they may not leave the bus to go to a store.
- ◆ Students should not bring anything on the bus, which cannot be held on their laps. No animals will be transported on the bus.
- ◆ The importance of proper conduct involving the bus cannot be overemphasized. This includes waiting for the bus, boarding it, riding on it and leaving it. Any behavior, which distracts the driver, endangers everyone. In the interest of safety, all students should understand (and parents are urged to impress upon their children) the need for following these rules:
  - 1. Follow the direction of the driver**
  - 2. Sit facing forward in your seat**
  - 3. Talk quietly**
  - 4. Keep to yourself**
  - 5. No eating or drinking is permitted**
- ◆ The following bus consequences have been established:
  - 1st violation - Warning from the Student Support Center & call or letter home
  - 2nd violation - Driver reports to behavior specialist, 1-5 day bus suspension
  - 3rd violation - Driver reports to behavior specialist, 3-10 day bus suspension
  - 4th violation - Driver reports to behavior specialist, 5-20 day bus suspension
  - 5th violation - Driver reports to behavior specialist, bus suspension of 20 days to remainder of the year
- ◆ Serious infractions can result in immediate suspension from the bus at the discretion of the principal or Behavior Specialist
- ◆ Attention of parents and students is directed to the Vermont education law which states in part, "A student may be excluded from bus transportation for disciplinary reasons by the principal, and his/her parent shall provide his/her transportation to and from school during the period of such exclusion."

**2010-2011 SCHOOL YEAR  
SAINT ALBANS TOWN EDUCATIONAL CENTER**

**FCSU**

| JULY, 2010      |      |      |      |      | JANUARY, 2011  |   |      |      |      |      |      |
|-----------------|------|------|------|------|----------------|---|------|------|------|------|------|
| s               |      |      |      | 1    | 2              | School Starts FCSU<br><b>08/25/10</b>           | 3    | 4    | 5    | 6    | 7    |
|                 | 5    | 6    | 7    | 8    | 9              |   | 10   | 11   | 12   | 13   | 14   |
|                 | 12   | 13   | 14   | 15   | 16             |   | {17} | 18   | 19   | 20   | 21   |
|                 | 19   | 20   | 21   | 22   | 23             |   | 24   | 25   | 26   | 27   | 28   |
|                 | 26   | 27   | 28   | 29   | 30             |   | 31   |      |      |      |      |
| AUGUST, 2010    |      |      |      |      | FEBRUARY, 2011 |   |      |      |      |      |      |
| 5               | 2    | 3    | 4    | 5    | 6              | (August 18, 19 and 23 In-service)               |      | 1    | 2    | 3    | (4)  |
|                 | 9    | 10   | 11   | 12   | 13             |   | 7    | 8    | 9    | 10   | 11   |
|                 | 16   | 17   | (18) | (19) | 20             | {September 6- Labor Day}                        | 14   | 15   | 16   | 17   | 18   |
|                 | (23) | 24   | 25   | 26   | 27             | (September 24 In-service)                       | {21} | {22} | {23} | {24} | {24} |
|                 | 30   | 31   |      |      |                | {October 21-22 Teacher Convention}              | {28} |      |      |      |      |
| SEPTEMBER, 2010 |      |      |      |      | MARCH, 2011    |   |      |      |      |      |      |
| 20              |      |      | 1    | 2    | 3              | (November 22, 23 In-service)                    |      | {1}  | 2    | 3    | 4    |
|                 | {6}  | 7    | 8    | 9    | 10             | {November 24-26 Thanksgiving Break}             | 7    | 8    | 9    | 10   | 11   |
|                 | 13   | 14   | 15   | 16   | 17             | December 10 Parent Conferences- no school       | 14   | 15   | 16   | 17   | 18   |
|                 | 20   | 21   | 22   | 23   | (24)           | {December 23 - December 31 Holiday Break}       | 21   | 22   | 23   | 24   | 25   |
|                 | 27   | 28   | 29   | 30   |                | {January 17 Martin Luther King Day }            | 28   | 29   | 30   | 31   |      |
| OCTOBER, 2010   |      |      |      |      | APRIL, 2011    |   |      |      |      |      |      |
| 19              |      |      |      |      | 1              | (February 4 In-service)                         |      |      |      | 1    |      |
|                 | 4    | 5    | 6    | 7    | 8              | {February 21 - March 1 Winter Recess}           | 4    | 5    | 6    | 7    | 8    |
|                 | 11   | 12   | 13   | 14   | 15             | March 18 Parent Conferences- no school          | 11   | 12   | 13   | 14   | 15   |
|                 | 18   | 19   | 20   | {21} | {22}           | {April 18-22 Spring Recess}                     | {18} | {19} | {20} | {21} | {22} |
|                 | 25   | 26   | 27   | 28   | 29             | {May 30 Memorial Day}                           | 25   | 26   | 27   | 28   | 29   |
| NOVEMBER, 2010  |      |      |      |      | MAY, 2011      |   |      |      |      |      |      |
| 17              | 1    | 2    | 3    | 4    | 5              | Trimester 1: Progress Reports: October 20, 2010 | 2    | 3    | 4    | 5    | 6    |
|                 | 8    | 9    | 10   | 11   | 12             | Trimester 1: Ends: November 19, 2010            | 9    | 10   | 11   | 12   | 13   |
|                 | 15   | 16   | 17   | 18   | 19             | Trimester 1: Report Cards: December 10, 2010    | 16   | 17   | 18   | 19   | 20   |
|                 | (22) | (23) | {24} | {25} | {26}           | Trimester 2: Progress Reports: January 18, 2011 | 23   | 24   | 25   | 26   | 27   |
|                 | 29   | 30   |      |      |                | Trimester 2 Ends: March 4, 2011                 | {30} | 31   |      |      |      |
| DECEMBER, 2010  |      |      |      |      | JUNE, 2011     |   |      |      |      |      |      |
| 15              |      |      | 1    | 2    | 3              | (# ) In-service/prof dev                        |      |      | 1    | 2    | 3    |
|                 | 6    | 7    | 8    | 9    | 10             | {# } Holiday/school closed                      | 6    | 7    | 8    | 9    | 10   |
|                 | 13   | 14   | 15   | 16   | 17             | June 9, 2011- last day of school Kindergarten   | 13   | 14   | 15   | 16   | 17   |
|                 |      |      |      |      |                | Last day of school grades 1-7 1/2 day           |      |      |      |      |      |
|                 |      |      |      |      |                |   |      |      |      |      |      |

## **Civil Rights**

St. Albans Town Educational Center complies with all nondiscrimination requirements of the Civil Rights Act.

## **Complaint or Concerns**

If a student or parent has a concern about a school policy, procedure or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person who you have a complaint about to discuss both sides of the issue.
2. If not resolved, please ask to speak to that person's supervisor.
3. If the problem still exists, contact the principal.
4. If still unresolved, contact the superintendent.
5. Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of Education's agenda for further discussion.

## **Confidentiality/FERPA**

As a visitor or volunteer, you share our obligation to ensure confidentiality for all of our students. If you hear or see information about a student, please do not share that information with anyone else. Student records are safely stored at the main office. All information collected in student records is considered confidential. The protection of confidentiality is based on a federal law called FERPA or Family Educational Rights and Privacy Act. Only the following staff members have access to your child's records: Superintendent of Schools, Assistant Superintendent, Principals, School Secretary, Guidance Counselor, Nurse, Speech Pathologist, Consulting Teacher, Remedial Teachers, Contracted Psychologist, Para-educators, Social Skills Trainer, Occupational Therapist, Physical Therapist, and Current Classroom Teacher. As parents, you have full and free access to information in your child's file. Non-custodial parents can be informed of a child's progress unless a court order exists preventing this. If a parent believes that data collected, maintained or used is inaccurate or misleading or violates the privacy or other rights of the child, please check with the principals for the procedures to be followed. Teachers may share student work for the purpose of improving instruction. Parents have the right to file a complaint with the United States Department of Education if they believe FERPA has been violated.

## **Dress Code, K-8**

Students are expected to dress appropriately for school. Clothing should be neat, comfortable, conducive to learning and appropriate for the weather. Clothing which may be in bad taste, may contain suggestive printing or pictures, is too tight or revealing, is disruptive to classes or to school, or is a possible safety or health hazard in certain classroom is not acceptable.

In particular,

- ◆ Clothing must cover stomachs, backs and undergarments, including underwear and bras.
- ◆ No halter-tops, spaghetti straps, short shirts, see through items (unless worn over other acceptable clothes), or tank tops with straps less than two inches.
- ◆ Skirts, shorts or skorts must be as long as mid-thigh.
- ◆ Shirts must be no lower than four finger widths below the collarbone.
- ◆ Any item of clothing with sexual, drug, alcohol, tobacco connotations or hate or gang related activities or messages are prohibited.
- ◆ Hats and hoods are not allowed during the school day or during indoor after school activities.

If dress is inappropriate, students will be asked to change. If no clothing is available, a t-shirt may be provided or parents or guardians will be called. If parents are not available to bring clothes, students may use clothing from a friend, the nurse's office or work in alternative workspace. Students may be given one warning and further violation will be handled through the SSC discipline system.

## **Drug and Alcohol Abuse Philosophy/ Standards of Conduct**

We believe that every student has the right to a drug and alcohol free school environment and that it is the responsibility of all students, parents, school personnel and the community to work together to achieve this goal. We believe that the ingestion of a substance, which interferes with a student's ability to perform physically, intellectually, emotionally or socially is wrong and harmful to the student's health and well being and is an infringement upon the rights of others to learn. We believe that drug and alcohol abuse is a treatable health problem and that the school's responsibility is to provide preventive education for all students, identification and referral for those students using drugs and support for those students attempting to change patterns of use that interfere with their overall school performance.

In support of this philosophy, the school district prohibits the possession, use, distribution or sale of illicit drugs, alcohol or related paraphernalia on school premises or at school sponsored activities away from or within school and establishes written procedures regarding: educational program, cooperative agreements, support and referral system and consequences for policy violations.

### **Summary of Procedures**

1. Referral will be made to the SAP counselor.
2. The school will provide the students age appropriate drug and alcohol education and prevention programs.
3. The school will set up cooperative agreements with a community substance abuse treatment provider.
4. If a student referred to the nurse is found to have used drugs or alcohol, the nurse will notify the principal. Parents will be notified. If the situation is deemed an emergency, school officials may involve an ambulance or police, as needed.
5. All students thought to have used drugs or alcohol or thought to have sold or distributed controlled substances will be given a hearing. Consequences become increasingly serious for repeated offenses. Long-term suspension or expulsion could result.
6. The school's drug and alcohol policy and procedures will be reviewed every two years.

### **Consequences for Policy Violations for Students**

#### **1. Due Process**

a. All discipline involving the potential of **short-term suspension** (less than 10 days) shall afford the student and parent the opportunity for an informal hearing before an appropriately designated school official. This informal hearing shall comply with the requirements of due process (VT Rule 4311.1), namely:

- inform the student of the charges against him/her
- explain the evidence
- give the student an opportunity to tell his/her side of the story
- give a decision in writing to the parent/guardian

b. All discipline involving the potential of **long term suspension** (cumulative to or greater than 10 days) or expulsion of students with a disability or students who are handicapped according to Section 504 of the Rehabilitative Act will be handled in accordance with the provisions of 16 V.S.A. Section 4300.

c. Parents and students will be given a copy of the **standards of conduct and disciplinary sanctions** contained in this policy, and will be notified that **compliance with the standards of conduct is mandatory**.

#### **2. Problems related to purchase, use, sale or possession of drugs/alcohol**

##### **a. Observation of prohibitive activity**

Any school personnel who observes any violation of the law, including illegal possession or distribution of drugs or

alcohol are expected to immediately communicate their observations and concerns to the Principal.

b. **Students who violate this policy** through distribution or sale of drugs/alcohol will be immediately subject to the consequences outlined in the second offense category (2d) as described below. Other violations will be treated according to first offense, second offense, etc.

c. **First Offense**

- 1) The student will be dealt with in accordance with the school's discipline program.
- 2) Law enforcement agencies and the Superintendent of Schools shall be notified.

d. **Second Offense (within school career K-8)**

All of the following will occur:

- 1) The same consequences listed above for first offense.
- 2) In addition, referral to the School Board for a disciplinary action hearing, which may include long-term suspension and/or expulsion in accordance with established policy regarding expulsion.

For a complete copy of the Drug and Alcohol Abuse Policy, check at the school office.

**Early Arrivals/Late Departures**

The school will take responsibility for pupils between the hours of 7:45 am and 3:30 p.m. Parents should use the front parking lot on the north side of the property to drop students off in the morning. Please do not park in the crosswalk or the fire lane in front of the building. Pull up as far as possible to allow other cars to unload. All students should be dropped off at the front door. Students are requested not to be on school grounds before 7:45 a.m. or after 3:30 p.m. unless they have permission from a staff member.

**Early/End of the Day Dismissal**

Students who will be leaving school during the school day for any reason must make arrangements through the school office. A written note from the parent or guardian must be given to the teacher before school in the morning. Adults should report to the front office when picking up children. \*

**K - 2 Students** 3:15pm car **riders**, walkers, bike riders are **dismissed at the front door**

All bus riders are dismissed at the back entrance

**3 - 4 Students** 3:20pm car **riders and** bus riders are **dismissed at the back door**

All bike riders and walkers are dismissed at the front entrance

**5-8 Students** 3:25pm car **riders and** bus riders are **dismissed at the back door**

All bike riders and walkers are dismissed at the front entrance

If you are going to pick up your child at dismissal time, or if he/she is going to walk, or ride a different bus, please send a note to school with him or her. Please call before 2:30, if possible, if you are not able to send a note to school.

**\*A parent/guardian needs to complete and sign the "End of the Day Dismissal Information" form to provide the student permission to walk, bike, or to meet them in the parking lot. If you choose not to complete this form, you are requested to come into the back entrance to sign out your child.**

**Emergency Information**

In case of emergency each student is required to have on file in the school office the following information: 1) Parent(s) or guardian(s) names, 2) Complete and up-to-date address, 3) Home phone, 4) Work phone, 5) Emergency phone number of friend or relative, 6) Physician's name and phone, 7) Medical alert information. Please be sure this information is available and accurate.

### **Extra Curricular Activities Participation**

There are a number of extra curricular activities available for 5<sup>th</sup>-8<sup>th</sup> grade students to participate in during the school year. Students may participate in soccer, basketball, softball, baseball, drama, cheerleading, and dances and end of the year activities and events. There are some behavior and academic expectations that need to be met for participation. A student may not be allowed to participate in extra curricular or after school activities for the following reasons:

1. Referral to the SSC on the day of the activity.
2. Absence on the day of the activity. Exceptions must be pre-approved by the SSC or administration.
3. Suspension received on the day of the activity.
4. Detention: Students who receive a detention will miss extra curricular activities on the day they are assigned a detention and will have to serve the detention when it is scheduled.
5. Disruptive conduct.
6. Inconsistent or low academic achievement as defined by a failing average (below 60).
7. Truancy
8. After School Program Coordinator in consultation with coaches may limit or prohibit participation based on behavior during after school programs or athletics.

Students may not participate in dances if they have a level II referral a week before the dance. Students must be in good academic standing.

**The only exception to this is if the office has an approved copy of the written academic or behavior support plan that addresses the above concerns.** Any student owing more than 60 minutes of detention may not participate in extra curricular activities until the time is made up. The principals will make the final decision. The length of the ineligibility will be decided by the administration. The loss of extra curricular activities could come at any time during the school year. This will not be limited to each marking period.

### **Field Studies**

A teacher planning a field study will give students notification slips, which parents need to sign. Chaperones are needed and appreciated and will be included at the ratio allowed by the place we are visiting. All chaperones will need to complete the application and release forms as described in the section on volunteers. Individual teachers will select chaperones by drawing a name or accepting the first parents to respond. Field trips will be limited to teachers, chaperones and students of the class. Rules and consequences for field studies are the same as in the classroom.

In some instances, students may be ineligible to participate in field studies due to incomplete work or lack of self-control. The final decision will be made by the administration. Severe misbehavior (vandalism; use of alcohol, illegal or dangerous drugs and tobacco products; assault; threats to staff or students; theft; abusive obscenity; insubordination; spitting; obscene behavior; profanity) will not be considered a simple rule violation.

### **Fire Drills and Evacuation/Re-location Drills**

Directions for fire drills and evacuation drills are posted in every room. Upon hearing the fire alarm, all students are expected to walk in single file, without talking, to the nearest exit and remain outside of the school until the all clear signal. The school will have a fire drill each month as directed by the fire department. SATEC practices, at least once per year, an emergency evacuation/re-location drill where we leave the school building and go to alternate sites.

#### **Fire Drill Rules and Evacuation/Re-location Drills:**

1. **Remain silent**
2. **Keep single file (or with assigned buddy)**
3. **Follow directions**

## Food Service

Breakfast is available before classes begin each day. Prices for student breakfast, lunch, and milk will be announced in the summer newsletter. Adult lunch is \$3.50.

Lunch and breakfast payments are strongly encouraged on the first day of each week. Payments may be made monthly. Please do not send Canadian money. Meals may be charged for up to 5 days, after which an emergency sandwich will be served. If a special diet is needed, parents must present a doctor's form stating the special requirements.

**All families are strongly urged to apply for the National Free and Reduced Price Breakfast and Lunch Program.**

## Grade Advancement: Retention, Promotion and Acceleration of Students

Teachers and principals evaluate each student individually on the basis of academic, social, emotional and behavioral development. Students with incompletes will not be promoted. If the school recommends extended time in the present grade placement, an EST meeting will be scheduled to include the teachers, principal and parents. Promotion from grade to grade as well as retention and acceleration should be based on a student's ability to meet the standards over time.

## Grading

We believe all students can learn. This sounds simple, but it is a charge that we take very seriously. Each student will be given ample opportunity to work with teachers on what is being taught. Our curriculum is based on the Vermont Standards and Grade Expectations, and our report cards are standards based. For more information on the VT Standards and Grade Expectations, please visit our website.

**The following grading system is used on all report cards:**

- |                                 |  |
|---------------------------------|--|
| <b>4</b> Exceeding the standard | <b>2</b> Some evidence of meeting the standard         |
| <b>3</b> Meeting the standard   | <b>1</b> Little or no evidence of meeting the standard |

**In addition, we also use the following system on grade 7-8 report cards:**

|           |          |          |          |                     |
|-----------|----------|----------|----------|---------------------|
| A+ 97-100 | B+ 87-89 | C+ 77-79 | D+ 67-69 | F Below 60          |
| A 93-96   | B 83-86  | C 73-76  | D 63-66  | INC Incomplete Work |
| A- 90-92  | B- 80-82 | C- 70-72 | D- 60-62 |                     |

| <i>Trimester</i> | <i>Progress Reports</i> | <i>Trimester Ends</i> | <i>Report Cards Out</i> | <i>Parent Conferences</i> |
|------------------|-------------------------|-----------------------|-------------------------|---------------------------|
| 1                | 10/20/10                | 11/19/10              | 12/10/10                | 12/10/10                  |
| 2                | 1/18/11                 | 03/4/11               | 3/18/11                 | 3/18/11                   |
| 3                | 4/29/11                 | 6/14/11               | Last Day                |                           |

## Health Information

### ◆ Accidents

Parents will be notified if the services of a physician are advisable.

### ◆ Illness/Communicable Disease

Parents will be notified if a child becomes ill at school. If no contact can be made, the nurse and school personnel will decide on a course of action.

A student is sent home or asked to stay home from school when illness is acute or contagious (examples: fever, vomiting, diarrhea, significant respiratory illness). If a child has been ill or has had a communicable disease, the parent should make sure there is no longer any contagion before the student returns to school.

### ◆ Immunizations

Vermont Immunization Law requires of all new students and transfer students a record showing the month and year of having received the following vaccines: Diphtheria, Tetanus, Pertussis, Polio, Measles and Rubella. No child shall be required under this regulation to have such immunizations if documentation is provided that immunization is contraindicated for medical, religious or moral reasons. Students who fail to provide immunization records as required may be excluded from school by the principal after a warning notice to the parent. If your child receives immunization at any time please send written notice of the date and immunization to the health office.

◆ Medication Procedure

No medications may be administered without both a doctor's signature and a parent/guardian's signature (form included). In grades K-8 medication will include any prescription or non-prescription drug such as Tylenol, vitamin pills or over the counter medication. Medication must be brought to school in the original, labeled container. All medication including cough drops or throat lozenges must be kept in the Health Office.

◆ Screenings

Annual screenings for height, weight, vision, hearing, blood pressure and scoliosis are done according to the Vermont Standards of Practice. This information is recorded on each student's Health Record. Schools are required to test the hearing and vision of students in K, first, third, and fifth grades annually. 7<sup>th</sup> grade has vision screening only. Parents are permitted to opt their children out of such tests. Please contact the health office in writing if you wish to opt out of any of the hearing tests. Referrals for further evaluation by the child's physician may be made to parents as needed. Additional screenings or more frequent monitoring of a health concern is possible by request to one of the school nurses.

HIV/AIDS Education Policy

Education on the prevention of AIDS as well as other sexually transmitted diseases will include methods of transmission and prevention. Abstinence shall be emphasized and drug abuse discouraged. The school district recognizes parents/guardians as the primary educators of their children on issues related to sexuality and encourages parents to be involved.

Homework

Homework is an essential part of the development of responsibility and study skills. Homework is independent practice of skills already covered in class. Completion of homework assignments is required so that students will achieve the VT Standards. A student's recess periods and/or after school time will be used for incomplete homework assignments.

Hours

Office hours.....7:00 am - 4:00 p.m.

School hours .....8:00am - 3:30 p.m.

Incomplete Work                      **Grades 5-8**

The goal of the St. Albans Town Educational Center is to educate our students and have them experience success while they are here. **Student demonstrations of consistent academic or behavior performance below the standard will prompt the teachers to call a meeting of all interested parties, including but not limited to other team members, any specialized teachers and parents. Examples of other team members who could participate are: coaches, counselors, relatives, administration, etc.... The team will make an Academic or Behavior Learning Plan for each of these students.** The plan may include such activities as mandatory study hall, additional help after school or during the school day, withdrawal from chorus or sports, loss of field trips, extra curricular activities, or year-end activities. **All plans will include a date by which the plan will be reviewed for effectiveness. Plans can, of course, be reviewed at any time. The homeroom teacher will give a copy of the plan to the office.**

Students in grades 6-8 may receive a zero or a substantially lower grade for work not handed in on time. The only exception to this will be for students who have had an excused absence. In that event, students will have extra time equal to the day(s) of the excused absence to complete this work.

| Situation  | Consequence   |
|--|---|
| Student receives an Incomplete (INC)   | Student makes arrangements with teacher<br>Student has opportunity to complete original work or suitable substitute<br>Student has extra curricular restrictions until work is complete |
| Student receives an F in any trimester                                       | Student may still pass if yearly average is above 60  |
| Student with INC remaining at end of year                                    | Student attends SATEC summer school   |
| 7 <sup>th</sup> & 8 <sup>th</sup> grade students with INC at end of the year | Are not eligible for year-end activities<br>Will need to complete course requirements through summer school/incomplete summer school.   |
| 7 <sup>th</sup> & 8 <sup>th</sup> grade students with year-end F average     | Are not eligible for year-end activities<br>Will need to complete course requirements through summer school/incomplete summer school.   |
| 8 <sup>th</sup> grade students with an F for the last trimester              | Student attends INC SATEC summer school   |

**\*\* Important: 8<sup>th</sup> grade students must meet the deadline for submitting academic work in June in order to participate in field trips, the dance, or other final activities. Student behavior could impact participation in end of year activities, including the graduation ceremony. The June deadline will be set based on the date of graduation and will be communicated in a letter sent home to parents during the last trimester.**

### Library Information

Students will be bringing library books home from time to time. Please encourage them to take responsibility to get them back to the library when they are due. Library books are a very important part of our school and the students' learning.

Students using the library will follow these guidelines:

1. Maintain quiet so that others may concentrate on their work or reading.
2. Students may borrow 3 books at a time for 1 month loan periods. Selected reference books may be checked out overnight.
3. Students will pay for lost books, but the money will be returned if the book is found during the current school year. Payment will also be required for damaged books.
4. Encyclopedias may not be taken out of the library.
5. Current issues of magazines must be read in the library. Back issues of selected titles may be checked out.
6. The library is to be used for doing research projects, using reference books and regular library reading.

### Lock down and re-location drills and procedures

In addition to fire drills that are practiced monthly, SATEC also practices lock-down and re-location drills annually. The lockdown procedures are practiced several times each year. During a lockdown the principal or designee will notify the faculty, staff, and students of an immediate threat. If the message **“Lockdown. Clear the Halls and Secure the Building”** is heard staff and students should implement the Lockdown Procedures. Following this alert, **faculty, staff and students in transition should go to the nearest room or stay in their current room, close and lock the door, and turn off the lights. They then should move as far from the door and windows as possible and stay under or behind furniture. Have students move to inside walls (center area).** The lockdown procedures will be followed until the principal or designee gives an “all clear” message.

Each fall SATEC staff and students practice an emergency re-location drill. This drill involves moving all staff and students to alternate off-site locations. This drill is practiced so that we are prepared in the event that we cannot remain in the school building (i.e. fire, gas leak, etc.)

**Lost and Found**

Lost and Found is located in the main hallway outside the gym. Please remind your child to check the box if she or he loses something.

**Music**

All students will receive general music instruction during the year. Beginning wind-band instrument instruction is available to 5-8 students. Group lessons will begin in late September or early October and will be held during the school day. Group lessons beyond beginning year are available on a limited basis. Instruments are available for rent from several vendors. Fifth graders will be introduced to the rental system through an early fall demonstration. Instrumental and choral groups will meet regularly and perform in various concerts throughout the year.

**Parent Teacher Organization**

The St. Albans Town PTO would like to welcome everyone. We all want the best for our children, such as happiness, a safe environment, along with the highest level of education. By joining the PTO, you will be helping our children reach these goals.

Fundraising is not a major function of the PTO. The real working capital of a PTO lies not in its treasury, but in its members' energy and determination.

The PTO officers are:

|                   |                    |           |                     |
|-------------------|--------------------|-----------|---------------------|
| President         | Tammy Morin        | Secretary | TBA                 |
| Co-Vice President | Christina Adamczak | Treasurer | Andrea Holzscheiter |
| Co-Vice President | TBA                |           |                     |

Please feel free to contact them with your suggestions or comments. The PTO needs ideas, support and input from everyone. For updates on PTO news and events, watch for your PTO newsletter, which is published twice a month, and included in the school newsletter.

**Phone Calls**

When parents need to communicate with their child or their child’s teacher during the school day, a voice mail or written message will be delivered, so as not to disrupt learning time. If the message is urgent, please let the secretaries know when you call. Students are not permitted to use the phone without permission. Students will not be allowed to receive phone calls during the school day. Permission will be granted only for serious needs. Messages will be delivered for urgent information.

**Physical Education**

Students will need a sneaker type shoe (not sandals) to wear during any physical education or intramural activities held in the gym. They will also need appropriate clothes for the activities of the day separate from school clothes. Students may receive a combination lock if they wish for use during the year. It must be returned at the end of the year or the student will be charged \$4.00. The school is not responsible for lost articles. If a student needs to miss physical education class, a note is required from the student's parent or doctor.

**Policies**

There is a complete set of all St. Albans Town School District policies available for review from the building principals, at the Central Office, and **on our school website**. Policies are continually updated and revised, and the District welcomes input from parents and community members.

### **Pupil Rights**

St. Albans Town Educational Center continues to follow the following Protection of Pupil Rights Act (PPRA) requirements:

- The rights of parents to inspect surveys created by a “third party” (meaning not federally funded) before it is administered,
- Procedures for such inspection of surveys,
- Arrangements to protect student privacy with respect to surveys on sensitive matters,
- The right to inspect any instructional materials used as part of the educational curriculum,
- Procedures for inspecting the instructional materials,
- The administration of any physical examinations or screenings,
- The collection or disclosure of student information for marketing purposes,
- The right of a parent to inspect any instrument used in the collection of personal information for marketing purposes before such information is collected or disclosed, and
- Procedures for obtaining access to such instruments in a timely fashion.

### **Recess**

Students in grades K-8 will have a 15-minute recess period before or after lunch. Students in grades K-4 may have recess for up to 20 minutes, based on the discretion of the teachers. Students will not be able to go out in severe weather (rain, wind-chill, icy conditions, low temperature). The recess rules are:

1. Up the tunnel, down the slide
2. Keep to yourself
3. Tag is allowed, but not in the rubber chip area
4. Follow directions of the supervisor
5. No physical contact
6. Remain in designated area
7. Use equipment properly
8. Return all equipment
9. No snowballs
10. Winter recess: K-3 snow pants, boots, mittens and hats, 4-8 dress appropriately

### **School Closing**

Notification of the closing of school for winter conditions or any other emergency that might occur will be made using the ALERTNOW communication system and over radio station WLFE/WWSR in St. Albans and local TV stations WPTZ, Channel 5 and WCAX, Channel 3. Periodic announcements will start at about 6:00 A.M.

If school is dismissed early for any reason, the school will make every effort to notify the parents/guardians using the ALERTNOW system. Parents and children should discuss what to do ahead of time in case of an emergency. (Example: Should children have access to their homes if their parents will not be there or should they go to a neighbor’s house.).

### **Special Education**

The St. Albans Town Educational Center offers comprehensive Special Education programs to eligible students aged 3-21, which strive to provide the least restrictive environment in order for children to develop to their maximum potential. Parents are an integral part of the placement and on-going educational planning for children receiving Special Education services.

### **Student Conduct**

Student conduct will be handled through the Student Support Centers (SSC) and through the office, depending on the severity. Each SSC houses a Behavior Specialist along with an assistant. We have a SSC for grades K-4 and one for 5-8. All bus discipline issues will be handled through the K-4 SSC.

Student demonstrations of consistent academic or behavior performance below the standard will prompt the teachers to call a meeting of all interested parties, including but not limited to other team members, any specialized teachers and parents. Examples of other team members who could participate are: coaches,

counselors, relatives, administration, etc.... The team will make an **Academic or Behavior Support Plan** for each of these students. **The plan may include such activities as mandatory study hall, additional help after school or during the school day, withdrawal from chorus or sports, loss of field trips, extra curricular activities, or year end activities.** All plans will include a date by which the plan will be reviewed for effectiveness. Plans can, of course, be reviewed at any time. The homeroom teacher will give a copy of the plan to the office.

### Discipline Philosophy

We believe in a safe, positive, structured environment that will promote social and academic responsibility. Positive discipline is important because no group of people can work together successfully without establishing standards of behavior, mutual respect and a desirable system of values that leads each person in the group to develop self-control and self direction.

We believe in encouraging and supporting students to develop the following character traits:

**Cooperation    Assertion    Responsibility    Empathy    Self-Control**

Key elements in establishing this goal include:

1. Communication and teamwork between students, their families, school staff, administration, and community agencies,
2. Teaching and modeling appropriate behavior,
3. Holding high expectations for all,
4. Encouraging and recognizing positive behavior and preventing inappropriate behavior,
5. Fostering respect while developing positive self-esteem.

We strive to maintain a high degree of flexibility and individuality when implementing our discipline procedures. School staff, administration, and community agencies spend many hours communicating with students and their families to identify the cause of discipline problems and to ensure that difficult situations are resolved. Every effort is made to personalize the school environment in order to support this philosophy.

### Rules of Conduct

1. **Students must have a pass** to be out of class during class time.
2. Students must leave the building at the end of the school day unless involved in activities happening immediately after school.
3. Articles, except for boots or shoes, which are left on the floor or in the halls may be confiscated.
4. **The following are prohibited on school grounds** and will be confiscated: gum, glass containers, alcohol, drugs, tobacco, matches, lighters, aerosol cans, weapons, use of skates, skateboards, or scooters, and obscene pins or clothes or any object which the teacher deems to be disruptive, unsafe, or inappropriate. Other objects, which are not to be used during class time or be brought into school, are personal stereo devices, cameras, toys, candy, make-up, brushes, hair spray, and perfume. **Soda and high energy drinks are not allowed during school hours. The principals may make exceptions to these items if a request is made in advance and a clearly defined educational purpose is explained and verified.** Personal stereo devices may be used on buses with written parental permission. **The school accepts no responsibility for damage or loss.**
5. **Cell phone and electronic device use is not allowed in school and these devices should be turned off. If phones or electronic devices are used or are heard or seen during school hours the following will occur: 1<sup>st</sup> offense: The phone/electronic device will remain in the office for the day and the student can pick it up when they leave at the end of the day. 2<sup>nd</sup> offense: The phone/ electronic device will be kept in the office until a parent can pick up the phone or until three school days have gone by, 3<sup>rd</sup> offense: Detention or suspension based upon circumstances of incident. The school accepts no responsibility for damage or loss.**
6. **Spitting, fighting, smoking, possession of alcohol and bringing weapons to school are cause for immediate suspension. The police/school resource officer may be contacted to address the issue.**
7. When students are in the cafeteria, they must follow the Lunch Monitor's direction, talk quietly and keep food to themselves.

8. Students must keep their hands, feet and possessions to themselves.
9. Bullying, harassment or hazing of any kind will not be tolerated. Parents are encouraged to monitor their child's use of the internet and social networking tools outside of school to help prevent issues from interfering with the educational environment.
10. **See specific policies on: Weapons, Harassment, Hazing, Tobacco, Drug and Alcohol, and Bomb Threats**
11. **Sexual activity of any kind will not be tolerated and may be treated as Harassment.**
12. **Students should refrain from public displays of affection while on school grounds or while attending school-sponsored activities (i.e.: field trips, sports, or other co-curricular activities).**
13. **Students must uphold standards of academic honesty at all times. Copying work of others or plagiarism will not be tolerated.**
14. **Personal Invitations: Students must hand out invitations for personal parties and family events outside of school.**

#### Grades K-4 Student Support Center

In order to maintain a positive school environment, the following steps will be taken when a student has difficulty meeting these goals:

1. Classroom intervention/time-out
2. Time away with other Staff
  - a. Identify the problem
  - b. Create a plan to solve the problem and be successful
  - c. Contact with individuals involved to discuss follow-up
3. Severe misbehavior including but not limited to assault and threats may result in an alternative instruction time or out of school suspension.

#### Grades 5-8 Student Support Center

The Student Support Center (SSC) is for ALL students in grades 5-8 and serves two purposes. One purpose is to support children who have emotional needs, and the other is to support children in their efforts to make appropriate behavioral decisions. Children may request to come to the SSC or may be sent by any staff member. All behavioral infractions are processed in the SSC. If the child feels that he/she needs help, he/she may ask for a pass from the SSC assistant. The request will be followed up with the student, teacher, and parent if necessary. The SSC will work on a suitable plan of action and/or appropriate consequences for the situation.

Students needing SSC support for behavioral infractions will:

1. Come to the SSC and have time away from class. This will allow the students to think about what they have done.
2. When the student is able to discuss the issue with SSC staff, the infraction will be discussed. A plan could be written at the request of the sending teacher or SSC staff. The plan will help the child to become more aware of their behavior and become responsible in his or her actions. These plans will be written based on natural consequences. Natural consequences help children become more aware of their behavior and do not provide a quick fix.
3. If a plan is written it will be reviewed by parents/guardians, teachers, guidance and administration if necessary. The plan will be followed until all parties feel the behavior has changed.

SSC staff will use the **Behavior and Consequence Guidelines** when determining detentions, suspensions or other consequences. The SSC is here to support all students in any manner necessary to promote good decision making skills and create an environment where all students can succeed. Parent/Guardians and students wanting to discuss SSC procedures may contact us at anytime. We will be happy to set up a time to meet.

### **Detention**

Detention will be served after school on assigned days. Saturday detention may be scheduled for students with multiple offenses or with time owed exceeding 60 minutes. Academic misbehavior will earn a teacher detention. Teacher detention will be served on the day it is earned if parents can be notified and the teacher is available. Otherwise, it will be served on the following day.

Parents will be notified by phone whenever possible or appropriate. Students will be bringing home detention slips that need to be signed by a parent and returned to school. No detention will be served on the day it is earned without prior parent notification. Violations of detention rules can lead to suspension. Unexcused absences from detention will lead to automatic suspension. Serving detention takes priority over all other school activities.

Severe misbehavior will not be considered a simple rule violation. Students who participate in the following misbehavior will be sent to the office immediately and be placed in the office time-out until an informal hearing can be held. Severe misbehavior includes vandalism, possession or use of alcohol, illegal or dangerous drugs, tobacco products and weapons. Further, it includes assault, threatening staff or students, theft, abusive obscenity and insubordination. When students are asked to leave the classroom due to misbehavior and refuse to do so, an administrator will be called. Refusal to leave could result in physical removal, parents being called in or the police being called. (See also #6 under "General School Rules.")

### **Suspension**

Suspensions will be in school for students unless otherwise specified by the principals. The length of suspension will be determined by the severity of the offense, prior suspensions and unexcused absences this school year. Any acts, which may be considered violations of law, will be referred to the appropriate law enforcement agencies. Students serving in-school suspension will do assigned class work and may participate in reflective and educational exercises. Parents may request an informal hearing for suspensions involving severe misbehavior.

#### **Due Process**

Parents may request a meeting at any time concerning a consequence their child receives for rule violations. Parents should direct the first communication to the person giving the consequence. If parents are not satisfied with the results, then contact the principal. If still no satisfaction results, contact the superintendent next. Most student consequences include early parent contact.

#### ◆ Steps for suspension and unexcused absences

1. When a child is suspended or absent without an excuse from school, the SSC will call the parents and emphasize the severity of the child's misbehavior.
2. When a child's days of suspension and unexcused absence total 3 or more, the SSC will confer with parents, notifying them of the consequences for further suspension or unexcused absence and of the resources for help available to them.
3. When a child's days of suspension and unexcused absence total 5 or more, the administration, school counselor and any other appropriate staff will develop with the parents a comprehensive home/school plan for managing the child's school behavior. They will review the plan following each subsequent suspension and revise it as needed. The superintendent will be advised of all students at this step.
4. When a child's days of suspension and unexcused absence total 7 or more days, the superintendent or his designee will review the child's case and, if appropriate, direct the parents to take suitable actions to correct the child's school behavior.
5. When a child's days of suspension and unexcused absence total 10 or more days, the board of directors shall consider long-term suspension or expulsion from school until the school is satisfied that the child will behave appropriately.

The above steps and procedures shall not be construed as preventing the administration from petitioning the board for long-term suspension or expulsion at any time the conditions warrant it.

◆ Due Process for Handicapped Students

While the due process requirements for handicapped students do not prohibit their immediate suspension, they do require consultation with the child's case manager prior to suspension. The case manager will call a Basic Staffing Team meeting if there is a need to determine whether the offense is related to the child's handicapping condition, thereby requiring assessment for emotional/behavioral handicaps. If it is related, alternatives to suspension/expulsion must be considered.

### Bullying Prevention/Intervention Plan

#### Notice of Prohibition Against Bullying and Anti-Bullying Interventions

Saint Albans Town Educational Center recognizes that students should have a safe, orderly, civil and positive learning environment and that bullying has no place and will not be tolerated in its school.

State Law (Sec. 16 V.S.A. 11(a)(32), of 2004:

#### Definition

**"Bullying" means any overt act or combination of acts 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**
- C) 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.**

Bullying, as defined in subdivision 11(a)(32) of Title 16, is a form of dangerous and disrespectful behavior that will not be tolerated by Saint Albans Town Educational Center.

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.

#### **Description of misconduct:**

Bullying can be any act (verbal, physical conduct, gestures, notes, messages) that is intended to ridicule, humiliate, or intimidate a student.

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

1. Teachers and other school staff who witness acts of bullying or receive student reports of bullying must immediately intervene and notify Behavior Specialists or school administrators.
2. School administrators or designee (i.e. Behavior Specialists or school counselors) will investigate written reports filed and will review anonymous reports.
3. Behavior Specialists or school administrators will 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. Behavior Specialists or school administrators shall investigate any written reports.
4. Saint Albans Town Educational Center encourages parents or guardians of students to file written reports of suspected bullying.

5. SATEC encourages students to report personally or anonymously to teachers, behavior specialists or school administrators any acts of bullying. Saint Albans Town Educational Center has established the following methods for such reporting:  
Anonymous Reporting: Bullying Reporting Forms (anonymous) can be found in both Student Support Centers and outside the door of both offices.

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.

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

### **Data Gathering**

Saint Albans Town Educational Center delegates the responsibility of data collection to: The SSC Assistants and Behavior Specialists. 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.

### **Confidentiality:**

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.

### **Response to incidents of bullying:**

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.

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 and of the action taken to prevent any further acts of bullying.

### **In general, in cases involving bullying there are several methods by which SATEC approaches students who bully:**

- 1- Using the discipline process we institute in or out of school suspensions/detentions and other necessary consequences. Detentions will be educational in nature.
- 2- Limiting the social contact/ unstructured time of the bully with other students.
- 3- Providing an educational component for both the bully and those being bullied.
- 4- Providing on-going supports from teachers/administrators/ and guidance for students being bullied.
- 5- Communication with parents of students who are bullying and are being bullied.

**Harassment Policy**  
**POLICY ON PREVENTION OF HARASSMENT OF STUDENTS**

**I. Purpose.**

- A. The Franklin Central Supervisory Union School District (“the District”) is committed to providing a safe and supportive school environment in which all students are treated with respect. This policy involves incident(s) and/or conduct that occurs on school property, on a school bus or at a school-sponsored activity, or misconduct not on school property, on a school bus or at a school-sponsored activity where direct harm to the welfare of the school can be demonstrated.
- B. The purpose of this policy is to prevent harassment as defined in 16 V.S.A. § 11(a)(26) and amended by Act 91 of 2004, and to ensure that the District’s responses to allegations of harassment comply with 16 V.S.A. §565 as amended by Act 91of 2004, Title VI and IX of the Civil Rights Act. It is the further purpose of this policy, when it is found that harassment has occurred, to ensure that prompt and appropriate remedial action, reasonably calculated to stop harassment, is taken by school district employees.
- C. It is the intent of the District to apply and enforce this policy in a manner that is consistent with and protects students’ rights to free expression under the First Amendment of the U.S. Constitution. The District respects and promotes the rights of students and others to speak freely and to express their ideas, including ideas that may offend the sensibilities of others. However, the District does not condone and shall take action in response to behavior that interferes with the learning of students and is not otherwise protected expression.

**II. Definitions**

**Harassment**

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

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

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

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

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

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

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

### **III. Reporting of Student Harassment Complaints**

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

### **IX. Building Contact/Designee to receive complaints:**

SATEC:

|                 |  |              |
|-----------------|--|--------------|
| Amy Ward        | <a href="mailto:award@fcsuvt.org">award@fcsuvt.org</a>         | 802/527-7191 |
| Angela Stebbins | <a href="mailto:astebbins@fcsuvt.org">astebbins@fcsuvt.org</a> | 802/527-7191 |
| Sarah Biggie    | <a href="mailto:sbiggie@fcsuvt.org">sbiggie@fcsuvt.org</a>     | 802/527-7191 |
| Jason Therrein  | <a href="mailto:jtherrien@fcsuvt.org">jtherrien@fcsuvt.org</a> | 802/527-7191 |

### **FCSU Superintendent:**

|               |  |              |
|---------------|--|--------------|
| Robert Rosane | <a href="mailto:brosane@fcsuvt.org">brosane@fcsuvt.org</a> | 802/524-2600 |
|---------------|--|--------------|

The complete harassment policy including the procedures can be found on the Franklin Central Supervisory Union Website: <http://www.fcsuvt.org/>

### **Hazing Policy Summary**

"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, psychological, 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.

Examples of hazing include, but are not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electrical shocks, placing a harmful substance on or in the body, or other similar activity; or
2. Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or other activity that creates or results in an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; or
3. Any activity involving consumption of food, liquid, alcoholic beverage, drug, or other substance that subjects a student to an unreasonable risk of harm; or
4. Any activity that induces, causes, or requires a student to perform a duty or task, which involves the commission of a crime or an act of hazing. Hazing shall not include any activity or conduct that furthers the legitimate curricular, extracurricular, or co-curricular goals provided that the goals are approved by the School Board of the District and provided that the activity or conduct furthers those goals in a manner that is appropriate, contemplated by the School

Board, and normal and customary for similar public school programs. An example of this exception might be reasonable athletic training exercises.

"Affiliated Organization," means an athletic team, association, cooperative, club, or other similar group, whose members primarily are students of the District, and which is affiliated with the District.

"Pledging" means any action or activity related to becoming a member of an organization.

### **Search and Seizure Policy Summary**

1. Desks, lockers, textbooks computer files and other materials or supplies loaned by the school to students remain the property of the school, and may be opened by school employees for cleaning, maintenance or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated and a report will be made to the principal who will determine whether further investigation is warranted.
2. School property may also be searched by school employees upon reasonable suspicion on the part of the principal, Associate Principal, or Superintendent that a law or school policy is being violated. Searches of school property in the possession of students will not extend to areas or items not reasonably calculated to aid in the enforcement of specific policies or laws.
3. Searches of students' persons or vehicles will be conducted if there is reasonable cause to believe that a breach of school policy or law is being committed. Search of a student's person will be conducted by a school employee of the same sex and, whenever possible, in the presence of another school employee.
4. School employees are not the agents of law enforcement officials. Search and/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exists authorizing such search and/or seizure, and when there is compliance with the requirements of the board's policy on interrogations by law enforcement officers.

### **Section 504 Grievance Procedures**

SATEC does not discriminate on the basis of handicap. Please review the section on complaints for addressing issues around discrimination.

### **Staying After School**

A child may be asked to remain after school for correctives or discipline reasons. Parents are requested to sign a slip or call school, acknowledging that their child will remain after school. Parents must provide transportation.

### **Student Records**

Parents and guardians have a right to:

1. Inspect and review the student's education records;
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclose personally identifiable information contained in the student's education records, except to the extent that the Act authorizes disclosure without consent;
4. File with the U.S. Department of Education a complaint concerning alleged failures by the school to comply with requirements of the Act; and
5. Obtain a copy of the school's policy and written procedures or protocols related to student records.

Class lists of students, possibly including phone numbers, might be shared for planning classroom activities and participation in a school emergency closing phone chain. Photos of your child identified might be released in school publications; school related presentations, or local newspapers unless you notify us in writing. Student work/photographs posted on the Internet would only have the students' first name.

### **Technology**

Students are able to access the Internet to complete their schoolwork. Any parents who do not want their children to have access to the Internet will need to send a note into the office making this request. Misuse may result in students losing privileges for a period of time. If a student violates the acceptable use guidelines, his or her use privileges will be terminated and future access will be denied.

**POLICY**  
**ACCEPTABLE USE OF ELECTRONIC RESOURCES,**  
TECHNOLOGY, INTERNET AND TELECOMMUNICATIONS

**Policy**

It is the policy of the FCSU School District to use electronic resources including the Internet to support and enrich the curriculum. The Board believes that the benefit 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.

**User Responsibilities**

Users may access electronic resources including the Internet for educational purposes. The term "educational purpose" includes use of the system for classroom activities, which may involve e-mail communication, career development, and curriculum driven research. Personal use will be governed by the terms listed below.

Students and staff may access the District's electronic resources for limited personal use. Limited personal use of the District's electronic resources including the Internet may be allowed if the use:

- imposes no tangible cost to the District;
- electronic communications including the Internet does not unduly burden the District's electronic resources (i.e. streaming);
- occurs during non-instructional time and does not impede other student or staff access for educational purposes;
- does not violate this policy: or
- permission is granted in advance.

The District may provide e-mail access for students and staff. Students and staff may use real-time electronic communication, such as chat or instant messaging. Students will not post personal contact information about themselves or other people and agree to follow communication safety requirements outlined in administrative procedures when using.

Users will respect the rights of copyright owners and will not plagiarize works they find on the District electronic network including the Internet by presenting them as their own.

Users should not expect that any files and records of their online activity created on the District's system are private. Users will be fully and regularly informed about the District's supervision and monitoring activities and the limitations on their privacy.

Students and staff may not access materials for any purpose that the District deems to be potentially harmful, inappropriate, illegal, and non-educational. This includes materials that are obscene or child pornography.

### **Parental Notification and Responsibility**

Franklin Central Supervisory Union recognizes the importance of and the significant educational benefits that are derived from providing students and staff members access to information technology and the Internet. The Internet is an important educational and communications resource, which provides our students and staff members access to a limitless level of resources and information.

Each school will provide written notice (annually) in the handbook to parents/guardians about student use of electronic resources including the Internet, the policies and procedures governing their use, and the limitation of liability of the District.

Parents/guardians must sign a Handbook Sign Off annually, indicating that they have read and understand the handbook, which includes this policy and others. **Access to the Internet may be limited by written notification by a parent or an administrator.** FCSU schools will comply within the limits of state statute. All students 18 years of age or older must sign their own agreement.

### **Limitation/Disclaimer of Liability**

The District is not liable for unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The District is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the District's electronic resources network including the Internet.

The District is not responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of information obtained through or stored on the electronic resources system including the Internet, or for financial obligations arising through their unauthorized use.

### **Due Process**

In the event there is an allegation that a user has violated this policy, a student will be provided with notice and opportunity to be heard in the manner set forth in the G11 Policy Procedures and the student disciplinary policy. Staff member infractions will be dealt with in accordance with G11 Policy Procedures and contractual agreements.

Notice of violations of this policy shall be forwarded to the Principal to evaluate compliance with this policy and the appropriate implementation procedures.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to illegal activities conducted through the use of the District's electronic resources including the Internet.

### Valuables or Toys

There have been some situations where toys on the bus have become a problem. We would appreciate your help in going over these guidelines with your children. Toys should only be brought to school with teacher approval, and with the understanding that they must stay in backpacks until such time as the teacher has approved their use. Toys must be put away afterwards. Teachers and/or bus drivers will confiscate toys that are being used inappropriately or at inappropriate times of the day and will return them to the student or parent later. Items of value should not be brought to school. The school is not responsible for theft or damage even if they are left in an office. Teacher discretion will be used for the use of toys during recess.

### Visits

We welcome visits from parents during the school day, however we do ask that parents check in with teachers in advance in order to limit possible disruptions. Please check in with the office before proceeding to the classroom. **All visitors must report to either office upon entering the school.** Visitors will receive a **visitor's badge**. Please sign out at the office when leaving. If your child appears to have any difficulties at school, call your child's teacher to arrange a conference.

### Volunteers

As you know, the safety of our students, staff, and community is a priority for SATEC. As part of our safety measures and in order to be in compliance with the FCSU Volunteers and Work Study Students Policy, there have been some changes to the process of volunteering in our school. The new procedures will require that all volunteers fill out an application and release form before volunteering. Forms can be found in the front or back offices. The release form allows us to do a cursory background check before parents or community members are eligible to volunteer in classrooms or chaperone field trips, etc. We appreciate your continued support in our endeavors to make our school a safe and secure place to work and learn.

### Websites

School information, pictures, teacher websites, calendars, policies and more are available on our website. Please visit us on-line.

St. Albans Town Educational Center    <http://www.satecvt.org>  
Franklin Central Supervisory Union    <http://www.fcsuvt.org/>

## Are You Involved With Your Child's Learning?

Read the items below. If you can check at least 20 of these items, you are an involved parent;  
16-20, moderately involved, less than 16, not involved enough

- I let my children know daily that I love and respect them.
- I read to my children.
- I talk to my children's teachers.
- I attend parent - teacher conferences.
- I attend P.T.A. meetings.
- I check my children's homework.
- I know what my children are studying.
- I attend school activities in which my children are involved.
- I take my children to the library or museum.
- I give my children a quiet place to study and study time daily.
- I encourage the interests and hobbies of my children.
- I allow my children to teach me things they learn.
- I let my children display or demonstrate things they've learned.
- I encourage them to write (notes, letters, journals, forms).
- I give my children a chance to read to family members.
- I discuss with my children what we watch on television.
- I make sure my children are offered well- balanced meals.
- I discuss house rules with my children.
- I teach basic safety rules to my children.
- I encourage my children's good efforts.
- I hug my children.
- I help my children accept responsibility at home.
- I meet my children's friends.
- I am not afraid to discipline when necessary, tempered with love.
- I check to see if parents are home when my children go to parties.
- I set definite, reasonable curfews.
- I encourage my children to help prepare meals.
- I give my children freedom to make age-appropriate decisions.
- I teach my children to respect other cultures and races.

## STUDENT/ PARENT HANDBOOK SIGN OFF SHEET

After you have read the Student/Parent Handbook, and reviewed carefully the topics listed below, sign and return to the school office by Sept. 15<sup>th</sup>.

I have read the Handbook, and know how to access it during the school year. In particular, I have reviewed the following items:

- Attendance and Truancy Procedures
- Bus Rules and Transportation
- Extra Curricular Activities Participation
- Fire Drill/Evacuation Procedures
- Incomplete Work
- Lock Down Procedures
- Student Conduct, especially policy summaries on Bullying, Harassment, Hazing, and Search & Seizure
- Technology- Acceptable Use
  - (Students will need your signature in order to access the Internet)
- Volunteers

**Student Name(s)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parent Signature** \_\_\_\_\_

Date \_\_\_\_\_