

Wells Village School

Student / Parent Handbook

2008 - 2009

wRite
To
Improve



Linda O'Leary
Principal

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School Board

Tammy Holcomb, Chairperson

Charity Downs, Vice Chair

Karen Stomski, Clerk

School Board Meetings

The Wells Village School Board normally meets on the third Wednesday of each month. Meetings are held at 7:00 p.m. at the Wells Village School library or multi-purpose room, unless otherwise noted. The agenda is posted at the school, post office and town clerk’s office and is available in the superintendent’s office in Poultney. All meetings are open to the public. Parents and community members are strongly encouraged to attend.

Rutland Southwest Supervisory Union

Thomas Gallagher

Superintendent of Schools

Louis Milazzo

Business Manager

Bonnie Lenihan

Director of Student Support
Services

Darren McIntrye

Assistant Special Education
Coordinator

Michelle Folger

Director of Curriculum, Instruction
& Assessment

WELLS VILLAGE SCHOOL STAFF 2008 – 2009

KINDERGARTEN	Steven Kainen
GRADE ONE TEACHER	Cynthia Cassidy
GRADE TWO TEACHER	Karin Birbeck
GRADE THREE TEACHER	Meghan Keith
GRADE FOUR TEACHER	Ann "Mickey" Moore
GRADE FIVE TEACHER	Jason Grote
GRADE SIX TEACHER	Pamela Hunter
INSTRUCTIONAL ASSISTANTS	Kathleen Fox
	Katie Crowley
	Kathy Hunter
	Barbara Gallinari
READING TEACHER	Shirley Thieser
READING TEACHER	Barbara Festa
SPECIAL EDUCATOR	Kathryn Byrne Grossarth
SCHOOL BASED CLINICIAN	Margaret "Peg" Soule
SPEECH/LANGUAGE PATHOLOGIST	Claudia Ellis
SPEECH/LANGUAGE ASSISTANT	Sheila Ploof
PHYSICAL THERAPIST	TBA
OCCUPATIONAL THERAPIST	Deborah Wells
NURSE	Kimberly Eugair
LIBRARIAN	William Hofmann
TECHNOLOGY CONSULTANT	Nick Striglia
ART TEACHER	April Simpson
MUSIC TEACHER	Christina Holzmacher
PHYSICAL EDUCATION TEACHER	Tracey Tinsley
COOK	Wilma Martindale
ASSISTANT COOK	Martha Williams
CUSTODIAN	Ward Cyr
PART-TIME CUSTODIAN	Ralph Bleeks
ADMINISTRATIVE ASSISTANT	Brenda Chmielewski
PRINCIPAL	Linda O'Leary
TRUANCY OFFICER	David Murray

SCHOOL EVENTS

AUGUST

Welcome Back Barbeque/
First Week Celebration

SEPTEMBER

School Pictures
VPA Spelling Bee Grades 5 & 6
School Wide Fundraiser
Book Fair

OCTOBER

Red Ribbon Week
Halloween Parade
Parent-Teacher Conferences

NOVEMBER

Veterans Day
Thanksgiving Activities

DECEMBER

Kid's Holiday Store
Holiday Concert
Class Holiday Parties

JANUARY

Red Clover Books
Wellness Challenge

FEBRUARY

Valentine's Day Parties

MARCH

Read Across America
Spring Book Fair

APRIL

Arbor Day Celebration

MAY

Memorial Day Parade

JUNE

Lake Day Picnic
6th Grade Graduation
Celebration of Success
Ceremony

PARENT TEACHER ORGANIZATION

Dear Wells Families:

The Parent Teacher Organization (PTO) welcomes you to the 2008-09 school year. The PTO involves parents and teachers striving together to offer students the best learning environment possible. Our monthly meetings are an avenue for you to provide valuable input. We also facilitate communication between home and school.

We are looking for new members to join our team. Whether you can attend monthly meetings or volunteer to help at any events or fundraisers, we would like to see everyone get involved. New members can bring a lot of good to the table and help us look outside the box. Some of PTO's accomplishments include the following:

- Halloween parade and festivities
- 6th grade graduation ceremony
- Box Tops for Education
- Pie booth at M.W.A. Carnival
- Open House
- Writing Contest
- Purchase of Staging & Playground Equipment

We had another busy and successful summer! We had our first annual golf outing at Lake St. Catherine Country Club and once again we had a great turnout at the pie booth! Last year we had the opportunity to be included in a group of non-profit organizations to benefit from ice skating proceeds at Riley Rink. We plan on doing that again this year. These are some of the things that we do but we are always looking for and open to other ideas. Your ideas and help can make this a great year!

New officers were elected in June. We are planning to be underway in September. Once the officers are able to meet, we will distribute a schedule of our meetings and event dates.

Please feel free to contact any of the 2008-2009 P.T.O. officers with questions or ideas. We invite your participation and input. Come join us for an exciting year at the Wells Village School.

Sincerely,

Christine Scarlotta, Co-President
802-645-0469
tine_vt@hotmail.com

Penny Messer, Co-President
pmsr@comcast.net

Tammy Holcomb, Treasurer
tholcomb@rrmc.org

WELLS VILLAGE SCHOOL BOARD

Dear Parents:

Welcome to a new and exciting school year. You will see some new faces this year. We have hired a new interim Superintendent, Thomas Gallagher; a new 3rd grade teacher, Meghan Keith and a new reading teacher, Barbara Festa. Please introduce yourselves and welcome them. The WVS board meetings are typically held the third Wednesday of every month at 7:00 p.m. at the school and our RSWSU board meetings are typically held the fourth Monday of every month at 7:00 p.m. and we rotate between the schools. Warnings for these meetings are always posted at the school. Please feel free to attend any of these meetings. We look forward to hearing any new ideas or happenings regarding our school.

Sincerely,

Tammy L. Holcomb, Chair
802-645-9249

Charity Downs, Vice-Chair

Karen Stomski, Clerk

MISSION

We recognize that each child in our school is a unique individual. Our commitment to his/her educational adventure involves a reservoir of experiences in which each child has the opportunity to develop to his/her fullest potential. Through an atmosphere of mutual understanding, trust, respect and love, our responsibility is to surround our children with worthwhile activities to prepare them for a meaningful life.

We extend a learning invitation to each and every child through both conventional and innovative learning experiences. We encourage our children to think – to pen and develop their thoughts, so that they may flourish and then challenge. It is within this framework that we strive to develop and preserve the most fundamental concepts of both our heritage and good citizenship.

It is our desire to have a better understanding among teachers, parents and community members. Through a conscientious effort in communication, we have a better chance of attaining our goals. The education of our children's well being is our prime consideration. It is toward this goal that our professional effort is directed. We all share the ultimate goal: A happy and well-educated child.

RUTLAND SOUTHWEST SUPERVISORY UNION VISION

Achieving educational excellence for all students within our communities through commitment, challenge, and collaboration

RUTLAND SOUTHWEST SUPERVISORY UNION MISSION

The mission of the RSWSU is to provide leadership and support that will empower its schools to meet the needs of all students through coordinated

- Professional Development
- Curriculum, Instruction, and Assessment
- Policies and Procedures
- Business Services

SCHOOL HOURS

Student supervision is not provided before 7:30 a.m.

Bus students arrive between 7:40 & 7:45 a.m. and walkers arrive at 7:45 a.m. Students arriving prior to 7:40 a.m. should report to the multi-purpose room.

At 7:45 all students should report directly to their classrooms to unpack and prepare for the day. **Core instruction begins promptly at 7:50 a.m.** Students arriving after 7:50 a.m. should report to the office for a tardy slip.

Dismissal:

2:40 p.m. walkers

2:45 p.m. bus students

*Please be prompt in picking up your children at dismissal. Teachers frequently have meetings after school.

DELIVERY AND PICK UP

When letting children off at the school, please use the main (side) entrance.. In order to protect the safety of the students, never leave your car running or unattended. Pick up of children is at 2:40 p.m. Students being picked up are dismissed at the front of the school. Bus students are dismissed from the side entrance.

State law prohibits the passing of a school bus displaying red, flashing lights. When exiting the parking area from delivery or pick-up we ask that you exit behind the MWA Hall to keep traffic flowing in one direction.

The front door remains locked daily. The side entrance which is our main entrance must be used.

SCHOOL CLOSING – INCLEMENT WEATHER PROCEDURES

The decision to close school is made by the superintendent of schools. News of closings and delays will be broadcast as early as 6:00 a.m. on the following radio stations: **WVNR (AM 1340), WNYV (FM 94.1) & WJJR (FM 98.1)**. School closed due to inclement weather remains closed all day. **ALL** activities throughout the day and evening will be cancelled. If school should remain closed the following day, the

announcement will be repeated. Delays will be for two hours only. In the event you drive your child to school, please be certain school is in session before leaving your child off at school. We suggest that you listen to one of the above radio stations each morning, during the winter months.

If school is in session and early dismissal is necessary due to bad weather or any other emergency, an announcement will be made over the radio stations listed above. Vermont winter weather makes early dismissal a possibility. It is expected that parents will discuss **in advance** with their child and their child's teacher procedures to follow. Every effort will be made to contact parents. We will use the two alternate contact people written on the emergency cards in the event that a parent cannot be contacted. Regular bus routes will be observed and walkers will be sent home as promptly as possible. Please fill out completely the **Student Emergency Information Card**. This form has useful information we use during early closing situations, which might occur during the school day. It is extremely important that your child is aware of what to do in the event of such an emergency closing.

EMERGENCY INFORMATION

It is imperative that the school maintains accurate emergency information on each child. Please keep the office informed of any changes of address, phone numbers or health situations. Contact people other than parents must be noted in case of emergency. Parents are responsible for assuring that school officials have current emergency information.

PHOTOGRAPHY OF STUDENTS

Throughout the school year, the occasion may present itself when students have their pictures taken and/or their names published by the local newspaper, etc. Information of names, grade level, and teacher will be given in these situations. If you choose **not** to have your child's picture or name published in this way, please indicate this on the photo permission slip passed out on the first day of school.

SUPERVISION

Students are supervised from the time of 7:30 a.m. until the dismissal at 2:45 p.m. It is the parent's responsibility to supervise students at all other times.

ATTENDANCE

Students are expected to arrive at school in time for the opening of the scheduled school day at 7:40 a.m. **Students who arrive after 7:50 a.m. are considered tardy and are asked to register at the main office.** A note of explanation from home must accompany this late arrival unless we have received a phone call ahead of time.

Regular, prompt **DAILY** attendance is essential for the continuous progress of your child in school. Parents are expected to send children of school age to school daily unless the child is ill. Parents are asked to telephone the school before 8:30 a.m. if their child is going to be absent on that particular day. The school will verify all parent calls with our absentee list. If we have not received a call, the administrative assistant to the principal will telephone your home and/or work to verify the absence. We are required by state law to have a written excuse from the parent for each and every time a child is absent from school. If contact has not been made with the school, or if you have no telephone, you must send a written note with your child upon his/her return to school. Students are responsible for making arrangements with their teachers to complete assignments missed during their absence from school.

TRUANCY

The Wells School Board believes that student attendance in school is essential for the academic, social, and emotional growth of individuals. Students who are regularly absent from school for an unexcused reason shall be declared truant. Students who are tardy for more than five days in any trimester will serve one after-school detention for each five days of tardiness. In such cases, the Truant Officer will be contacted and asked to visit the home.

PARENT REQUESTED DISMISSAL

A written note of authorization from the parents/guardian must be presented before a student is dismissed from school during the regular school day. A telephone request will be honored **prior to 2:00 p.m.** if we can properly associate the caller with the child.

The second part of these requests comes at the actual time of dismissal. Students will not be allowed to leave school on their own. The person who is coming to pick them up must stop at the office in order to be properly identified.

VISITORS AT SCHOOL

Parents and community members are always welcome to visit the school. Advance notice of a request to visit a classroom is greatly appreciated by the school and is highly recommended so the visit can be made more meaningful.

In order to ensure student safety, all visitors must initially report to the office to register their presence and state their business. Without a legitimate reason to stay, people will be required to leave the building and the school grounds. Parents delivering students to school will leave them at the office.

Lunches, books, musical instruments, permission slips, and other items to be delivered to your child should be given to the school administrative assistant. Please write your child's name, grade, and his/her teacher's name clearly on the package. The administrative assistant will see that the item is delivered.

Teachers cannot conference with parents during those school hours when they are directly involved in classroom teaching. However, if you wish to set an appointment with one of the teachers, please leave a note or phone message with the administrative assistant. Most of the requests are responded to the same day they are received. However, please be patient with us. Things can sometimes get a little hectic, and a reminder note or call would be appreciated. If after a reasonable time you still have not "connected", please call the principal. Every attempt should be made to contact your child's teacher first with questions or problems.

FIELD TRIPS/RESEARCH

Children will have the opportunity to go on field trips in connection with instructional programs. When such trips are planned, notification will be sent in advance via our weekly newsletter, **The Chalkboard**.

Our "hands on" approach to learning makes necessary frequent use of the outside area near the school and around the town of Wells. One permission slip will be issued to cover all field trips for the year.

BICYCLES

Students who ride bicycles to school must wear a helmet. Students may ride bikes to school only with parental permission. They must follow the Vermont Motor Vehicle rules that govern the use of bicycles on the road. On arrival, students should leave their bicycles in the designated area. Students may not ride their bicycles during school hours unless it is part of the physical activity. The school will not be responsible for loss or damage.

ITEMS NOT ALLOWED

Students may not bring skateboards, knives, cigarette lighters, tobacco, firearms, drugs, alcohol, and other potentially hazardous items to school. In addition, radios, tape/boom box/CD players, ipods, game boys, animals, and toys are discouraged unless specifically approved by the teacher as being appropriate for a specific project or activity. All such items will be confiscated and the parent will be notified.

WEAPONS

It is the intent of the school to comply with the Federal Gun Free Schools Act of 1994 and Act No. 35 of the 1995 session of the Vermont General Assembly which require school districts to provide for the possible expulsion of students who bring weapons to school. The school board adopted a policy on August 9, 1995 that is available in the school office by request.

PHONE CALLS

Emergency phone calls may be made during the day. Parents are asked to use discretion so as not to interrupt staff while teaching. To eliminate all unnecessary calls, written permission slips (bus or other) should be sent in with your child in the morning. Parents should call for students only in cases of real emergency.

FIRE DRILL

Fire Drills are conducted to ensure that students and all school personnel know the proper exits from the school in case of fire or other emergencies. Drills are conducted at least once a month. The children and staff are instructed in how to properly exit the school building according to the **Emergency Preparedness Plan. Since Fire Drills are not announced, children must have shoes on at all times.** Children must remain quiet, stay in line, follow instructions, walk with their supervising adult to the nearest exit, and await instructions.

EMERGENCY PREPAREDNESS PLAN

The Wells Village School has an emergency preparedness plan to be used in the event of fire, bomb threat, civil disturbance and severe weather conditions. Two methods of evacuation have been determined and mapped out, and regular practice drills will occur. Each room in the school has an Emergency Preparedness Plan posted, outlining evacuation procedures. The primary and alternative evacuation sites are the Modern Woodmen (MWA) metal building and the Methodist Church, respectively. Every effort will be made to notify parents that a school evacuation has occurred. If we are unable to reach a parent, one of the two alternative contacts written on the child's emergency card (by the parent), will be notified.

SMOKING

Vermont law does not allow smoking by students or adults in any school building or on school property. Any tobacco product found in the possession of a student on school property or school function will be confiscated. Possession or use of tobacco products by students will be referred to law enforcement authorities.

DRESS CODE

The appearance of any young person is primarily the responsibility of that individual and his/her parents. We expect students to maintain the type of appearance that is not distracting to teachers or to other students. The school trusts that students will use good judgment when deciding on attire. Clothing advertising drugs, including alcohol or tobacco, or including inappropriate language or violent depictions contradict our school and district goals and should not be worn to school or during school activities.

Shorts and skirts should be near mid-thigh in length or the bottom of the shorts/skirts should reach to the tips of the fingers when the child's arms are held straight down at his/her sides. Shorts/pants and skirts should not fit too tightly or too loosely.

Students may not wear mesh (see-through), spaghetti-strap or tank tops with the large arm opening (like basketball jerseys). There should be no bare midriffs – no belly buttons showing or bare back tops.

The wearing of hats in the school building is prohibited.

Students must wear appropriate footwear at all times. High-heeled shoes may not be worn due to safety concerns. Heelies may not be worn in P.E. class. Please consider weather and climate conditions when preparing for school in the morning. All of our boys and girls will be outside for recess during certain times of the day. Their apparel should reflect the nature of Vermont conditions. Please label clothing. It helps avoid confusion and loss. Neatness and cleanliness pay off in improved attitudes and pride. Good personal hygiene is a must in the classroom.

Weather conditions dictate decisions regarding clothing to be worn at recess or whether we should have recess inside. These are the guidelines we follow:

- We use the office computers (National Weather Service) to determine the current temperature.
- Temperatures 30 degrees or below mean that all students must wear all outside gear.
- Temperatures 31 degrees or above mean that students in Grades 3-6 may choose how to dress for recess. The principal and/or duty teachers may dictate outdoor dress in K-2. Consistency and communication are important.

MAKE-UP POLICY

The wearing of make-up such as lipstick, mascara, eye shadow, etc. is not allowed and can be distracting for elementary students. Make-up may not be brought to school. Use of clear or light colored nail polish is allowed, but not encouraged.

STUDENT ACCIDENT INSURANCE

Student accident insurance policies are available at the beginning of each school year. Coverage can be purchased for accidents occurring just during school hours or for an extended 24-hour day. The school provides coverage during school hours and during school activities. This is supplemental to your primary insurance coverage.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be held in the fall. This is an excellent opportunity to exchange information regarding your child. Parents should feel free at all times to contact teachers and arrange for individual conferences at a mutually agreed upon time.

SCHOOL NEWSLETTERS

Each week we publish "The Chalkboard", our school newsletter. This is our primary form of communication with parents. Please, please take time to read this important information. We include a calendar of upcoming events, which is a very handy reminder.

LIBRARY BOOKS

Students are allowed to check out two library books at a time. Students may only have up to two books checked out at any one time. All books must be returned to the library one week before the end of the marking period (they may be renewed at that time). Lost or damaged books must be paid for.

BIRTHDAY

Birthday celebrations are an exciting time in a child's life. Please consult your child's teacher if you would like to provide a snack in honor of your child's special day.

Unless all classmates are being included in an event such as a birthday party, please distribute invitations outside of the school environment.

SCHOOL POLICIES & PROCEDURES

A complete copy of all adopted policies and procedures is available for viewing in the Wells Village School's office, at any time. Models are provided by the VT Dept of Education and used as a primary basis for most of our adopted policies and procedures.

BEHAVIOR/DISCIPLINE AT WELLS VILLAGE SCHOOL

Discipline Philosophy Statement

The goal of disciplinary action at the Wells Village School is to establish and maintain an atmosphere where students feel safe and secure. Students will succeed in an environment where respect toward themselves and others is evident. They will understand that the choices they make will affect their goals and achievements.

We consider discipline to be an essential component to the educational process. Students will understand that there are consequences to the choices they make. The goals of our disciplinary system are:

- 1) The development of student responsibility.
- 2) The development of critical thinking skills.
- 3) The development of independence.
- 4) The teaching and development of skills for appropriate expression of thoughts and feelings.
- 5) The teaching and development of responsible choice making.
- 6) The development of the ability to identify emotional, social and behavioral consequences.
- 7) The development of alternative behaviors and greater self-control.

From Discipline with Dignity by Curwin & Mendler, ASCD, 1988.
Also consistent with Glasser and others.

HARASSMENT

Our school is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect. Harassment is a form of unlawful discrimination as well as disrespectful behavior.

It is the policy of the Wells Village School to oppose and prohibit, without qualification, unlawful harassment based on race, color, religion (creed), national origin, marital status, sex, sexual orientation, or disability. The detailed policy is available at the school office.

COMMON SENSE RULES FOR CHILDREN

During the first week of school each class will discuss behavioral goals. The following are "common sense" rules we take for granted:

1. Children must conduct themselves in an appropriate manner, so as to avoid injuries to themselves and/or others. Fighting and other forms of social misbehavior will not be tolerated.

2. Children may not leave the school grounds during the day without adult supervision or a permission slip.
3. Children will not bring dangerous objects to school. These include, but are not limited to, knives, guns, bullets, pointed objects, etc.
4. No throwing snowballs and other foreign objects.
5. Money and valuables brought to school are not the responsibility of the school.
6. All injuries are to be reported at once to the nearest supervisor.
7. Those who lose or destroy school property are responsible for the damages. The parents will be contacted regarding their liability. This includes lost library books.
8. Children not enrolled in Wells Village School are not allowed on school grounds during school hours without permission from the principal.
9. School playground guidelines will be sent home with children at the start of each school year.

DISCIPLINE GUIDELINES

The Wells Village School Discipline Guidelines are based on fostering mutual respect. Teachers in our classrooms have the right and obligation to teach; students have the right and obligation to learn without interruptions. Discipline is a means by which students are held accountable for their actions and helped to understand the consequences of inappropriate behavior.

Classroom rules will be developed within the first week of school and posted in the classroom. All classroom rules will be in accordance with school-wide rules.

Any discipline form will:

1. Be related to the rules
2. Teach or reinforce positive behaviors.
3. Encourage student responsibility.
4. Be designed to result in increased self-control by the student disciplined.
5. Maintain dignity for the student and the teacher.
6. Provide logical and natural consequences.

There are rule-breaking behaviors that are unacceptable at Wells Village School.

These include:

- A. Blatant defiance – example: student refuses to comply with a reasonable adult request.
- B. Aggressive action – example: throwing a book in the classroom, raising a fist, jeopardizing anyone’s safety, behavior that might result in danger to self and others.
- C. Disrespect – example: talking back to a teacher, mimicking, rolling of eyes.
- D. Intentional and deliberate profanity and/or gestures.
- E. Deliberate, continuous disruptions in class.
- F. Possession or use of alcohol, tobacco, or drugs.
- G. Possession of weapons or dangerous items.
- H. Destruction or theft of school property. – Example; graffiti.
- I. Leaving school grounds without authorization or permission.

Students who engage in such behaviors will be disciplined. The Principal will be notified and determine if further disciplinary action is warranted.

DISCIPLINARY PRACTICES

The teachers and staff at Wells Village School will use the following consequences to rule breaking behaviors; these consequences are not necessarily sequential.

1. Warnings:
 - a. Verbal – example: could occur one on one with students either in or out of the classroom.
 - b. Nonverbal – example: eye contact, planned cue
2. Planning:
 - a. Oral: as student answers specific questions designed to help him/her identify what they did and how they could better handle a similar situation in the future.
 - b. Written: same process as oral plan except more reflective because it is in written form.

3. Time Out/Stop and Think:
 - a. To be used when the student has not responded to clear signals that he/she is disturbing learning. May occur in a chair, back to a desk or outside of the classroom setting.
4. Principal Intervention:
 - a. The student will be sent to the principal when the teacher sees an offense as severe, harmful or threatening.
5. Parental Notification:
 - a. May be by teacher, principal or the student themselves through any of the following means: telephone, letter via mail or direct person to person.
6. Teacher Detention:
 - a. With 24-hour parental notification, a student may be detained for up to one hour after school. It is the parent's responsibility to arrange transportation.
7. Principal Suspension:
 - a. In-school – student isolation from peers, does not attend any regular classes including all specials.
 - b. Out-of-school – student not allowed to attend school.
8. Superintendent and or/School Board Expulsion:
 - a. Last resort
 - b. Student no longer attends classes at Wells Village School

FOOD SERVICE

The school will offer breakfast and lunch daily for grades K-6. Morning milk is available to all grades, and milk may also be purchased separately at lunchtime. The prices are as follows:

Breakfast w/milk	\$.75	Lunch w/ milk	\$1.50
Reduced breakfast	.30	Reduced lunch	.40
Morn. or lunch milk	.30		

Forms for applying for free and reduced meals will be available to all students. Confidentiality is honored. Should financial income change, a form can be completed at any time throughout the year. The school poverty index is based upon the number of students qualifying for food

program assistance. The greater the index, the more likely we are to qualify for additional programs and funds to support our students

It is expected that students are to pay for meals and/or snacks **prior** to their consumption. All money due the school for meals and milk must be paid on Monday morning for meals you expect the student to consume that week. Menus and envelopes will be supplied to the students on a monthly basis. Credits caused by absences should be used the following week.

If a student owes more than \$10.00 for meals and/or snacks and has not made proper arrangements for payment, he/she will receive a sandwich and milk for lunch. A sandwich will be made available for students who forget their lunch or otherwise need it.

Bills will be sent on a regular basis to parents for any money owed to the food service program.

SNACKS

There is an opportunity for a mid-morning snack each day. We strongly encourage healthy/nutritionally balanced foods be used for snacks such as cheese, crackers, fruit, yogurt, etc. Please refrain from high sugar content foods and drinks on a regular basis.

Healthy snacks are sold daily for \$.25 through our food service program.

HEALTH

The school nurse will see that there are periodic health appraisals of school-age children to identify important health problems and recommend remedies. Health appraisals shall be done through such means as health history, parent/guardian disclosures, teacher and school nurse observations, screening procedures, and physical examinations. All state laws, relating to vision and hearing screening, immunizations, handicapping conditions, and child abuse reporting shall be followed. Parents shall be informed about school health issues and individual student health needs. The school nurse will be available to deliver health services to students on a scheduled basis at least once a week.

Vermont state law requires schools annually to test the hearing of students in the first, second, third, fifth, seventh and ninth grades. Parents are permitted to opt their children out of such tests by notifying the school nurse in writing.

Head lice checks will be done periodically and follow-ups will be done in accordance with the Wells School District Head Lice Policy/Procedure.

All students should have on file in the school office an emergency contact card. This card will include the following information:

1. Name, address and home phone number of the student.
2. Name, address and home phone number of parent/guardian.
3. Parent's/guardian's emergency contact phone number.
4. Family physician's name and phone number.
5. Special health problems, if any.
6. Names, addresses and phone numbers of at least two other persons with transportation who may be contacted when parent/guardian cannot be reached.

DISPENSING OF MEDICATION

Prescription Medication –

The Wells Village School recognizes that at the present time many children are able to attend school regularly because of the effective use of prescribed medication in the treatment of chronic disabilities or illnesses. It is more desirable for medication to be administered in the home. However, any student who is required to take prescription medication during regular school hours must comply with the following regulations:

1. Written orders from a physician detailing the name of the student, the drug dosage, reason for giving, and time medication is to be given must be received by the school nurse and/or the building principal before the medication can be given. A renewal of a long-term medication order is required each school year.
2. Written permission for the parent/guardian of the student requesting that the school district comply with the physician's order must accompany the physician's order.

3. Students with chronic illness, (e.g. seizure disorder, cystic fibrosis, diabetes, etc.), who are responsible for self administering their medications may be allowed to continue the practice. Medication shall be kept in a locked storage area for medical supplies.
4. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician. Package insert listing possible adverse reactions to the medication must also be sent. If insert is not available, the school nurse shall be consulted as to possible side effects that might occur.

The above procedures must be followed for all prescription medication. All unused medication shall be destroyed or returned to parent/guardian for disposition.

Non-Prescription Medication

The school nurse and/or the building principal or his/her designee must be notified if any non-prescription medication is to be used during school hours or activities.

Non-prescription medications will be administered only after a permission form has been signed by the parent/guardian. Non-prescription medications must be left at the health office or the designated area of the building, which provides for locked storage of medical supplies and must be brought in the original container.

The school nurse, principal, or principal's designee in compliance with the school's medication policy, will give out all medications. The school nurse or principal shall be responsible for alerting, when appropriate, the necessary school personnel of the medication being administered and possible adverse reactions.

A log will be kept that records the dispensing of all medications to students. The log will note the student's name, medication, time given, dosage, and initials of the person administering it. The person dispensing the medication is responsible for recording the information in the log. Reports of medication administration that are long term shall be recorded on the student's permanent health record, including follow-up notations. The school nurse or building principal will be responsible for

seeing that such information is maintained. The school nurse or building principal shall be responsible for maintaining communications with the parent/guardian concerning the student's response to the medication.

DRUGS AND ALCOHOL

It is the legal and social obligation of the Wells School District to provide an established policy and guidelines to encourage and promote a totally drug and alcohol free school environment. Drug and alcohol abuse will be dealt with in accordance with the existing Drug and Alcohol Policy which states that the school will seek to prevent and will prohibit the possession, use and/or distribution of any drug, alcohol, or drug paraphernalia on school property, at school-sponsored events, on school buses, and en-route to and from school by any mode of travel.

All violations of this policy, which include the possession, the use, and the distribution of any drug or drug paraphernalia and being under the influence of any drug, will be dealt with according to the procedures described herein. The consequences of such violations may ultimately result in expulsion from school and/or an arrest.

Recognizing that substance abuse may indicate other serious or underlying problems, every effort will be made to offer a student help and assistance. Help may include early identification, referral for treatment, and aftercare support. Disciplinary procedures will be administered with the best interests of the student, the school population, and the community in mind. The seriousness of an offense may require more severe consequences than are outlined in the following practices.

The rights of the student will receive due consideration. The questioning of a student on school premises will take place in the presence of a school official. A student's right to remain silent or speak through an attorney or parent/guardian may not be abridged. A school official will maintain a written record of all proceedings under the policy. This will be made available to the student.

HIV/AIDS

We believe all children in Vermont have a right to an education. As a general rule, a student with AIDS or infected with HIV should attend

school in a regular classroom with the approval of the student's physician and should be considered eligible for all opportunities and services provided by law and local school district policy. Reporting of AIDS or HIV infection to school is not mandated. The student or student's parents may choose to report this information. These are the only acceptable sources of reporting regarding HIV infection.

The superintendent shall be responsible for the consistent procedural implementation of this policy. The procedures shall follow the Recommended Guidelines for Providing Education to Students with AIDS/HIV Infection provided jointly by the Vermont Departments of Health and Education.

CHILD ABUSE AND NEGLECT

It is the policy of the Wells Village School to encourage all personnel including all schoolteachers, guidance counselors, nurses, principals, librarians, and all other employees to report cases of suspected child abuse and neglect in accordance with Vermont Law and local policies.

HOMEWORK (POLICY) GUIDELINES

Philosophy

The Wells School is committed to excellence in teaching our students. It is our belief that learning should go beyond the classroom and into the home. The education of your children and their overall well-being is our prime consideration.

Homework: An extension of classroom assignments.

Homework assignments stress good study and work habits, responsibility, writing, reading, creativity, reasoning and thinking skills. Homework is a tool to be used for academic growth and parental involvement in the child's learning process.

Homework Objective:

1. Homework will be assigned according to the discretion of each teacher at his/her grade level.

2. The teacher will determine when, and how much, homework will be given according to the ability levels of the students.
3. Homework will not include skills or concepts that have not been taught or reviewed in the classroom.
4. Homework grades, when applicable, will be averaged in with grade reports.
5. In the fall of each new school year, teachers will notify parents as to the specific homework assignments and procedures for that year and grade level.

AVERAGE TIME GUIDE FOR HOMEWORK ASSIGNMENTS

Maximum Daily Minutes of Homework Recommended (total all classes).

	5	10	15	20	30	45	60	75
K	-----							
1	-----							
2	-----							
3	-----							
4	-----							
5	-----							
6	-----							

TRANSPORTATION

Transportation on regularly established bus routes is provided per board policy. A complete policy manual, which further outlines transportation in the Wells School District, may be viewed in the school office. The information in this handbook covers only pertinent regulations that directly affect parents and students.

BUS RULES AND DISCIPLINE

- A. It is the purpose of this policy to ensure that student bus behavior remains reasonable and appropriate at all times. The

health and safety of all students traveling to and from school on the school bus must be protected. Any student misbehavior, which interferes with the safe operation of the school bus, will not be tolerated. Law does not require school bus transportation in the state of Vermont. It is a privilege, which can be revoked. The school bus is an extension of the school, and all school rules and regulations that pertain to student conduct in school are applicable on the bus. These rules of behavior will include, but not be restricted to, the following list.

RULES OF BUS BEHAVIOR

1. Observe the same conduct as in the classroom.
2. Be courteous – use no profane language.
3. Do not eat or drink on the bus, including gum and candy.
4. Keep the bus clean.
5. Cooperate with the driver
6. Show respect for bus driver and others.
7. Do not be destructive.
8. Stay in your seats.
9. Heads, hands, and feet must be kept inside the bus.
10. Bus driver is authorized to assign seats.
11. No tape players or radios.
12. No talking back to the bus driver.
13. Listen while driver is talking.
14. No glass containers or sharp pointed toys, etc.
15. Do not smoke.
16. Students are responsible for all damages to seats assigned to them.
17. Students should be at their assigned bus stops when the bus arrives so as to prevent unnecessary delays.
18. Students may not get off the bus at other than their assigned bus stop unless they are able to give the driver a note from their parents or responsible school personnel, which give them permission. A note must be submitted for each instance where the student has permission to leave the bus, which is contrary to his/her usual weekly schedule.
19. Once a student leaves the bus, either at his/her assigned stop, or at a different location for which he/she has obtained

- prior permission, he/she will not be permitted to reboard the bus.
20. Any student who does not normally ride the bus must have a note from his/her parents in order to ride the bus on a specific occasion.
 21. If they are provided on a bus, seat belts must be worn.

Any student who exhibits improper conduct or jeopardizes the safety of the other students may have his/her riding privileges suspended for a period of time.

**To avoid confusion and to ensure our children's safety, we are requesting that all bus notes be brought by students the first thing in the morning to their teachers, so they may be put on a master schedule for the bus drivers.

- B. The driver of the school bus shall have complete control of the operation of the bus and of the passengers, whether boarding, riding, or leaving the bus. It is the driver's responsibility to maintain order and to see that students follow the rules for bus behavior. He/she shall take whatever steps are necessary to ensure the health and safety of the students during the ride to and from school.

The bus driver may, in order to maintain order on the bus:

1. Suspend the riding privileges of a student in accordance with policies set up by the individual board. Suspension may occur provided that no student is put off the bus for disciplinary reasons prior to being delivered to his/her education destination.
 2. Assign seats to students.
 3. Contact principal or parents of students.
 4. Try other disciplinary measures a board may authorize.
- C. Students and their parents have the right to appeal any bus discipline decisions to their respective board after first having notified the superintendent. Such appeals will be heard at the next regularly scheduled board meeting following the disciplinary

action. The superintendent will contact the chairperson of the board in advance of the scheduled meeting.

D. DISCIPLINARY PROCEDURES

1. The first instance of misbehavior on the school bus by a child shall result in a verbal reprimand to the student by the driver. Every attempt will be made to inform parents of the child's behavior problem.
2. On the occasion of the second act of misbehavior by the pupil, he/she will be issued a Bus Conduct Report by the bus driver, which states the type of misbehavior and the discipline to be imposed. First time suspensions will be for a period of three (3) school days.
3. Should a student receive a suspension of his/her bus riding privileges, a copy of the Bus Conduct Report signed by the parent must be returned to the bus driver in order to have his/her bus riding privileges restored.
4. If, after returning to the bus, the student misbehaves again, he/she will be suspended from the bus for a period of five (5) school days. Upon completion of the suspension, a signed copy of the Bus Conduct Report must be returned to the bus driver before riding privileges will be restored.
5. If, after returning to the bus, the student misbehaves a fourth time, he/she will be suspended for a period of thirty (30) school days. Once again, a signed copy of the Bus Conduct Report must be returned to the bus driver before bus-riding privileges will be restored.
6. In the event of subsequent misbehavior, the bus riding privileges will be suspended for the balance of the school year.
7. Suspensions will be carried over until the ensuing year if there is not sufficient time remaining in the current year.
8. Suspension of bus riding privileges DOES NOT excuse a student from compulsory school attendance. The parent and student must assume the responsibility for the student attending school subject to the attendance and truancy laws of the State of Vermont.

BUS CONDUCT REPORT

After verbally warning a student about his/her misbehavior on the bus, the driver will issue a Bus Conduct Report upon the recurrence of such misbehavior. Parents are required to sign and return the form in order to restore their child's bus riding privileges at the end of the suspension period.

PARENT AND STUDENT RIGHTS

Civil Rights Compliance Non-Discrimination Policy

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, the laws of the State of Vermont, and the rules and regulations promulgated by the Secretary of Health, Education and Welfare, it is the policy of our school that no person will be discriminated against on the basis of race, color, national origin, sex, sexual orientation, creed or handicap in admission to, access to, treatment in or employment in its programs and activities.

PROTECTION OF PUPIL RIGHTS

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.

No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or his family;
3. Sex behavior and attitudes;

4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior written consent, or (in the case of an unemancipated minor), of the parent.

Educational agencies and institutions shall give parents and students effective notice of their rights under this section.

Enforcement

The Secretary of Health, Education and Welfare shall take such action as he/she determines appropriate to enforce this section, except that action to terminate assistance provided under an applicable program shall be taken only if the Secretary determines that:

1. There has been a failure to comply with such section; and
2. Compliance with such section cannot be secured by voluntary means.
3. OFFICE AND REVIEW BOARD – The Secretary shall establish or designate an office and review board within the Department of Education to investigate, process, review and adjudicate violations of the rights established under this section.

CONFIDENTIALITY

Wells Village School wishes to remind parents who do not want children's names publicized for any reason(s) to indicate that desire in a letter to the principal's office or at registration, or as needed.

Public Law 93-380 includes an amendment popularly referred to as the "Buckley Amendment", which requires school systems to refrain from publicizing any information at all about children when parents do not wish such publicity to occur. Examples of the school's publication of a list of names would certainly include athletic events, honor roll lists, music or dramatic performances, and other student activity functions such as spelling bees, contests and other recognition awards.

Unless written notification is received from the parents by the school, it will be assumed that publication is agreeable.

PARENT AND STUDENT RIGHTS REGARDING EDUCATION RECORDS

As a parent of a student enrolled in Wells Village School, you have certain rights concerning the education records, which the school district maintains. The Family Education Rights and Privacy Act (FERPA), the Education of the Handicapped Act (P.L.94-142) and the policy and procedures of the Wells Town School District afford these rights.

1. You have the right to a list of the types and locations of student education records maintained by the Wells Village School and the titles and addresses of the school officials responsible for those records.
2. You have the right to inspect and review your student's education records within a reasonable time after such a request (no more than 45 days after the request is made, and before any IEP meeting or hearing related to the identification, evaluation, or placement of a handicapped student).
3. You have the right to explanations and interpretations of the education records.
4. You have the right to a copy of any of your student's education records at no more than the school district's copying cost.
5. You have the right to seek the correction or amendment of your student's education records.
6. You have the right (see School Policy "Procedures for the Collection, Maintenance, Disclosure, and Destruction of Education Records) not to have information from your student's education records disclosed without prior written consent, except:
 - a. To school officials with legitimate education interests.
 - b. To you
 - c. To officials of another school or school system in which your student seeks or intends to enroll or is concurrently enrolled.
 - d. To government officials and other authorities, as provided by law.
 - e. In health and safety emergencies.
 - f. In connections with the application for and receipt of financial aid.

- g. To accrediting organizations or school approved organizations conducting educationally related studies.
7. You have the right to examine and receive a copy of any policies or procedures of the Wells Village School regarding education records by contacting the principal of the school.
8. You have the right to request and receive this notice in your primary or home language.
9. You have a right to file complaints, regarding the Wells Village School's failure to grant these rights, to the FERPA Office, Department of Education, 4512 Switzer Building, Washington DC 20202. Telephone (202) 245-0233.
10. Wells Village School assumes that either parent has the right to inspect, review and release the student's education records unless it is provided with evidence that there is a legally binding instrument, which states to the contrary.

NOTE: When a student reaches the age of 18 or is attending an institution of post secondary education, the rights accorded to and the consent required of the parent shall thereafter only be accorded to and required of the student, except the record of a dependent eligible student may be disclosed to the parent of that student without the consent of the student.

SPECIAL PROGRAMS AND SERVICES

Title I

Title I (pronounced "Title One") is the largest federally funded program designed to help all children attain Vermont's Framework of high content and performance standards in the area of reading. The purpose of the program is to help students who are not meeting the standard or at risk of not meeting the standards, and is focused in grades K through three.

Title I services are provided in a variety of methods including in-class, pullout, individual, or small and large groups. The service delivery is especially designed to meet the learning styles and special needs of each individual student.

At risk first graders may receive additional services through Reading Recovery (RR).

Eligibility for the Title I program is consideration if a student is not meeting the standards or is at risk of not meeting the standards, which is determined by in-class performance assessments and teacher recommendation.

A parent may recommend their child for Title I services.

MIGRANT EDUCATION PROGRAM

HAVE YOU MOVED TO WORK ON A FARM OR IN LOGGING WITHIN THE PAST SIX YEARS? If so, your family may be eligible for free supplemental services. These services can include school-based instructional services, collaborative establishment of educational goals, and evaluation of student achievement, home visits and home based instructional services. Students also receive free books. In addition, health services are provided through health educators who are registered nurses.

Families may contact The Rural Education Center (1-800-639-2023) or the school office at (645-0386) for more information.

INSTRUCTIONAL SUPPORT SYSTEM, ACT 157 (230)

Act 157 is a Vermont Law designed to meet the needs of students within the regular classroom environment as much as is possible. Sometimes, in order to achieve that objective, students may need special accommodations, support or equipment. The school's Instructional Support System members are charged with meeting student's needs when students are referred to the Instructional Support System by parents or teachers.

Teachers at Wells Village School meet regularly to develop strategies and modify programs for children who need special accommodations and support for challenge and enrichment.

The intent of this support system is to help students achieve and feel positive about their success within the regular classroom. The student's classroom teacher is always a member of the Instructional Support Team.

The Instructional Support Team will take referrals from teachers and/or parents who believe a student has unmet educational needs. It will be the practice of the teams, or referring teacher, to inform parents when a referral has been made and follow up with parents by giving them the minutes from the meeting listing suggestions and any plan, which has been developed to help the student.

Referral forms may be obtained in the school office.

SPECIAL EDUCATION SERVICES

Parents or teachers may refer a child for an evaluation any time there is a concern about the child's academic performance. Parents should discuss their concerns with the classroom teacher prior to making a referral for special services. Normally, concerns about students are initially addressed through the Act 157 process. Students who qualify for special education have an Individualized Education Plan (IEP) developed by their parents and school personnel.

If you have any questions about this process, please call the school and discuss your concerns with the principal.

SECTION 504 OF THE REHABILITATION ACTS OF 1973

Section 504 of the Rehabilitation Act became law in 1973. It prohibits discrimination against handicapped persons by school districts receiving federal financial assistance.

Section 504 protects all students with disabilities; defined as those having any physical or mental impairment that substantially limits one or more major life activities (including learning). Students who have a disability that limits their ability to participate in the education program are entitled to rights and protection under Section 504 even though they may not be in need of special education services. In that regard, Section 504 is not an aspect of special education. Examples of students who may require protection under 504 are individuals with health impairments such as: asthma, diabetes, arthritis, and AIDS, as well as students with emotional/behavioral disabilities and students with Attention Deficit Disorder. This list is not all-inclusive.

Children with disabilities may qualify for special accommodation services so they may fully participate in the same educational program as their peers.