

August 26, 2009

Dear Parents and Families,

It is with great pleasure and much excitement that I write this letter to begin my third year as Principal of Poultney Elementary School! With each year brings much potential and many opportunities for learning. Poultney is unique in the way it supports its children and their education and it is important to continue existing relationships and to build new programs and partnerships that will support our students as they strive to be the best that they can be.

This year we will continue to encourage every child to be respectful and responsible for their own behavior, through the Responsive Classroom model and the Second Step program. Through the use of common language, as well as consistent and fair expectations for behaviors, we hope to assist our students in becoming good citizens and leaders. In addition, we have many programs to promote leadership skills and provide students with opportunities for voice in their learning. Equally important, these programs foster independence, self-confidence and resiliency, all characteristics that are proven to ensure lifelong success. Our college partners have been an integral force in assisting us with these programs and we have exciting prospects to expand the mentoring and leadership potential within our youth.

We are proud to have our Celebrations of Learning assemblies led by students here at PES and I encourage you to come to our school to see our student leaders in action, and share in our achievements and successes. I know that home-school partnerships, as well as community connections are essential components of student success, as well as a healthy school climate. Therefore, I hope you to continue to volunteer whenever possible in your child’s classroom, the library, or in any area that you may be interested in or have an expertise. On many occasions we have special activities occurring where extra hands would be most appreciated, but always parents are welcome!

This handbook has been developed to help familiarize you with some of our schools’ programs and procedures; I hope you will take some time to read it thoroughly, as some changes have been made to ensure things run efficiently and safely here at PES. One important change is that we have pushed back the tardy bell to 8:05 a.m. This is so that we can optimize learning time and do our best to adhere to attendance policies and procedures as outlined on pages 9-10. Please be assured that this handbook is just the beginning of our ongoing communication, and I encourage you to ask questions and/or seek information at any time throughout the year. Working together is a must to facilitate the caring, nurturing environment that is essential in a successful learning community!

Please pop in and say hello in the days ahead, and I am happy to be here as we approach another positive year where students and their growth are our focus! Please join me and the faculty and staff as we strive to make this a great year for the students here at PES!

Sincerely,

Kristen L. Caliguiri, Principal

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- B. continue with Responsive Classroom and Second Step curricula
- C. provide opportunities for anti-bullying and harassment training
- D. student-led assemblies and meetings
- E. continue exploration of and preparation for implementation of RtI model to ensure that all students are the responsibility of all professionals; all members of the PES team are working toward the common goal of helping students succeed, and focusing on student strengths in order to make that happen.

3. To foster and strengthen community relationships and college partnerships, thus creating learning environment extending beyond the school walls and fostering a holistic approach to educating our youth.

- A. continue to explore and expand relationships with local colleges through mentoring, coaching, tutoring, clubs, and community and service learning opportunities, as well as career explorations.
- B. host special events and celebrations that include students, parents, families, and the extended community at large.
- C. continue to develop and implement health and wellness opportunities and programs for our students, faculty, staff and community members.
- D. provide quality art, music and physical education opportunities and experiences that are designed to address all multiple intelligences and learning modalities.

4. To provide high quality professional development that is embedded and seen as part of a continual process in the quest for lifelong learning.

- A. utilize local colleges and professors as a resource for coaching, trainings, workshops and coursework
- B. utilize teacher leaders and experts to model and train faculty and staff, by providing coaching and workshop opportunities
- C. provide teachers, faculty, staff and administration time and opportunity to review student data and determine schoolwide needs as they relate to professional development and student instruction.
- D. support and promote professional development opportunities as they relate to local, state and district goals, as well as school-based initiatives and student strengths and needs.

5. To increase students' level of proficiency and understanding of scientific and technological information as appropriate by grade level.

- A. begin to align grade level expectations with current curriculum and continuum.
- B. committee to do needs assessment in the area of science to determine: skills, scope/sequence, and materials necessary through curriculum mapping and meetings.
- C. develop continuum of desired skills, by grade level for students in the area of technology to be integrated into the core areas that are aligned with grade level expectations.

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Rutland Southwest Supervisory Union
Vision
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Achieving educational excellence for all students within our communities through commitment, challenge, and collaboration.

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Rutland Southwest Supervisory Union
Mission
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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

Adopted by the RSWSU Board
June 14, 2005

Poultney Town School District

2009-2010 School Calendar

<u>August 2009</u>					<u>Per Month</u>		<u>Cumulative</u>		
M	T	W	TH	F	T.	S.	T.	S.	
17	18	19	20	[21]					8/20 New Teacher Orientation
[24]	[25]	26	27	28					8/21 – 8/25 Inservice
31					7	4	7	4	8/26 School Begins
<u>September 2009</u>									
M	T	W	TH	F					
	1	2	3	4					
(7)	8	9	10	11					9/7 Labor Day
14	15	16	17	18					
21	22	23	24	25					9/25 PHS Qtr 1 Progress Pd Ends
28	29	30			21	21	28	25	
<u>October 2009</u>									
M	T	W	TH	F					
			1	2					10/2 PHS Qtr 1 Progress Rpts Sent

5	6	7	8	9						10/20 Early Release
12	13	14	15	16						10/21 Parent/Teacher Conf
19	<u>20</u>	[21]	(22)	(23)						10/22 & 10/23 Non-School Days
26	27	28	29	30	20	19	48	44		10/30 PHS Qtr 1 Grading Pd Ends

November 2009										
M	T	W	TH	F						
2	3	4	5	6						11/6 PHS Qtr 1 Grade Rpts Sent
9	10	(11)	12	13						11/11 Veteran's Day
16	17	18	19	20						11/20 PES Marking Period Ends
23	24	(25)	(26)	(27)						11/25 – 11/27 Thanksgiving Recess
30					17	17	65	61		

December 2009										
M	T	W	TH	F						
	1	2	3	4						12/4 PHS Qtr 2 Progress Pd Ends
7	8	9	10	11						PES Report Cards Go Home
14	15	16	17	18						12/11 PHS Qtr 2 Progress Rpts Sent
21	22	(23)	(24)	(25)						12/23 – 12/31 December Recess
(28)	(29)	(30)	(31)		16	16	81	77		

January 2010										
M	T	W	TH	F						
				(1)						1/1 New Year's Day
4	5	6	7	8						1/18 Martin Luther King, Jr. Day
11	12	13	14	15						1/22 PHS Sem 1/Qtr 2 Grading Period Ends
(18)	19	20	21	22						1/25 PHS Semester 2 Begins
25	26	27	28	29	19	19	100	96		1/29 PHS Semester 1/Qtr 2 Grade Rpts Sent

Poultney Town School District

February 2010					Per Month		Cumulative		
M	T	W	TH	F	T.	S.	T.	S.	
1	2	3	4	5					
8	9	10	11	12					
(15)	(16)	(17)	(18)	(19)					2/15 – 2/19 Winter Recess
22	23	24	25	26	15	15	115	111	2/26 PHS Qtr 3 Progress Pd Ends

March 2010				
M	T	W	TH	F

1	2	3	4	5						3/5 PHS Qtr 3 Progress Rpts Sent
										PES Marking Period Ends
8	9	10	11	12						3/12 PES Report Cards Go Home
15	16	17	<u>18</u>	[19]						3/18 Early Release
22	23	24	25	26						3/19 Inservice
29	30	31			23	22	138	133		
April 2010										
M	T	W	TH	F						
			1	2						4/2 PHS Qtr 3 Grading Pd Ends
5	6	7	8	9						4/9 PHS Qtr 3 Grade Rpts Sent
(12)	(13)	(14)	(15)	(16)						4/12 – 4/16 Spring Recess
19	20	21	22	23						
26	27	28	29	30	17	17	155	145		
May 2010										
M	T	W	TH	F						
3	4	5	6	7						5/7 PHS Qtr 4 Progress Pd Ends
10	11	12	13	14						5/14 PHS Qtr 4 Progress Rpts Sent
17	<u>18</u>	19	20	21						5/18 Early Release
24	25	26	27	28						
(31)					20	20	175	170		5/31 Memorial Day
June 2010										
M	T	W	TH	F						
	1	2	3	4						6/4 PES Marking Period Ends
7	8	9	10	11						
14	15	16	17	18						6/14 Last School Day (PES Report Cards Go Home)
										(PHS Semester 2 Ends)
21	22	23	24	25						6/18 PHS Graduation
28	29	30			10	10	185	180		6/25 PHS Semester 2/Qrt 4 Grade Rpts Sent

- T. Teacher Days
- S. Student Days
- () Holiday/Vacation
- [] In-service Days or Parent Conference Days (No Student Days)
- Early Release for Students; Curriculum and Assessment Work for Teachers

**Board Approved: 3/24/09
8/24/09 and 3/19/10 SU-wide Inservices**

Note: Snow days used will be added and made up in June.

GENERAL PROCEDURES

School Hours

The buses will drop students off to begin the school day at 8:00. Supervision is available in the school cafeteria from 7:30-8:00. Students are not to arrive before this time. Homework Club is also available during this time. Please notify your child's teacher if you are interested in accessing this at anytime throughout the year.

The school day comes to an end at 2:40 p.m. All bus students of Grades K, 1, and 2 will be allowed to leave at the 2:40 bell. Bus students of Grades 3, 4, 5, and 6 will leave at the 2:43 bell.

The last bell will ring at 2:45 p.m. All students, Grades K-6, who walk, ride bicycles or scooters, or ride in cars at the conclusion of the day, may leave their classrooms at this time and move to the school lobby. They may be dismissed by the aide on duty to the parents in the lobby.

Please note that the main lobby is our designated area to drop off and wait for students at dismissal time. We appreciate your cooperation in respecting other's learning and confidentiality.

Registration and Transfer

All students new to Poultney Elementary School must be registered by their parents, in person, as soon as possible before being admitted and assigned to a class. Proof of date of birth and an up-to-date immunization record must be presented at the time of registration. Parents are encouraged to contact the school to schedule an appointment for registration. This will ensure that there is adequate time set aside for a building tour and a chance to answer any questions about the school and our programs.

Any student seeking admission, who has been suspended or expelled from another school, will not be eligible for admission prior to the final date of the disciplinary action from the other school.

Parents who are planning to move out of Poultney or transfer their child(ren) to another school should notify the principal in writing before the move takes place. It is the responsibility of the school into which the child is moving to request the transfer of records from Poultney. No records will be released without this formal, written request.

Kindergarten Registration

In the Poultney School District, children must be five years old on or before September 1 of the school year they enter kindergarten. Kindergarten registration and screening takes place in the spring for eligible students. Parents will receive notification of the dates and times for registration and screening. The goal of this process is to gather important information about the entering kindergarten students so that we can make their first school experience a happy and successful one.

Student Attendance Procedures

The Poultney Town School District, in accordance with Vermont State Law, requires students to attend school for the full number of days school is in session unless absence is required for valid cause. Some valid causes are:

- Illness with note/phone call from parent or guardian
- Family emergency
- Death in the family
- Legal circumstance
- Representation of PES at school-related event or activity
- Prearranged and/or approved absence by parent/guardian

Regular attendance is necessary to promote continuity and consistency in the learning process. We appreciate your attention to and cooperation in this matter.

A written note from a parent or guardian must be brought by the student upon his/her return to school. The administration may request written verification from a health care professional where appropriate.

Parents are required to notify the school (287-5212) prior to 8:00 a.m. in the event their child will be absent or tardy.

Unreported absences will be followed up with a telephone call from the office.

Students who arrive after the 8:05 a.m. bell will be considered tardy, and should report to the office with their parent or guardian to sign in or this will be considered an unexcused tardy.

Three unexcused tardies will result in a written warning slip being sent home for parent signature.

In the event that five unexcused tardies are accrued, the student will be expected to serve a detention from 2:45-3:15 p.m. This detention will be scheduled by the administration or designee; notification will be given via mail.

If a student is absent for eight unexcused days in a trimester, a written notice will be issued to the parent/guardian for signature.

If a student accrues ten unexcused days in a trimester, a written notice will be issued requesting a meeting with parents and other necessary individuals. Failure by the parents to attend this meeting will constitute notification to the Truant Office.

If at any time during the school year a student accrues fifteen unexcused absences, the Truant Officer will be notified, at the same time as the parents, in written form, and a meeting will be held. In addition, the student will be risking non-promotion.

When a child is absent for any reason, excused or unexcused, the student is responsible for completing any missed assignments. Parents may request assignments by contacting the school so arrangements can be made in a timely manner; this includes homework assignments in case of absence. In the case of homebound or hospitalized students the Principal or designee will monitor status and make arrangements as necessary.

Dismissals

Students will be released from school only to their parent/guardian or to other persons who have been authorized in writing by their parent/guardian. Any student who needs to leave early from school is required to provide written notice to his/her classroom teacher at the beginning of the school day. Students will only follow their prearranged dismissal schedule.

When parents/guardians arrive to pick children up early from school, we ask that you come to the office to sign them out. The child will be called down, thus allowing instruction and routine to be as fluid as possible.

Change in Routine

To ensure the safety of your children, as well as to alleviate stress and worry, we ask that you notify us of any change in routine prior to 12:00 p.m., and do your best to keep your schedule as normal as possible. We realize that emergency situations occur, however children are anxious at the end of the day and we want to be able to reassure them whenever possible.

Planned Extended Absence

If a student will miss a week or more of school due to travel or vacation, pre-approval (at least ten days in advance) must be obtained by writing a letter to the Superintendent of Schools outlining your plans. Please forward any such request to:

Dr. Joan Paustian
Superintendent of Schools
Rutland Southwest Supervisory Union
168 York Street
Poultney, Vermont 05764

Please include in this request the names of your child(ren), grade level, dates anticipated being away, and learning opportunities provided from this experience. A copy of this should be forwarded to the school office as well as your child's teacher(s). Parents are responsible for gathering assignments from teachers.

Get to School on Time with the Three P's*:

PLAN: The night before, take a few minutes to think about what your child needs for the next day. Help him/her pack his lunch and put it in the refrigerator. Have him/her set his/her backpack by the door.

PRIORITIZE: Schedule medical appointments after school. Don't plan trips until after the end of the school year.

PRACTICE: Practice really does make perfect. Each day you get your child up and out the door on time will make it easier the next day.

*"Increasing Student Attendance" Elementary School Parents Make The Difference, April 2008, p. 1, from the Vermont Principal's Association Newsletters – Ponderings for Parents.

Bicycles and Scooters

Motor vehicle traffic before and after school is heavy. Parents are urged to consider this potential danger when allowing children to come to school on bicycles and scooters. Children who ride to school on bicycles or scooters do so at their own risk. They must follow Vermont Motor Vehicles rules. Children not wearing helmets will not be permitted to ride on school property. It is in the children's best interest to wear a helmet. There is a designated area to leave bicycles and scooters. They may not be brought into the building. The school cannot be responsible for loss or damage. Children may not ride during school hours. Riders will be dismissed at the 2:45 p.m. bell after the last bus has left. For the safety of our children, skateboards and roller blades may not be used on school grounds between 7:30 a.m. and 3:00 p.m. when school is in session.

If you decide to allow your child to ride a bicycle/scooter to and from school, we require written permission.

Dangerous Objects and Other Items

Students may not bring skateboards, roller blades, water pistols, cap guns, sharp toys, knives, cigarette lighters, tobacco, and other potentially hazardous items to school. In addition, cell phones, radios, CD's, ipods, tape players, and toys (example – Pokemon and other trading cards) are discouraged unless specifically approved by the teacher as being appropriate for a specific project or activity. We have found these items distracting and causing stress, as well as conflict in the school setting. All such items will be confiscated and the parent will be contacted to pick them up.

Visitors at School

Parents and community members are welcome and encouraged to visit the school. While we regret that teachers cannot conference with parents during those school hours when they are directly involved

in instruction, we would be pleased to arrange a mutually convenient time. To meet with a teacher or visit a classroom, please leave a note or phone message with the secretary, or contact the teacher via voicemail.

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

For the safety of our students and guests, we ask that all visitors and volunteers initially report to the office to sign in, and check in at the office when leaving. In addition, as we are striving to be a safer school, we ask that all visitors and volunteers wear a visitor's badge when visiting during school hours.

Parents who are volunteering for "Book Nook", parties or as a guest reader, for example should sign in our PES Proud to Extend our Support Book located in the main office. We want to celebrate the many parent and community volunteers we have.

Animals in School

Animals may be brought to school for educational purposes only. Any request must be pre-approved in writing, 72 hours in advance by the Principal or designee, and stated learning benefits must be addressed in such request. Poultney Town School District policy must be adhered to in order for the request to be granted. A copy of this policy can be obtained by contacting the school.

PTO

The Poultney Elementary School Parent Teacher Organization (PTO) is planning for a very active year and we need your involvement. We encourage all parents, faculty, and community members to join. A school with a high level of family and community involvement is a richer place for our children to learn.

Some benefits of PTO programs include:

- Enriching cultural activities
- Active events to get your child on the go
- Parent education and orientation
- Improved family/school communication
- A positive and productive learning environment
- Relationships and connections with members of your community

PTO programs provide a wonderful opportunity to be involved in your child's school career. The PTO has sponsored events such as The First Day Celebration, The Puppet People, numerous TV Turn-off Week activities, Farm Day, and holiday events. We have also supported Band Boosters and artist-in-residence, Michael Caduto. Last year we hosted Circus Smirkus for a week-long residency.

Monthly meetings are usually held on the last Monday of the month at 6:30 p.m. in the PES library. Look for our announcements in the Rainbow Connection. Please come and join us at any time!

If you have any questions, comments or suggestions, please contact one of this year's representatives:

- Wendy Herrick – 287-5127 – wherrick@longtrailsschool.org
- Amy Capman – 287-4152 – amy.capman@rswsu.org
- Maureen Kahill-Brown – 287-9617 – maureen.kahill@rswsu.org

Parental Involvement Policy

Policy

It is the policy of the Rutland Southwest Supervisory Union Board and its member districts to encourage and support the involvement of parents in their children’s education.

Background

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

Implementation

The Superintendent, Principals or designee shall develop and implement programs and procedures to accomplish the following objectives:

1. Parents should be informed about their children's educational programs, instructional methods and objectives, and notified directly of any significant changes.
2. Parents should be provided with opportunities to become informed about program design, operation and evaluation, and to communicate with educators on these subjects.
3. Parents should be encouraged to observe instructional activities, attend program meetings, discuss concerns with educators, participate in program evaluation and improvement efforts, and give recommendations to school staff, administration, and Board members.
4. Parents should be provided with information and opportunities intended to improve their abilities to work with their children at home and in school, and to build partnerships between homes and schools.
5. Professional and non-professional staff members, administrators, School Board members, and school-community partners should be provided with training opportunities intended to improve their abilities to build more effective relationships with parents.

1st Reading: November 24, 2008 (RSWSU)

Legal Reference(s): 16 V.S.A. §165 (School Quality Standards)

Cross Reference: Visits to Schools (H5)

School Community Relations (H1)

	Date Adopted	Replaces Policy
Rutland Southwest Supervisory Union		9/17/06
Ira Town School District		
Middletown Springs Town School District	11/20/08	None
Poultney Town School District	7/21/09	None
Tinmouth Town School District	6/8/09	None
Wells Town School District	6/24/09	None

Please let us know at anytime if you have any questions or concerns. In addition, we here at Poultney Elementary School would like you to know that we thank you for and encourage your continued support.

Appropriate Dress for School

Students are expected to be dressed neatly and appropriately when they arrive at school. Shoes must be worn at all times in the building. In winter, students should have an extra pair of shoes or sneakers at school during the day. Outside boots and snow pants will not be allowed to be worn in school all day.

For health and safety reasons, students should have appropriate outside recess clothing. In winter, boots, hats, snow pants, coats, and gloves or mittens are required for outdoor recess.

Hats are not to be worn inside of the building with the exception of specially announced occasions/events.

Pajama bottoms may not be worn except on specially announced occasions/events.

Offensive, vulgar, sexually explicit and/or disruptive dress and adornment is prohibited. In the event that clothing is deemed inappropriate, a student may be asked to change or return home to secure appropriate attire, and/or, at the discretion of the administration be subjected to disciplinary action where there is disruption, repeated offenses or other aggravating circumstances.

Attire that is disruptive and/or excessively exposing is not allowed. Included, but not limited to are:

- ❖ sheer tops
- ❖ tube tops
- ❖ crop tops (tops not meeting the top of pants)
- ❖ halter tops
- ❖ tank tops or tops cut too low in front or under the arms
- ❖ spaghetti straps less than 2" wide
- ❖ short shorts (must be at your fingertips)
- ❖ short skirts (must be at your fingertips)
- ❖ roller sneakers

Attire that represents a safety or health hazard is not allowed. Included, but not limited to are:

- ❖ chains
- ❖ spikes

We remind everyone that we promote freedom of expression, however, students are expected to go outside for recess every day and we want all to be safe, happy and healthy.

Sneakers must be worn in order to participate in Physical Education class. Appropriate footwear is also required when participating in outdoor activities to ensure safety on school grounds.

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Meals

Breakfast is available to students each day for \$1.25, and is served from 7:45-8:15. Lunch is available at a cost of \$2.00. Milk is available for 45 cents. Parents are asked to send breakfast, lunch, and milk money at the beginning of each week in a marked envelope. We would appreciate payments in a timely fashion. A child charging more than 3 days will be served a PB & J sandwich and milk until the account is paid or payment arrangements have been made. We want to work with you to ensure you that your child receives healthy meals.

Free and reduced meals are available. Continuing this year, students who are eligible for reduced price meals will receive breakfast at no charge. This is a change made available by the State of Vermont. Eligibility paperwork is sent home at the beginning of the year, and is available in the school office during the school year. **You may apply for free and reduced meals at anytime during the school year.**

If your child brings a lunch to school, it should be balanced and nutritious. Please do not send soda, candy or gum to school with your child.

In our school cafeteria, students will be expected to be orderly, safe, respectful, and friendly.

Due to previous problems, students are no longer allowed to charge snack foods.

Insurance

Student accident insurance policies are available at the beginning of each school year. Coverage can be purchased for accidents occurring during school hours or for an extended 24-hour day. Please give this your consideration. The payment envelope for such insurance is available in the main office. Payment must be returned directly to the insurance company.

Telephones

All incoming calls go through the office where parents may leave messages for students or staff. Calls will be transferred to classrooms only in emergency situations. Students must have teacher's permission to use the phone during the school day. Cell phones for student use are not allowed at PES.

Announcements and Newsletters

The Rainbow Connection is a school publication that is sent home with children in Grades K-6 on the last day of each full week of school. It contains announcements of upcoming events as well as items in which we feel parents are interested in. One copy will be given to each family. You will be given a choice as to the child responsible for bringing it home.

Whole school announcements will be made every day at 8:15 a.m. Activities involving students, both in-school and out, will be made. Student birthdays will also be announced.

Lost and Found

Lost or misplaced clothing will be placed in the lobby. Students and parents should check with the school secretary for other lost items. Parents are encouraged to make sure that clothing, backpacks, books, and lunchboxes are marked with name labels.

Field Trips

The school recognizes the importance of field trips as a means of helping students learn as much as possible about the world in which they live. The school also recognizes the added responsibility of ensuring the safety of students outside the school environment.

During the school year many classes will be visiting places within walking distance of the school as part of their educational experience. Rather than sending out permission slips repeatedly for local trips, parents are asked to write a note if they do not wish their children to attend any such trip. Supervision will be provided at all times when students are away from the school premises and parents/guardians will be notified when these such events are to occur.

Permission slips for other field trips will be sent home to parents before each trip. Parents are asked to read the information about the trip, sign, and return the slip immediately. ***All students need to have signed permission slips at school before he/she is allowed to go on a trip.*** Teachers and parent chaperones will be assigned to each trip to provide adequate supervision. If a limited number of chaperones are required, their selection is at the discretion of the teacher(s) in charge. Students are required to follow school rules during trips. Students choosing not to follow school rules on trips may be denied participation on future trips or be required to be directly supervised by his/her parent. Also, students may be denied the chance to go on field trips for safety reasons, disciplinary reasons, or if their behavior and/or work ethic in days preceding a trip have been inadequate. Teachers will be in touch with parents to discuss this issue.

We regret that younger children may not accompany chaperones since their total focus must be on the students entrusted to their care.

Parents who volunteer to chaperone will need to follow the Poultney Town School District Board policy regarding chaperones and may receive a copy in advance from the office.

In order for a student to ride home with a parent or guardian from a field trip, the office must receive a written note from a parent/guardian 24 hours prior to the field trip. Notes will not be accepted the day of the field trip.

Assignment Books

Assignment Books will be distributed to students in Grades 4, 5 and 6. Students are expected to have these books with them at all times. Parents are encouraged to review, and may be asked to sign assignment books each night. Students who lose their assignment books will be expected to replace them at a cost of \$5.00, if extra books are available.

Library Media Center

Poultney Elementary School's Library Media Center is located in the center of the elementary school building and continues to be the "center" of learning for our school community.

Each class, Kindergarten through Six, visits the library media center each week to learn about libraries, research, books and technology. Kindergarten students are able to check out one book each week after a lesson or two in book care. Grades one through six are able to check out one or two books at a time.

Books are due back after a week. If a book is returned early, another book may be checked out even if it is not a library class day. Books that need to be out longer than a week can easily be renewed. Only two books should be out at one time. Permission can be given for a special school project if more materials are needed at one time.

All children are given a barcode on a library card for our sign out procedure. Book selection is left up to the students but encouragement is given to find books at their reading level.

Book care and responsibility are addressed prior to checking out books. If a book is damaged or lost, payment for replacement is expected before the end of the school year. If a lost book that has been paid for is found and returned, your payment will be refunded.

Poultney Elementary School Library has a bank of 16 computers for student and staff use. The computers are available for individual or large group instruction times. Teachers can "sign up" to reserve a specific time for a class or small group work.

Students are instructed on proper computer care and behavior, as well as many productive and "fun" programs and websites.

Poultney Elementary School Library has OPAC (our online computerized card catalog) on every computer in the Computer Lab. There is an icon right on the desktop that you can double click on to access our library card catalog of every book, video, reference, teacher resource title that is available in our school library. You can search by title, author's name, subject and keywords.

On the Poultney Elementary School website (www.rwsu.org/pes/index.html) look for the PES Library link that will take you to other library links about award winning books, search engines and reference sources.

On-line Computer Access

Students will have access to computer technology in the classroom and library-media center. Access to computer equipment is provided to students with the understanding and expectation that the equipment will be used exclusively for schoolwork and assignments.

Because computer media is the property of the school district, there is no expectation of privacy with regard to the school's network or computers. Network administrators can review e-mail, files and folders to ensure responsible use.

No student will have access to the Internet without adult supervision and the signing by parent/guardian and student of the PES Student Acceptable Internet Use Policy. Use of the Internet is a privilege that can be terminated. Compliance will be enforced under the school's disciplinary code.

The school district is not responsible for unauthorized costs incurred by students. It is not responsible for inaccurate information obtained on the Internet, and cannot be held accountable for lost work or products.

Fund Raising

Poultney Elementary School uses fund raising to support enrichment activities. All fund raising projects must be approved by the principal in advance of the activity. Every effort will be made to share available time and resources. Participation in any fund raising activity is optional. Students are discouraged from going door-to-door and should sell only to family and friends.

Asbestos Management

The Asbestos Hazard Emergency Response Act requires that written notice be given that Poultney Elementary School has a Management Plan for the safe control and maintenance of asbestos-containing materials found in the school building. This Management Plan is available and accessible to the public upon request at the school office.

Emergency Preparedness Plan

The Poultney Town School District has an Emergency Preparedness Plan to be used in the event of fire, bomb threat, civil disturbance, or severe weather conditions. Methods of evacuation have been determined, mapped out, and regular practice drills will occur.

Fire Drills are conducted to ensure that students and the school personnel know the proper exits from the school in case of fire or other emergencies. Drills are conducted at least once a month according to Vermont law. The children and staff are instructed in how to properly exit the school building. Since fire drills are not always announced, children must have shoes on at all times. Children must remain quiet, stay in line, and follow instructions.

School Closing - Inclement Weather Procedures

Radio stations WVNR, WNYV, WJJR, WHAN, WEBK, Cat Country, WEQX, WSYB AM and KISS FM, as well as TV stations WCAX Ch. 3, WVNY Ch. 4/22, and Ch. 15/Ch. 20 (Peg TV) will announce school closings or delays in opening. Such announcements will be broadcast several times between 6:00 a.m. and 7:30 a.m. School closed due to inclement weather will remain closed all day. **ALL** activities throughout the day and evening will be canceled. Should school remain closed the following day, the announcement will be repeated.

In the event that an emergency arises while school is in session and it is necessary to close the school,

an announcement will be made on the stations listed above. The school will follow information provided by parents on the directory form when releasing students for early dismissals. Parents should contact the school if this information changes during the school year.

School Policies

Poultney Town School District policies are kept in the school office and are available for reference upon request.

Animal Dissection Policy

Policy

It is the intent of the Rutland Southwest Supervisory Union and its member districts (RSWSU) to comply with the requirements of Act 154 of 2008 regarding the right of students to be excused from participating in or observing activities involving the dissection or vivisection of animals. Students enrolled in RSWSU schools shall have the right to be excused from participating in any lesson, exercise or assessment requiring the student to dissect, vivisect or otherwise harm or destroy an animal or any part of an animal, or to observe any of these activities, as part of a course of instruction.

Definition

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

Alternative Education Method

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

Discrimination

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

Procedures

RSWSU school Principal(s) shall develop and implement procedures to ensure compliance with the provisions of Act 154 of 2008. The procedures shall include provisions for the timely notification to each student enrolled in the course and to the student’s parent or guardian of the student’s right to be excused from participating in or observing the lesson and the process by which a student may exercise this right.

	Date Adopted	Replaces Policy
Rutland Southwest Supervisory Union		None
Ira Town School District		
Middletown Springs Town School District	11/20/08	None
Poultney Town School District	9/16/08	None
Tinmouth Town School District	6/8/09	None
Wells Town School District	4/22/09	None

Legal Reference: Act 154 of 2007-2008 Adjourned Session 16 V.S.A. §912.

Poultney Elementary School Procedures for Animal Dissection

1. Any PES teachers who utilize animal dissection as part of their teaching practice will notify parents and students at the start of the unit or theme of the Animal Dissection Policy and Procedures.
2. Students who oppose Animal Dissection because of religious or ethical beliefs, will notify the building principal, in writing, with parental signature and date, and then will be excused from this portion of a lesson. In cases where students are unable to write for themselves, parents may put such request in writing for student.
3. Alternate education methods will be provided to any student(s) who are excused from participation in, or in viewing of a lesson. Virtual dissection may be one alternate method used; depending on student needs and desired learning outcomes.
4. No students shall be discriminated against based on this decision to exercise this right.
5. The PES Student/Parent Handbook will notify families of a student's right to be excused from participation in, or in viewing of a lesson.

November 19, 2008

Annual FERPA Notice

Poultney Elementary School complies with the Family Educational Rights and Privacy Act (FERPA) concerning educational records.

Parents have the right to

- inspect and review student education records
- request the amendment of student's education records
- consent to disclosures of personally identifiable information contained in the records
- file a complaint concerning alleged failure to comply with this act

This annual notice is just a summary. The District's detailed policy is available upon request to the school principal or Superintendent of Schools Office, 168 York Street, Poultney, Vermont 05764.

Notification of Disclosure of Directory Information

Poultney Elementary School defines "directory information" as name, address, parent names, phone number, participation in officially recognized activities and sports, dates of attendance, honors and awards. This "directory information" also includes photographs.

At times this information may be made available to select groups or individuals deemed by the administration to have legitimate educational interest in this information.

Parents or students may refuse release of any "directory information" by submitting a written request to the principal of Poultney Elementary School by September 20, 2009.

Confidentiality

To protect the confidentiality of our students, we will discuss a child only with his/her family and appropriate staff members. When visiting our school and our classrooms, please understand that we will not answer questions about other children. If information about one of our students is requested by any individual or agency not employed or under contract with our school district, written parental consent will be obtained before any information is shared.

Right to Review Teacher Qualifications

As a parent of a student at Poultney Elementary School, you have the right to know the professional

qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Vermont Department of Education has licensed or qualified the teacher for the grades and subject he or she teaches.
- Whether the Vermont Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you have any questions regarding the above information, please call Poultney Elementary School at 287-5212.

Protection of Pupil Rights

Our District includes a policy which provides protections regarding the right to inspect certain surveys, to inspect instructional materials, to know about physical exams/screenings, and to know about the use of student information. Parents may opt out of certain activities such as collecting personal student information for marketing purposes, the administration of certain surveys, and non-emergency invasive physical exams/screenings.

Child Protection

The Poultney Elementary School is mandated by law to report any suspected instances of child abuse or neglect to the Department of Social Rehabilitative Services. If you have any questions about this, please contact your principal.

Sports/Extra Curricular Activities

Poultney Elementary School offers soccer and basketball teams for students in Grades 5 and 6. Student participation in athletics is a privilege that carries with it special responsibilities to the school, the team, the student body, and to the community. Student athletes are expected to conduct themselves in a manner, which is consistent with school rules and expectations. Students or teams not following these guidelines risk suspension from play or other disciplinary consequences.

Students participating in sports and/or any extra curricular activities should be in good standing in all classes/subjects, including homework and special projects. Any academic issues may prohibit/prevent participating in such activities until an appropriate plan of action can be agreed upon by all necessary parties to include student, parents, teachers, coaches and principal or designee when necessary.

A current physical and insurance information must be on file with the main office.

Homework

The Poultney Elementary School community believes that homework is an important part of our children's learning. We believe that it teaches responsibility, independence, good study and work habits, the ability to plan and manage time, and establish work ethic. Homework provides students with a chance to practice the skills and concepts they have learned during the school day. It gives them the opportunity to complete work not finished in school, or to extend their learning at home through teacher

and/or parent directed projects.

Homework provides parents the opportunity to monitor their child's progress. Parents and teachers can communicate with each other about a child's progress, comprehension, and level of learning. We believe that there must be this consistent two-way communication between parents and teachers throughout the year. Teachers must provide guidelines and parents must provide feedback as to their child's needs. Only by working together in this area can our children excel in their learning.

Homework Club is available for PES students when they are having difficulty with a homework assignment and additional help or support is needed. Trained instructional assistants are available in the cafeteria to assist students from 7:30-8:00 a.m., Monday-Friday. Please notify your child's teacher or the office if you would like your child to access this program.

The guidelines, which follow, provide expectations for homework to be given during the school year. Homework should be directly connected to academic and/or student needs. Teachers will provide written expectations to parents regarding homework at the onset of the school year. If parents feel their child has individual needs in the area of homework, they should notify the classroom teacher.

Poultney Elementary School Homework Guidelines

Kindergarten: Students are encouraged to reflect on their day with their families, and to spend 15 minutes per night looking at books or being read to.

First Grade: Students should read or be read to for at least 15 minutes each night. Homework folders are sent home each Monday during full weeks of school. Completed homework folders must be returned on Thursday. "Book Nook" books should be read each night and returned the following day.

Second Grade: Students should spend 15 minutes reading an on level book nightly, and will also have an additional 30 minutes of Math or Language Arts homework nightly. Occasionally other subjects may be substituted. Students will also have projects to work on that may require occasional weekend time.

Third Grade: Students will be expected to read a minimum of 20 minutes each evening. Students will also have Math and/or Language Arts activities, which should take no longer than an additional 20 minutes. Occasionally, other subject activities may be substituted. Homework should not exceed a total of 45 minutes each night.

Grades 4-6: Students should expect to spend 45-60 minutes each night on homework, in math, language arts, literature and social studies. Approximately 30 minutes of this time should be spent reading. Students will also have projects to work on which may require occasional weekend time.

If your child is experiencing difficulty, or if homework is taking longer than the given times, please notify your child's teacher.

GRADE ADVANCEMENT: RETENTION, PROMOTION & ACCELERATION OF STUDENTS - PROCEDURES – POULTNEY ELEMENTARY SCHOOL

Retention:

Before a decision is made regarding retention, a conference must be held. This conference should include parents or guardians, the student's teacher(s), the school guidance counselor and the school principal. Both parents and school personnel may request other appropriate persons to attend if desired. Parents are to be notified in writing of the possibility of retention as soon as it is being considered, but in any event no later than April 15th in Grades K-6 (except in unusual circumstances, such as when a child moves into the district late in the year). At the end of the school year, a meeting

will be held to determine if retention is appropriate.

The decision regarding retention shall be made by the school principal, except in cases where the student is on an Individual Education Plan (IEP) or Section 504 Plan. In such cases, decisions regarding grade placement are made by the student's Special Education or Section 504 Team.

Parents may appeal the Principal's decision to the Superintendent of Schools and, if not satisfied with the Superintendent's decision, may appeal to the School Board (whose decision will be final).

Promotion:

In Grades 4-6, it is our goal that students meet the expectations in all content areas. These include Reading, Writing, Listening and Expression, Personal Development, History, Science, Music, Art, Physical Education, and Library Skills. Students not meeting the standards will be provided an Improvement Plan prior to grade advancement.

In order to be promoted from Grade 6 to Grade 7, each student must have completed a minimum of 10 hours of community service as documented by the elementary school. This may be completed in Grades 5, 6 or a combination of both.

Acceleration:

Students may be accelerated after a thorough review by the student's Educational Support Team – including consideration of everything noted in the policy relative to acceleration. Acceleration in the case of Special Education students and 504 students remain as decisions by the IEP and 504 teams respectively.

Effective: August 28, 2006

Educational Support System

The goal for Vermont schools, including Poultney, is to develop and continuously refine a system of educational supports, which will enable all students to be successful. To do so, we offer a range of support and remedial services for students including:

- ❖ Essential Early Education and Early Intervention services for children with disabilities and at-risk children, ages birth-to-five.
- ❖ Annual Preschool and Kindergarten Screenings
- ❖ School Guidance and Nursing Services
- ❖ Psychological and Behavioral Consultant Services
- ❖ Speech and Language Services/Occupational Therapy Services
- ❖ Special Education Evaluations, Direct and Consultative Services
- ❖ Title I Schoolwide

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Title I Schoolwide

Title I (pronounced "Title One") Schoolwide is a comprehensive school reform model.

The model is designed to generate high levels of academic achievement in core academic areas for all students, grades K-6, especially those who are not demonstrating proficiency in meeting the state's academic content and achievement standards.

Title I Schoolwide 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.

Any student at risk may receive additional services through a variety of supplemental programs.

Eligibility for the Title I program is considered 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 or teacher recommendation.

A parent may also recommend their child for Title I services.

Parents of Title I students have the right to request information on their child's teachers' and paraprofessionals' qualifications. For qualification information, contact the Title I Coordinator, Thomas Gallagher at the Rutland Southwest Supervisory Union at 287-5286, Ext. 209.

In addition, Poultney Elementary School has an Educational Support System, which is described on the following page.

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What is the Educational Support System?

The Educational Support System is a school based system designed to help all students improve their school performance and help them grow academically, socially, emotionally and physically. The system provides a way for school staff to address students' varying needs in school. Each Vermont school is required, by law, to develop an Educational Support System (ESS) and Educational Support Team (EST).

What is the Educational Support Team?

The Educational Support Team is a group of school staff who meet to review individual student referrals to recommend needed changes in the student's program. Teams usually have classroom teachers, a school counselor, the school nurse, special education teachers and others as members. Parents are often invited to be members of their child's team. Schools have many different names for these teams such as Teacher Assistance Teams, Instructional Support Teams, etc.

Why would I need to know about the Educational Support Team?

You may need to know about the Educational Support Team because it can help your child if s/he is having difficulty in school. Information may be included in your school's handbook. Parents may want to refer their child to the Team or the child may be referred to the Team by school staff. If you have concerns, you may refer your child to the EST by contacting your school principal.

What will the EST do for my child?

The EST will develop a plan to assist your child. In order to do this effectively, parents are considered active partners with the school. Your child's teacher may invite you to attend an EST meeting to discuss the concerns you or the school have. At the meeting, the EST will discuss the services or accommodations that might assist your child in the school setting. Examples include extended time to complete tasks, an after school homework group, a behavior plan, tutoring a peer buddy, and/or the services of an aide, the school nurse or community service providers. Assistance may also be useful from the special educator. If you or the Team feel it would be helpful, a referral may be made for a comprehensive evaluation which is part of the special education process.

Will other know about the concerns the school or I have?

Others may need to know about the concerns the school or you have. In order to contact community agencies and services you would need to give the school your permission by signing a Release of Information form. The school is required by law to keep personally identifiable information about your child confidential.

Will any community agencies be involved with my child?

The Team may provide you with information about community agencies that may be helpful to you and your child. Community services might include assistance with health care, counseling, housing, financial assistance, parenting issues, child care, etc. The Team may decide to refer your child and family to one of

the community agencies that assist with these issues.

STUDENT CONDUCT

Poultney Elementary is proud to be a "Responsive Classroom" school. Students and staff work together to construct a community that is orderly, safe, respectful, and friendly.

If students make poor choices about their behavior at school, logical consequences will follow including "time out" in the classroom or in another classroom, loss of recess, or after-school detention. For more serious infractions a student will be referred to the principal's office. Parents will be notified of serious offenses. Repeated referrals to the principal's office may result in development of a behavior plan, a parent conference or suspension, either in or out-of-school. Fighting or other acts of physical aggression will not be tolerated, and may result in immediate suspension.

Discipline-Related Policies

The Poultney School District has made a commitment to provide all students with a safe and supportive school environment in which all members of the school community are treated with respect. Uncivil, harassing, or hazing behaviors are not acceptable at our school. It is a violation of school board policy for any student, teacher, administrator, other school staff or third party through conduct or communication to unlawfully harass a student on basis of race, creed, color, national origin, marital status, sex, sexual orientation or disability. Harassing conduct will result in corrective action and/or disciplinary action. Under Vermont law, our district has adopted a hazing prevention policy, which outlines actions to be taken if an incident of hazing has taken place. Bullying and other uncivil behaviors, whether or not they constitute "unlawful harassment", are against school rules and may result in corrective and/or disciplinary action. In addition to any actions taken by the school district, law enforcement will be immediately notified in instances when an illegal activity is threatened and/or may have taken place.

The following Poultney School District Policies address student conduct and may be reviewed upon request to the Building Principal or Superintendent of Schools:

- Harassment
- Student-to-Student Harassment
- Harassment of Students
- Sexual Harassment
- Hazing
- Weapons
- Smoking
- Drug and Alcohol Abuse
- Threats of Violence or Destruction
- Search and Seizure
- Interrogation or Searches of Students by Law Enforcement Personnel or Other Non-School Personnel

Violations of the policies above may be reported to the Building Principal or Guidance Counselor directly or via appropriate school personnel. All conversations are confidential.

Harassment

Definitions:

Harassment: Harassment means unlawful harassment, which constitutes a form of discrimination. It is verbal or physical conduct based on a student's race, religion (creed), color, national origin, marital status, sex, sexual orientation or disability which has the purpose or effect of substantially interfering

with a student's educational performance or creating an intimidating, hostile or offensive learning environment.

Sexual Harassment: A form of unlawful harassment which means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a school employee, another student, or a third party to a student when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress; or
- Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment; or
- Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity; or
- Such conduct has the effect of favoring another student.

Examples of Harassment

Examples of harassment can include any unwelcome verbal, written or physical conduct which offends, denigrates, or belittles an individual because of a student's race, creed (religion), color, national origin, marital status, sex, sexual orientation or disability or a perception of such status or association with another of such status. Such conduct includes, but is not limited to, unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written or electronic materials or pictures.

Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or "girl's" subject might constitute sexual harassment, as well as other forms of sex-based stereotyping.

Hazing

Definitions: "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 that is affiliated with the District; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds.

Examples of hazing include:

- 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
- 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
- Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects a student to an unreasonable risk of harm, or
- 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 military training program 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.

Bullying

Bullying is comprised of direct behaviors such as teasing, taunting, threatening, and hitting that are initiated by one or more students against a victim. It may also be more indirect by causing a student to be socially isolated through intentional exclusion (shunning). The physical, verbal or psychological intimidation, that occurs repeatedly over time to create an ongoing pattern of abuse.

Direct Bullying:

- Physical – hitting, kicking, shoving, spitting...
- Verbal – taunting, teasing, racial slurs, verbal sexual harassment
- Non-verbal – threatening, obscene gestures

Indirect Bullying:

- Physical – getting another person to assault someone
- Verbal – spreading rumors
- Non-verbal – deliberate exclusion from a group or activity. The display or circulation of written or electronic materials or pictures

It is the intent of Poultney Elementary School to comply with the Safe Schools Initiative of 2004 (Non-Bullying Policy No. 117, Harassment Policy No. 91).

Bullying Rubric

Behavior	1st Time	2 nd Time	3 rd Time
<u>Teasing or Indirect and Bullying</u> <ul style="list-style-type: none"> ➤ Intentional – leaving someone out ➤ Verbal sexual harassment ➤ Name calling ➤ Racial slurs ➤ Spreading rumors ➤ Getting another person to assault someone else ➤ The display or circulation of written or electronic materials 	<ul style="list-style-type: none"> ➤ Written Warning ➤ Student calls parent(s) 	<ul style="list-style-type: none"> ➤ Written Warning ➤ Student calls parent(s) ➤ One after school detention (2:45-3:15) 	<ul style="list-style-type: none"> ➤ Written Warning ➤ Student calls parent(s) ➤ PES Community Service (2:45-3:15)
<u>Direct Bullying</u>	<ul style="list-style-type: none"> ➤ Written Warning 	<ul style="list-style-type: none"> ➤ Written Warning 	<ul style="list-style-type: none"> ➤ Written Warning

Employees who violate this policy will be subject to disciplinary action in accordance with applicable employee policies, employment contracts and requirements of law.

Others who use tobacco on school grounds will be informed of this policy and asked to comply. A person failing to comply will be asked to leave school grounds. A person who refuses to comply or to leave school grounds when requested to do so under this policy may be referred for prosecution as a trespasser.

For purposes of this policy, "school grounds" means any property and facilities owned or leased by the school and used at any time for school related activities, including but not limited to school buildings, areas adjacent to school buildings, athletic fields and parking lots.

Penalty

Students who violate this policy will be disciplined under the school's disciplinary policy and procedures. Discipline may include restitution for any damage, involvement of the State Police and/or Fire Department as appropriate, and social probation (loss of voluntary school sponsored function or activity). In all cases, the student will meet with the principal or administrator to discuss the infraction and the student will develop a future plan of action to avoid a repeat. The plan may include a rehabilitation program, at parent's expense. The plan will be submitted to the principal or administrator within one (1) day and upon student's return to school. The plan will have the signature of the student, the student's parents/guardians, principal or administrator. All consequences are at the approval/discretion of the school administration.

Threats of Violence or Destruction

The Poultney Schools take any oral or written threat or threatening action by a student directed against school personnel and/or other student(s) and/or against the school property and/or people using school property seriously. Students may not bring onto school property or possess on school property or at school functions a dangerous instrument, substance or device capable of injuring people or doing damage to property, i.e. poisons or explosive devices, or even an item which has the appearance of such a dangerous instrument, i.e. a fake bomb, a toy handgun or a rubber knife.

Under Vermont law, convictions for making bomb threats include imprisonment and stiff fines. In addition, students under age 18 who are convicted of making a bomb threat shall have their driver's license suspended, or, if they are not old enough to have a license yet, they will not be able to obtain a license for 180 days upon their eligibility to have one.

Search and Seizure

Students at Poultney Elementary School have no expectation of privacy with respect to the materials, equipment, desks, textbooks, computer files and supplies owned by the school district which are assigned or loaned to a student for their use. This loaned property may be cleaned, repaired, inspected or searched by an agent of the school with or without the permission of the student.

If, while accessing loaned property, school personnel find items or evidence of activity prohibited by school rules, it will be turned over to the principal. If school personnel find items which they have reason to believe are illegal or related to unlawful activity, they will be turned over to law enforcement authorities.

Generally, a school official needs to have a "reasonable suspicion" that a student has violated the law, or the rules of the school, before he or she may search the student or the personal property of the student. For law enforcement officials to conduct a search on school property they must present a search warrant or other legal basis authorizing the search.

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School Bus Procedures

The privilege of riding the bus is conditioned on behavior and observances of the rules listed below. **Drivers are authorized to enforce rules. Public transportation is a privilege granted to pupils just as long as they cooperate and respect the rights of others. The most important factor in bus transportation is safety.** When a student ignores the rules and endangers the safety, not only of himself/herself but also of his/her fellow passengers, the administration will not hesitate to suspend bus riding privileges.

Remember the following:

1. An infraction of the rules listed below will result in suspension of bus riding privileges for a period of time.
2. Further infractions may result in the permanent loss of bus riding privileges.
3. Any loss of bus riding privileges means the responsibility for transportation rests with the parents.

Bus Rules

The following behaviors will not be tolerated on the school bus:

1. Fighting
2. Bullying/Harassing
3. Throwing materials on the bus
4. Destruction of property
5. Possession or use of alcohol and/or illegal drugs, knives or other items deemed dangerous by the principal
6. Use of tobacco
7. Defying and disobeying the bus driver
8. Use of foul language
9. Creating any other disturbance deemed dangerous by the principal and bus driver

Bus Tickets

If a student misbehaves on the bus, he/she will be given a bus ticket by the driver. The Principal will meet with the student to discuss the infraction. The bus driver may also be present.

First Ticket - Verbal warning and the ticket is sent home.

Second Ticket - A student conference is held with the Principal. The student may be removed from the bus for three days, and a copy of the ticket is sent home.

Third Ticket - A student conference is held with the Principal. The student may be removed from the bus for 3-5 days, and a copy of the ticket is sent home.

Fourth Ticket - A student conference is held with the Principal. The student may be removed from the bus for 3-5 days or for the remainder of the year, depending on past documentation and time-line.

In all cases, serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school without a warning ticket being issued.

PROCEDURE FOR CHANGE IN BUS ARRANGEMENTS

A student must provide the office with a note of explanation if a bus change arrangement is desirable on a given night or on a long term basis.

- A - A child who is supposed to get off at a different location must have this written authorization from a parent/guardian.
- B - A child who is supposed to take a different bus to a specific location on a given night must have this written authorization.
- C - A child who usually rides but will not be riding the bus home on a particular day must have this written authorization.
- D - A child who usually walks back and forth, and who wishes to take the bus on a given night, must have this written authorization.
- E - Students may not call home to change bus arrangements during the school day.
- F - All changes regarding bus issues must be made prior to 12:00 to alleviate stress on the children at the end of the day unless in emergency situations.

These notes should be brought to the main office to be signed by either the Secretary or the Principal.

We ask that phone calls to make changes in bus arrangements are made in emergency situations only and not on a daily basis.

STUDENT HEALTH

Medications

Poultney Elementary School recognizes that at the present time many children are able to attend school 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 pupil who is required to take prescribed medication during the regular school day must comply with the following regulations:

1. Written orders from a physician detailing the name of the drug, the drug dosage, the reason for giving, and time medication is to be given must be received by the school nurse or medical designee before the medication can be given. A renewal of the medication order is required each school year.
2. Written permission from the parent or guardian of the pupil requesting that the school comply with the physician's order must accompany the physician's order.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician, and will be stored in a locked cabinet.
4. Unused medication should be picked up by the parent.

In the event that a child must ingest non-prescription medication (i.e. Tylenol, cough syrup, etc.), it must be sent to school in an appropriately labeled container with written parental permission. No ingestible non-prescription medication will be administered without parental permission. Common short-term topical remedies such as hydrogen peroxide, hydrocortisone cream, Vaseline, etc. will be used as necessary at the school nurse's discretion.

Emergencies

The nurse will attend to all medical emergencies at school. For serious injuries or illness the Poultney Rescue Squad will be called. Parents will be contacted immediately in any emergency situation. For this reason it is very important that you keep your child's medical emergency card up to date. Please call the school to notify us of any changes in your telephone number(s) or emergency contacts.

Illness

If your child should become ill at school, he/she may go to the nurse's office for attention. However, if a child should vomit, or run a fever, the parent or guardian will be notified, and the child sent home.

There are also various contagious and nuisance diseases requiring that your child be sent home.

Signs and symptoms to keep/send a child home:

- Fever, 100 F or above
- Diarrhea or vomiting within the past 24 hours
- Persistent sore throat with fever or enlarged tonsils/glands
- Persistent upset stomach or headache
- Reddened, itchy eyes with drainage
- Suspected or known head lice
- Undetermined rash

If your child has been ill the night before school or in the morning of school, he/she needs to stay at home. The reason for staying home or being sent home is twofold. A child who is ill finds it difficult to concentrate and he/she may infect classmates, teacher, and others in the building.

Immunizations

Vermont State Law requires that immunizations be kept up to date in order for your child to attend school. Therefore, record reviews are done yearly. Please provide us with a copy of your child's current immunization records to ensure no lapse in educational services due to incomplete records.

Screenings

The Vermont Department of Education requires hearing and vision screenings for all students in Grades 1, 2, 3, and 5; as well as if requested and blood pressure screenings for Grades K or 1, plus 5. If a problem is discovered through screening, the parent will be notified.

Students are also routinely screened for head lice and scabies. If your child contracts scabies, he/she will be sent home. Students who have been treated for scabies need a physician's documentation that they have received treatment before re-entering. Students with evidence of live head lice will be sent home at the end of the day and parents/guardians will be contacted. If you discover head lice at home, please notify the school nurse so that we may screen your child's class as soon as possible. Treatment for pediculosis must be done promptly. Infected students will be allowed to re-enter school after proper treatment, despite the possible presence of nits, as recommended by the Vermont Department of Health and the American Academy of Pediatrics, as well as in compliance with PTSD Policy. The school nurse will be available for assistance and will work closely with the family to ensure any questions are answered expeditiously. Teachers and nurse(s) and maintenance staff in both schools will follow approved procedures.

Injuries/Illness Acquired at Home

As parent/guardian, it is your responsibility to ensure the health status of your child. The school nurse is not in a position to diagnose or offer treatment protocols and is not a substitute for your regular health care provider. When necessary, individual treatment will be administered to an individual student according to a signed doctor's order only.

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	TBD
Speech/Language Pathologist	Mrs. Heather Weeden
Occupational Therapist	Ms. Brenda Achorn
Computer/Library	Mrs. Trish Capron
Art	Mrs. Melissa Kristiansen
Physical Education	Mr. Rick Lyons
Music	Mrs. Beth Winter
School Nurse	Ms. Jasmine Beayon
School Nurse Assistant	Mrs. Jean Pringle-Eddy

Instructional Assistants

Ms. Nicole Batease, Mrs. Vanessa Campbell, Mrs. Holly Crandall, Ms. Meghan Crandall, Mrs. Leanna DeBonis, Mrs. Irene DeMatties, Mrs. Darlene Ellis (EEE), Mrs. Peggy Filer, Mrs. Pat Lynch, Mrs. Sara Peterson, Ms. Amy Pim-Capman, Ms. Terrie Sady, Ms. Shaunna Sheldrick

Custodial Staff

Plant Manager	Mr. Rich Holcomb
Custodian	Mr. Steve Waterhouse
Night Custodian	Ms. Yvonne Johansson

POULTNEY ELEMENTARY SCHOOL FACULTY & STAFF
PHONE EXTENSION LIST

Grade/Assignment	Faculty/Staff	Extension
Principal	Kristen Caliguiri	#202
Executive Assistant	Tammy Moyer	#201
EEE	Sheri Kinney	#224
Kindergarten	Elizabeth Burke	#203
Kindergarten	Cecelia Towne	#204
Grade 1	Sally Godfrey	#205
Grade 1	Jima VanGuilder	#206
Grade 2	Linda Rudnicki	#207
Grade 2	Maureen Kahill-Brown #214	
Grade 3	Susan Linher	#208
Grade 3	Susan Colomb	#216
Grade 4	Soaring Vail	#217
Grade 4/5	April Morse	#218
Grade 5	Kay Mahoney	#219
Grade 6	Tia Hewes	#209
Grade 6	Keith Harrington	#210
Special Education	Amy Kelley	#244
Special Education	TBD	#243
Speech/Language	Heather Weeden	#220
Reading Lab	Reading Assistants	#215
Guidance	Rebecca Eggleston	#223
School-Based Clinician	Alicia Wuesthoff	#232
Title One	Margo MacDonald	#241
Challenge Teacher	Dawn Sarli	#228

Computer/Library	Trish Capron	#221
Art	Melissa Kristiansen	#227
Music	Beth Winter	#212
Phys. Ed.	Rick Lyons	#231
School Nurse	Jasmine Beayon	#230
LPN	Jean Pringle-Eddy	#230
Kitchen	Kim Babcock/Staff	#225
Maintenance	Rich Holcomb/Staff	#229
VAC After School Program	Staff	#210 (3:00 p.m.)

Format for email addresses: firstname.lastname@rwsu.org

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, members of the public and all unions or professional organizations holding collective bargaining or professional agreements with the Poultney Town School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, handicap or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Poultney Town School District's compliance with the regulations implementing Title VI (discrimination on the basis of race, color or national origin), Title IX (discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973, or the Americans with disabilities Act (discrimination on the basis of handicap or disability) is directed to contact Kristen Caliguri, Principal, Poultney Elementary School at 287-5212 who has been designated by the Poultney Town School District to coordinate the District's efforts to comply with this policy and nondiscrimination laws and regulations.

All students new to Poultney Elementary School must be registered by their parents, in person, as soon as possible before being admitted and assigned to a class. Proof of date of birth and an up-to-date immunization record must be presented at the time of registration. Parents are encouraged to contact the school to schedule an appointment for registration. This will ensure that there is adequate time set aside for a building tour and a chance to answer any questions about the school and our programs.

Any student seeking admission, who has been suspended or expelled from another school, will not be eligible for admission prior to the final date of the disciplinary action from the other school.

Parents who are planning to move out of Poultney or transfer their child(ren) to another school should notify the principal in writing before the move takes place. It is the responsibility of the school into which the child is moving to request the transfer of records from Poultney. No records will be released without this formal, written request.

Kindergarten Registration

In the Poultney School District, children must be five years old on or before September 1 of the school year they enter kindergarten. Kindergarten registration and screening takes place in the spring for eligible students. Parents will receive notification of the dates and times for registration and screening. The goal of this process is to gather important information about the entering kindergarten students so that we can make their first school experience a happy and successful one.

Student Attendance Procedures

The Poultney Town School District, in accordance with Vermont State Law, requires students to attend school for the full number of days school is in session unless absence is required for valid cause. Some valid causes are:

- Illness with note/phone call from parent or guardian
- Family emergency
- Death in the family
- Legal circumstance
- Representation of PES at school-related event or activity
- Prearranged and/or approved absence by parent/guardian

Regular attendance is necessary to promote continuity and consistency in the learning process. We appreciate your attention to and cooperation in this matter.

A written note from a parent or guardian must be brought by the student upon his/her return to school. The administration may request written verification from a health care professional where appropriate.

Parents are required to notify the school (287-5212) prior to 8:00 a.m. in the event their child will be absent or tardy.

Unreported absences will be followed up with a telephone call from the office.

Students who arrive after the 8:15 a.m. bell will be considered tardy, and should report to the office with their parent or guardian to sign in.

Three unexcused tardies will result in a written warning slip being sent home for parent signature.

In the event that five unexcused tardies are accrued, the student will be expected to serve a detention from 2:45-3:15 p.m. This detention will be scheduled by the administration or designee; notification will be given via mail.

If a student is absent for eight unexcused days in a trimester, a written notice will be issued to the parent/guardian for signature.

If a student accrues ten unexcused days in a trimester, a written notice will be issued requesting a meeting with parents and other necessary individuals. Failure by the parents to attend this meeting will constitute notification to the Truant Office.

If at any time during the school year a student accrues fifteen unexcused absences, the Truant Officer will be notified, at the same time as the parents, in written form, and a meeting will be held. In addition, the student will be risking non-promotion.

When a child is absent for any reason, excused or unexcused, the student is responsible for completing any missed assignments. Parents may request assignments by contacting the school so arrangements can be made in a timely manner; this includes homework assignments in case of absence.

In the case of homebound or hospitalized students the Principal or designee will monitor status and make arrangements as necessary.

Dismissals

Students will be released from school only to their parent/guardian or to other persons who have been authorized in writing by their parent/guardian. Any student who needs to leave early from school is required to provide written notice to his/her classroom teacher at the beginning of the school day. Students will only follow their prearranged dismissal schedule.

When parents/guardians arrive to pick children up early from school, we ask that you come to the office to sign them out. The child will be called down, thus allowing instruction and routine to be as fluid as possible.

Change in Routine

To ensure the safety of your children, as well as to alleviate stress and worry, we ask that you notify us of any change in routine prior to 12:00 p.m., and do your best to keep your schedule as normal as possible. We realize that emergency situations occur, however children are anxious at the end of the day and we want to be able to reassure them whenever possible.

Planned Extended Absence

If a student will miss a week or more of school due to travel or vacation, pre-approval (at least ten days in advance) must be obtained by writing a letter to the Superintendent of Schools outlining your plans. Please forward any such request to:

Superintendent Thomas Gallagher
Rutland Southwest Supervisory Union
168 York Street
Poultney, Vermont 05764

Please include in this request the names of your child(ren), grade level, dates anticipated being away, and learning opportunities provided from this experience. A copy of this should be forwarded to the school office as well as your child's teacher(s). Parents are responsible for gathering assignments from teachers.

Get to School on Time with the Three P's*:

PLAN: The night before, take a few minutes to think about what your child needs for the next day. Help him/her pack his lunch and put it in the refrigerator. Have him/her set his/her backpack by the door.

PRIORITIZE: Schedule medical appointments after school. Don't plan trips until after the end of the school year.

PRACTICE: Practice really does make perfect. Each day you get your child up and out the door on time will make it easier the next day.

*"Increasing Student Attendance" Elementary School Parents Make The Difference, April 2008, p. 1, from the Vermont Principal's Association Newsletters – Ponderings for Parents.

Bicycles and Scooters

Motor vehicle traffic before and after school is heavy. Parents are urged to consider this potential

danger when allowing children to come to school on bicycles and scooters. Children who ride to school on bicycles or scooters do so at their own risk. They must follow Vermont Motor Vehicles rules. Children not wearing helmets will not be permitted to ride on school property. It is in the children's best interest to wear a helmet. There is a designated area to leave bicycles and scooters. They may not be brought into the building. The school cannot be responsible for loss or damage. Children may not ride during school hours. Riders will be dismissed at the 2:45 p.m. bell after the last bus has left. For the safety of our children, skateboards and roller blades may not be used on school grounds between 7:30 a.m. and 3:00 p.m. when school is in session.

If you decide to allow your child to ride a bicycle/scooter to and from school, we require written permission.

Dangerous Objects and Other Items

Students may not bring skateboards, roller blades, water pistols, cap guns, sharp toys, knives, cigarette lighters, tobacco, and other potentially hazardous items to school. In addition, radios, CD's, ipods, tape players, and toys (example – Pokemon and other trading cards) are discouraged unless specifically approved by the teacher as being appropriate for a specific project or activity. We have found these items distracting and causing stress, as well as conflict in the school setting. All such items will be confiscated and the parent will be contacted to pick them up.

Visitors at School

Parents and community members are welcome and encouraged to visit the school. While we regret that teachers cannot conference with parents during those school hours when they are directly involved in instruction, we would be pleased to arrange a mutually convenient time. To meet with a teacher or visit a classroom, please leave a note or phone message with the secretary, or contact the teacher via voicemail.

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

For the safety of our students and guests, we ask that all visitors and volunteers initially report to the office to sign in, and check in at the office when leaving. In addition, as we are striving to be a safer school, we ask that all visitors and volunteers wear a visitor's badge when visiting during school hours.

Parents who are volunteering for "Book Nook", parties or as a guest reader, for example should sign in our PES Proud to Extend our Support Book located in the main office. We want to celebrate the many parent and community volunteers we have.

Animals in School

Animals may be brought to school for educational purposes only. Any request must be pre-approved in writing, 72 hours in advance by the Principal or designee, and stated learning benefits must be addressed in such request. Poultney Town School District policy must be adhered to in order for the request to be granted. A copy of this policy can be obtained by contacting the school.

PTO

The Poultney Parent-Teacher Organization is called the Friends of Poultney Elementary School. Some of the activities they have been involved with include: The PES Memory Book, TV Turn-Off Week Activities, Teacher Appreciation Day, Parent Ed. Programs, Telephone Vote Reminders, Adult Community Enrichment, PES Activity Calendar, and refreshments for various programs. The PTO also helps with fund raising to support school programs.

Membership in the PTO is open to parents and guardians, grandparents, teachers, and interested community members. At this time, the PTO is seeking new leaders to head this organization, and without anyone at the helm, will not exist this school year. Please contact the school if you are interested in helping the PES PTO survive!

Parental Involvement Policy

In accordance with Vermont State Law, Poultney Elementary School would like to inform you of the following policy:

RUTLAND SOUTHWEST SUPERVISORY UNION PARENTAL INVOLVEMENT POLICY

The academic and social success of students is largely determined by a positive, supportive relationship between staff, administration, parents and community members. New educational initiatives mandate or encourage the strengthening of the parent/school/community relationship. The Board believes it is important that parents are involved in their child's education at home, in school, and within the larger community. The superintendent shall develop and implement programs to the extent possible based upon written procedures to accomplish the following objectives:

- 1. Parents should be informed about significant changes in their children's educational programs, instructional methods or objectives.*
- 2. Parents should be provided with information and opportunities intended to improve their abilities to work with their children at home and in school, and to build partnerships between homes and schools.*
- 3. Professional and non-professional staff members, administrators, school board members, and school-community partners should be provided with training opportunities intended to improve their abilities to build more effective relationships with parents.*
- 4. Parents should be provided with opportunities to become informed about program meetings, discuss concerns with educators, participate in program evaluation and improvement efforts, give recommendations to school staff, administration and board members, and assist in determining the hiring and recommendations for faculty.*

<i>1st Reading</i>	<i>6/17/96</i>
<i>2nd Reading</i>	<i>9/17/96</i>
<i>Adopted</i>	<i>9/17/96</i>

Please let us know at anytime if you have any questions or concerns. In addition, we here at Poultney Elementary School would like you to know that we thank you for and encourage your continued support.

Appropriate Dress for School

Students are expected to be dressed neatly and appropriately when they arrive at school. Shoes must be worn at all times in the building. In winter, students should have an extra pair of shoes or sneakers at school during the day. Outside boots and snow pants will not be allowed to be worn in school all

day.

For health and safety reasons, students should have appropriate outside recess clothing. In winter, boots, hats, snow pants, coats, and gloves or mittens are required for outdoor recess.

Hats are not to be worn inside of the building with the exception of specially announced occasions/events.

Offensive, vulgar, sexually explicit and/or disruptive dress and adornment is prohibited. In the event that clothing is deemed inappropriate, a student may be asked to change or return home to secure appropriate attire, and/or, at the discretion of the administration be subjected to disciplinary action where there is disruption, repeated offenses or other aggravating circumstances.

Attire that is disruptive and/or excessively exposing is not allowed. Included, but not limited to are:

- ❖ sheer tops
- ❖ tube tops
- ❖ crop tops (tops not meeting the top of pants)
- ❖ halter tops
- ❖ tank tops or tops cut too low in front or under the arms
- ❖ spaghetti straps less than 2" wide
- ❖ short shorts (must be at your fingertips)
- ❖ short skirts (must be at your fingertips)
- ❖ roller sneakers

Attire that represents a safety or health hazard is not allowed. Included, but not limited to are:

- ❖ chains
- ❖ spikes
- ❖ flip flops

We remind everyone that we promote freedom of expression, however, students are expected to go outside for recess every day and we want all to be safe, happy and healthy.

Sneakers must be worn in order to participate in Physical Education class.

Meals

Breakfast is available to students each day for \$1.00, and is served from 7:45-8:15. Lunch is available at a cost of \$2.00. Milk is available for 45 cents. Parents are asked to send breakfast, lunch, and milk money at the beginning of each week in a marked envelope. We would appreciate payments in a timely fashion. A child charging more than 3 days will be served a PB & J sandwich and milk until the account is paid or payment arrangements have been made. We want to work with you to ensure you that your child receives healthy meals.

Free and reduced meals are available. New this year, students who are eligible for reduced price meals will receive breakfast at no charge. This is a change made available by the State of Vermont. Eligibility paperwork is sent home at the beginning of the year, and is available in the school office during the school year. **You may apply for free and reduced meals at anytime during the school year.**

If your child brings a lunch to school, it should be balanced and nutritious. Please do not send soda, candy or gum to school with your child.

In our school cafeteria, students will be expected to be orderly, safe, respectful, and friendly.

Due to previous problems, students are no longer allowed to charge snack foods.

Insurance

Student accident insurance policies are available at the beginning of each school year. Coverage can be purchased for accidents occurring during school hours or for an extended 24-hour day. Please give this your consideration. The payment envelope for such insurance accompanies this handbook. Payment must be returned directly to the insurance company.

Telephones

All incoming calls go through the office where parents may leave messages for students or staff. Calls will be transferred to classrooms only in emergency situations. Students must have teacher's permission to use the phone during the school day. Cell phones for student use are not allowed at PES.

Announcements and Newsletters

The Rainbow Connection is a school publication that is sent home with children in Grades K-6 on the last day of each full week of school. It contains announcements of upcoming events as well as items in which we feel parents are interested in. One copy will be given to each family. You will be given a choice as to the child responsible for bringing it home.

Whole school announcements will be made every day at 8:15 a.m. Activities involving students, both in-school and out, will be made. Student birthdays will also be announced.

Lost and Found

Lost or misplaced clothing will be placed in the lobby. Students and parents should check with the school secretary for other lost items. Parents are encouraged to make sure that clothing, backpacks, books, and lunchboxes are marked with name labels.

Field Trips

The school recognizes the importance of field trips as a means of helping students learn as much as possible about the world in which they live. The school also recognizes the added responsibility of ensuring the safety of students outside the school environment.

During the school year many classes will be visiting places within walking distance of the school as part of their educational experience. Rather than sending out permission slips repeatedly for local trips, parents are asked to write a note if they do not wish their children to attend any such trip. Supervision will be provided at all times when students are away from the school premises.

Permission slips for other field trips will be sent home to parents before each trip. Parents are asked to read the information about the trip, sign, and return the slip immediately. ***All students need to have signed permission slips at school before he/she is allowed to go on a trip.*** Teachers and parent chaperones will be assigned to each trip to provide adequate supervision. If a limited number of chaperones are required, their selection is at the discretion of the teacher(s) in charge. Students are required to follow school rules during trips. Students choosing not to follow school rules on trips may be denied participation on future trips or be required to be directly supervised by his/her parent. Also, students may be denied the chance to go on field trips for safety reasons, disciplinary reasons, or if their behavior and/or work ethic in days preceding a trip have been inadequate. Teachers will be in touch with parents to discuss this issue.

We regret that younger children may not accompany chaperones since their total focus must be on the students entrusted to their care.

Parents who volunteer to chaperone will need to follow the Poultney Town School District Board policy regarding chaperones and may receive a copy in advance from the office.

Assignment Books

Assignment Books will be distributed to students in Grades 5 and 6. Students are expected to have these books with them at all times. Parents are encouraged to review, and may be asked to sign assignment books each night. Students who lose their assignment books will be expected to replace them at a cost of \$5.00, if extra books are available.

Library Media Center

Poultney Elementary School's Library Media Center is located in the center of the elementary school building and continues to be the "center" of learning for our school community.

Each class, Kindergarten through Six, visits the library media center each week to learn about libraries, research, books and technology. Kindergarten students are able to check out one book each week after a lesson or two in book care. Grades one through six are able to check out one or two books at a time.

Books are due back after a week. If a book is returned early, another book may be checked out even if it is not a library class day. Books that need to be out longer than a week can easily be renewed. Only two books should be out at one time. Permission can be given for a special school project if more materials are needed at one time.

All children are given a barcode on a library card for our sign out procedure. Book selection is left up to the students but encouragement is given to find books at their reading level.

Book care and responsibility are addressed prior to checking out books. If a book is damaged or lost, payment for replacement is expected before the end of the school year. If a lost book that has been paid for is found and returned, your payment will be refunded.

Poultney Elementary School Library has a bank of 16 computers for student and staff use. The computers are available for individual or large group instruction times. Teachers can "sign up" to reserve a specific time for a class or small group work.

Students are instructed on proper computer care and behavior, as well as many productive and "fun" programs and websites.

Poultney Elementary School Library has OPAC (our online computerized card catalog) on every computer in the Computer Lab. There is an icon right on the desktop that you can double click on to access our library card catalog of every book, video, reference, teacher resource title that is available in our school library. You can search by title, author's name, subject and keywords.

On the Poultney Elementary School website (www.rswsu.org/pes/index.html) look for the PES Library link that will take you to other library links about award winning books, search engines and reference sources.

On-line Computer Access

Students will have access to computer technology in the classroom and library-media center. Access to computer equipment is provided to students with the understanding and expectation that the

equipment will be used exclusively for schoolwork and assignments.

Because computer media is the property of the school district, there is no expectation of privacy with regard to the school's network or computers. Network administrators can review e-mail, files and folders to ensure responsible use.

No student will have access to the Internet without adult supervision and the signing by parent/guardian and student of the PES Student Acceptable Internet Use Policy. Use of the Internet is a privilege that can be terminated. Compliance will be enforced under the school's disciplinary code.

The school district is not responsible for unauthorized costs incurred by students. It is not responsible for inaccurate information obtained on the Internet, and cannot be held accountable for lost work or products.

Fund Raising

Poultney Elementary School uses fund raising to support enrichment activities. All fund raising projects must be approved by the principal in advance of the activity. Every effort will be made to share available time and resources. Participation in any fund raising activity is optional. Students are discouraged from going door-to-door and should sell only to family and friends.

Asbestos Management

The Asbestos Hazard Emergency Response Act requires that written notice be given that Poultney Elementary School has a Management Plan for the safe control and maintenance of asbestos-containing materials found in the school building. This Management Plan is available and accessible to the public upon request at the school office.

Emergency Preparedness Plan

The Poultney Town School District has an Emergency Preparedness Plan to be used in the event of fire, bomb threat, civil disturbance, or severe weather conditions. Methods of evacuation have been determined, mapped out, and regular practice drills will occur.

Fire Drills are conducted to ensure that students and the school personnel know the proper exits from the school in case of fire or other emergencies. Drills are conducted at least once a month according to Vermont law. The children and staff are instructed in how to properly exit the school building. Since fire drills are not always announced, children must have shoes on at all times. Children must remain quiet, stay in line, and follow instructions.

School Closing - Inclement Weather Procedures

Radio stations WVNR, WNYV, WJJR, WHAN, WEBK, Cat Country, WEQX, WSYB AM and KISS FM, as well as TV stations WCAX Ch. 3, WVNY Ch. 4/22, and Ch. 15/Ch. 20 (Peg TV) will announce school closings or delays in opening. Such announcements will be broadcast several times between 6:00 a.m. and 7:30 a.m. School closed due to inclement weather will remain closed all day. **ALL** activities throughout the day and evening will be canceled. Should school remain closed the following day, the announcement will be repeated.

In the event that an emergency arises while school is in session and it is necessary to close the school, an announcement will be made on the stations listed above. The school will follow information provided by parents on the directory form when releasing students for early dismissals. Parents should contact the school if this information changes during the school year.

School Policies

Poultney Town School District policies are kept in the school office and are available for reference upon request.

Annual FERPA Notice

Poultney Elementary School complies with the Family Educational Rights and Privacy Act (FERPA) concerning educational records.

Parents have the right to

- inspect and review student education records
- request the amendment of student's education records
- consent to disclosures of personally identifiable information contained in the records
- file a complaint concerning alleged failure to comply with this act

This annual notice is just a summary. The District's detailed policy is available upon request to the school principal or Superintendent of Schools Office, 168 York Street, Poultney, Vermont 05764.

Notification of Disclosure of Directory Information

Poultney Elementary School defines "directory information" as name, address, parent names, phone number, participation in officially recognized activities and sports, dates of attendance, honors and awards. This "directory information" also includes photographs.

At times this information may be made available to select groups or individuals deemed by the administration to have legitimate educational interest in this information.

Parents or students may refuse release of any "directory information" by submitting a written request to the principal of Poultney Elementary School by September 20th.

Confidentiality

To protect the confidentiality of our students, we will discuss a child only with his/her family and appropriate staff members. When visiting our school and our classrooms, please understand that we will not answer questions about other children. If information about one of our students is requested by any individual or agency not employed or under contract with our school district, written parental consent will be obtained before any information is shared.

Right to Review Teacher Qualifications

As a parent of a student at Poultney Elementary School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Vermont Department of Education has licensed or qualified the teacher for the grades and subject he or she teaches.
- Whether the Vermont Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child, and if

they do, their qualifications.

If you have any questions regarding the above information, please call Poultney Elementary School at 287-5212.

Protection of Pupil Rights

Our District includes a policy which provides protections regarding the right to inspect certain surveys, to inspect instructional materials, to know about physical exams/screenings, and to know about the use of student information. Parents may opt out of certain activities such as collecting personal student information for marketing purposes, the administration of certain surveys, and non-emergency invasive physical exams/screenings.

Child Protection

The Poultney Elementary School is mandated by law to report any suspected instances of child abuse or neglect to the Department of Social Rehabilitative Services. If you have any questions about this, please contact your principal.

Sports/Extra Curricular Activities

Poultney Elementary School offers soccer and basketball teams for students in Grades 5 and 6. Student participation in athletics is a privilege that carries with it special responsibilities to the school, the team, the student body, and to the community. Student athletes are expected to conduct themselves in a manner, which is consistent with school rules and expectations. Students or teams not following these guidelines risk suspension from play or other disciplinary consequences.

Students participating in sports and/or any extra curricular activities should be in good standing in all classes/subjects, including homework and special projects. Any academic issues may prohibit/prevent participating in such activities until an appropriate plan of action can be agreed upon by all necessary parties to include student, parents, teachers, coaches and principal or designee when necessary.

A current physical and insurance information must be on file with the main office.

Homework

The Poultney Elementary School community believes that homework is an important part of our children's learning. We believe that it teaches responsibility, independence, good study and work habits, the ability to plan and manage time, and establish work ethic. Homework provides students with a chance to practice the skills and concepts they have learned during the school day. It gives them the opportunity to complete work not finished in school, or to extend their learning at home through teacher and/or parent directed projects.

Homework provides parents the opportunity to monitor their child's progress. Parents and teachers can communicate with each other about a child's progress, comprehension, and level of learning. We believe that there must be this consistent two-way communication between parents and teachers throughout the year. Teachers must provide guidelines and parents must provide feedback as to their child's needs. Only by working together in this area can our children excel in their learning.

Homework Club is available for PES students when they are having difficulty with a homework assignment and additional help or support is needed. Trained instructional assistants are available in the cafeteria to assist students from 7:30-8:00 a.m., Monday-Friday. Please notify your child's teacher

or the office if you would like your child to access this program.

The guidelines, which follow, provide expectations for homework to be given during the school year. Homework should be directly connected to academic and/or student needs. Teachers will provide written expectations to parents regarding homework at the onset of the school year. If parents feel their child has individual needs in the area of homework, they should notify the classroom teacher.

Homework assistance is available daily from 7:30-8:00 a.m., through our Homework Club. If you are interested in your child(ren) participating, please notify the classroom teacher so arrangements can be made.

Poultney Elementary School Homework Guidelines

Kindergarten: Students are encouraged to reflect on their day with their families, and to spend 15 minutes per night looking at books or being read to.

First Grade: Students should read or be read to for at least 15 minutes each night. In addition, 15 minutes of Math "Home Links" or other work may be sent home on occasion. Homework folders are sent home each Monday during full weeks of school. "Book Nook" books should be read each night and returned the following day.

Second Grade: Students should spend 15 minutes reading each night and an additional 15 minutes on a Math or Spelling activity, which may be sent home.

Third Grade: Students will be expected to read a minimum of 20 minutes each evening. Students will also have Math and/or Language Arts activities, which should take no longer than an additional 20 minutes. Occasionally, other subject activities may be substituted. Homework should not exceed a total of 45 minutes each night.

Grades 4-6: Students should expect to spend 45-60 minutes each night on homework, in math, language arts, literature and social studies. Approximately 30 minutes of this time should be spent reading. Students will also have projects to work on which may require occasional weekend time.

If your child is experiencing difficulty, or if homework is taking longer than the given times, please notify your child's teacher.

GRADE ADVANCEMENT: RETENTION, PROMOTION & ACCELERATION OF STUDENTS - PROCEDURES – POULTNEY ELEMENTARY SCHOOL

Retention:

Before a decision is made regarding retention, a conference must be held. This conference should include parents or guardians, the student's teacher(s), the school guidance counselor and the school principal. Both parents and school personnel may request other appropriate persons to attend if desired. Parents are to be notified in writing of the possibility of retention as soon as it is being considered, but in any event no later than April 15th in Grades K-6 (except in unusual circumstances, such as when a child moves into the district late in the year). At the end of the school year, a meeting will be held to determine if retention is appropriate.

The decision regarding retention shall be made by the school principal, except in cases where the student is on an Individual Education Plan (IEP) or Section 504 Plan. In such cases, decisions regarding grade placement are made by the student's Special Education or Section 504 Team.

Parents may appeal the Principal's decision to the Superintendent of Schools and, if not satisfied with the Superintendent's decision, may appeal to the School Board (whose decision will be final).

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Promotion:

In Grades 4-6, it is our goal that students meet the expectations in all content areas. These include Reading, Writing, Listening and Expression, Personal Development, History, Science, Music, Art, Physical Education, and Library Skills. Students not meeting the standards will be provided an Improvement Plan prior to grade advancement.

In order to be promoted from Grade 6 to Grade 7, each student must have completed a minimum of 10 hours of community service as documented by the elementary school. This may be completed in Grades 5, 6 or a combination of both.

Acceleration:

Students may be accelerated after a thorough review by the student's Educational Support Team – including consideration of everything noted in the policy relative to acceleration. Acceleration in the case of Special Education students and 504 students remain as decisions by the IEP and 504 teams respectively.

Effective: August 28, 2006

Educational Support System

The goal for Vermont schools, including Poultney, is to develop and continuously refine a system of educational supports, which will enable all students to be successful. To do so, we offer a range of support and remedial services for students including:

- ❖ Essential Early Education and Early Intervention services for children with disabilities and at-risk children, ages birth-to-five.
- ❖ Annual Preschool and Kindergarten Screenings
- ❖ School Guidance and Nursing Services
- ❖ Psychological and Behavioral Consultant Services
- ❖ Speech and Language Services/Occupational Therapy Services
- ❖ Special Education Evaluations, Direct and Consultative Services
- ❖ Title I Services in Reading and Math

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The following Poultney School District Policies address student conduct and may be reviewed upon request to the Building Principal or Superintendent of Schools:

Harassment
 Student-to-Student Harassment
 Harassment of Students
 Sexual Harassment
 Hazing
 Weapons
 Smoking
 Drug and Alcohol Abuse
 Threats of Violence or Destruction
 Search and Seizure
 Interrogation or Searches of Students by Law Enforcement Personnel or Other
 Non-School Personnel

Violations of the policies above may be reported to the Building Principal or Guidance Counselor directly or via appropriate school personnel. All conversations are confidential.

Harassment

Definitions:

Harassment: Harassment means unlawful harassment, which constitutes a form of discrimination. It is verbal or physical conduct based on a student's race, religion (creed), color, national origin, marital status, sex, sexual orientation or disability which has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile or offensive learning environment.

Sexual Harassment: A form of unlawful harassment which means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a school employee, another student, or a third party to a student when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress; or
- Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment; or
- Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity; or
- Such conduct has the effect of favoring another student.

Examples of Harassment

Examples of harassment can include any unwelcome verbal, written or physical conduct which offends, denigrates, or belittles an individual because of a student's race, creed (religion), color, national origin, marital status, sex, sexual orientation or disability or a perception of such status or association with another of such status. Such conduct includes, but is not limited to, unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written or electronic materials or pictures.

Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or

pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or "girl's" subject might constitute sexual harassment, as well as other forms of sex-based stereotyping.

Hazing

Definitions: "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 that is affiliated with the District; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds.

Examples of hazing include:

- 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
- 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
- Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects a student to an unreasonable risk of harm, or
- 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 military training program 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.

Bullying

Bullying is comprised of direct behaviors such as teasing, taunting, threatening, and hitting that are initiated by one or more students against a victim. It may also be more indirect by causing a student to be socially isolated through intentional exclusion (shunning). The physical, verbal or psychological intimidation, that occurs repeatedly over time to create an ongoing pattern of abuse.

Direct Bullying:

- Physical – hitting, kicking, shoving, spitting...
- Verbal – taunting, teasing, racial slurs, verbal sexual harassment
- Non-verbal – threatening, obscene gestures

Indirect Bullying:

- Physical – getting another person to assault someone
- Verbal – spreading rumors
- Non-verbal – deliberate exclusion from a group or activity. The display or circulation of written or electronic materials or pictures

It is the intent of Poultney Elementary School to comply with the Safe Schools Initiative of 2004 (Non-Bullying Policy No. 117, Harassment Policy No. 9

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Weapons

It is the intent of the school to comply with the federal Gun Free Schools Act of 1994 and Act #35 of the 1995 session of the Vermont General Assembly requiring school districts to provide for the expulsion of students who bring weapons to school. The School Board adopted a policy on August 10, 1995, which is available for viewing in the school office.

Substance Abuse

The use of drugs, tobacco, and alcohol is strictly prohibited at Poultney Elementary School. The use of, or suspected use of these controlled substances will be dealt with in accordance to school policy and state law.

Use of Tobacco Policy

The Poultney Board of Education is committed to maintaining and improving the health and well-being of the students and employees. Medical research has shown that smoking poses a significant risk to the health of the smoker and non-smoker alike. In the face of such overwhelming evidence about smoking as a health hazard, and in keeping with the Board's commitment to the well-being of its students and employees, the Board adopts the following:

Poultney Schools are tobacco-free facilities. Smoking and the use or possession of tobacco products is prohibited on school grounds, in the schools, on field trips, or on school buses at any hour.

The Poultney School District shall include in its alcohol and drug abuse prevention education curriculum a sequence that includes teaching about health effects and legal ramifications of possession and use of tobacco.

Information shall be provided to inform students about tobacco use and possession and smoking cessation programs. Students should be made aware of available resources and programs to assist in quitting smoking or other use of tobacco products, as necessary; i.e., Red Ribbon Week, literature and activities.

Violations of Policy

Students who violate this policy will be disciplined under the school's disciplinary policy and procedures, and tobacco products may be confiscated.

Employees who violate this policy will be subject to disciplinary action in accordance with applicable employee policies, employment contracts and requirements of law.

Others who use tobacco on school grounds will be informed of this policy and asked to comply. A person failing to comply will be asked to leave school grounds. A person who refuses to comply or to leave school grounds when requested to do so under this policy may be referred for prosecution as a trespasser.

For purposes of this policy, "school grounds" means any property and facilities owned or leased by the school and used at any time for school related activities, including but not limited to school buildings, areas adjacent to school buildings, athletic fields and parking lots.

Penalty

Students who violate this policy will be disciplined under the school's disciplinary policy and procedures. Discipline may include restitution for any damage, involvement of the State Policy and/or

Fire Department as appropriate, and social probation (loss of voluntary school sponsored function or activity). In all cases, the student will meet with the principal or administrator to discuss the infraction and the student will develop a future plan of action to avoid a repeat. The plan may include a rehabilitation program, at parent's expense. The plan will be submitted to the principal or administrator within one (1) day and upon student's return to school. The plan will have the signature of the student, the student's parents/guardians, principal or administrator. All consequences are at the approval/discretion of the school administration.

Threats of Violence or Destruction

The Poultney Schools take any oral or written threat or threatening action by a student directed against school personnel and/or other student(s) and/or against the school property and/or people using school property seriously. Students may not bring onto school property or possess on school property or at school functions a dangerous instrument, substance or device capable of injuring people or doing damage to property, i.e. poisons or explosive devices, or even an item which has the appearance of such a dangerous instrument, i.e. a fake bomb, a toy handgun or a rubber knife.

Under Vermont law, convictions for making bomb threats include imprisonment and stiff fines. In addition, students under age 18 who are convicted of making a bomb threat shall have their driver's license suspended, or, if they are not old enough to have a license yet, they will not be able to obtain a license for 180 days upon their eligibility to have one.

Search and Seizure

Students at Poultney Elementary School have no expectation of privacy with respect to the materials, equipment, desks, textbooks, computer files and supplies owned by the school district which are assigned or loaned to a student for their use. This loaned property may be cleaned, repaired, inspected or searched by an agent of the school with or without the permission of the student.

If, while accessing loaned property, school personnel find items or evidence of activity prohibited by school rules, it will be turned over to the principal. If school personnel find items which they have reason to believe are illegal or related to unlawful activity, they will be turned over to law enforcement authorities.

Generally, a school official needs to have a "reasonable suspicion" that a student has violated the law, or the rules of the school, before he or she may search the student or the personal property of the student. For law enforcement officials to conduct a search on school property they must present a search warrant or other legal basis authorizing the search.

School Bus Procedures

The privilege of riding the bus is conditioned on behavior and observances of the rules listed below. **Drivers are authorized to enforce rules. Public transportation is a privilege granted to pupils just as long as they cooperate and respect the rights of others. The most important factor in bus transportation is safety.** When a student ignores the rules and endangers the safety, not only of himself/herself but also of his/her fellow passengers, the administration will not hesitate to suspend bus riding privileges.

Remember the following:

1. An infraction of the rules listed below will result in suspension of bus riding privileges for a period of time.
2. Further infractions may result in the permanent loss of bus riding privileges.
3. Any loss of bus riding privileges means the responsibility for transportation rests with the parents.

Bus Rules

The following behaviors will not be tolerated on the school bus:

1. Fighting
2. Bullying/Harassing
3. Throwing materials on the bus
4. Destruction of property
5. Possession or use of alcohol and/or illegal drugs, knives or other items deemed dangerous by the principal
6. Use of tobacco
7. Defying and disobeying the bus driver
8. Use of foul language
9. Creating any other disturbance deemed dangerous by the principal and bus driver

Bus Tickets

If a student misbehaves on the bus, he/she will be given a bus ticket by the driver. The Principal will meet with the student to discuss the infraction. The bus driver may also be present.

First Ticket - Verbal warning and the ticket is sent home.

Second Ticket - A student conference is held with the Principal. The student may be removed from the bus for three days, and a copy of the ticket is sent home.

Third Ticket - A student conference is held with the Principal. The student may be removed from the bus for 3-5 days, and a copy of the ticket is sent home.

Fourth Ticket - A student conference is held with the Principal. The student may be removed from the bus for 3-5 days or for the remainder of the year, depending on past documentation and time-line. In all cases, serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school without a warning ticket being issued.

PROCEDURE FOR CHANGE IN BUS ARRANGEMENTS

A student must provide the office with a note of explanation if a bus change arrangement is desirable on a given night or on a long term basis.

- A - A child who is supposed to get off at a different location must have this written authorization from a parent/guardian.
- B - A child who is supposed to take a different bus to a specific location on a given night must have this written authorization.
- C - A child who usually rides but will not be riding the bus home on a particular day must have this written authorization.
- D - A child who usually walks back and forth, and who wishes to take the bus on a given night, must have this written authorization.
- E - Students may not call home to change bus arrangements during the school day.
- F - All changes regarding bus issues must be made prior to 12:00 to alleviate stress on the children at the end of the day unless in emergency situations.

These notes should be brought to the main office to be signed by either the Secretary or the Principal.

We ask that phone calls to make changes in bus arrangements are made in emergency situations only and not on a daily basis.

STUDENT HEALTH

Medications

Poultney Elementary School recognizes that at the present time many children are able to attend school 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 pupil who is required to take prescribed medication during the regular school day must comply with the following regulations:

1. Written orders from a physician detailing the name of the drug, the drug dosage, the reason for giving, and time medication is to be given must be received by the school nurse or medical designee before the medication can be given. A renewal of the medication order is required each school year.
2. Written permission from the parent or guardian of the pupil requesting that the school comply with the physician's order must accompany the physician's order.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician, and will be stored in a locked cabinet.
4. Unused medication should be picked up by the parent.

In the event that a child must ingest non-prescription medication (i.e. Tylenol, cough syrup, etc.), it must be sent to school in an appropriately labeled container with written parental permission. No ingestible non-prescription medication will be administered without parental permission. Common short-term topical remedies such as hydrogen peroxide, hydrocortisone cream, Vaseline, etc. will be used as necessary at the school nurse's discretion.

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Emergencies

The nurse will attend to all medical emergencies at school. For serious injuries or illness the Poultney Rescue Squad will be called. Parents will be contacted immediately in any emergency situation. For this reason it is very important that you keep your child's medical emergency card up to date. Please call the school to notify us of any changes in your telephone number(s) or emergency contacts.

Illness

If your child should become ill at school, he/she may go to the nurse's office for attention. However, if a child should vomit, or run a fever, the parent or guardian will be notified, and the child sent home. There are also various contagious and nuisance diseases requiring that your child be sent home.

Signs and symptoms to keep/send a child home:

- Fever, 100 F or above
- Diarrhea or vomiting within the past 24 hours
- Persistent sore throat with fever or enlarged tonsils/glands
- Persistent upset stomach or headache
- Reddened, itchy eyes with drainage
- Suspected or known head lice
- Undetermined rash

If your child has been ill the night before school or in the morning of school, he/she needs to stay at home. The reason for staying home or being sent home is twofold. A child who is ill finds it difficult to concentrate and he/she may infect classmates, teacher, and others in the building.

Immunizations

Vermont State Law requires that immunizations be kept up to date in order for your child to attend school. Therefore, record reviews are done yearly. Please provide us with a copy of your child's current immunization records to ensure no lapse in educational services due to incomplete records.

Screenings

The Vermont Department of Education requires hearing and vision screenings for all students in Grades 1, 2, 3, and 5; as well as if requested and blood pressure screenings for Grades K or 1, plus 5. If a problem is discovered through screening, the parent will be notified.

Students are also routinely screened for head lice and scabies. If your child contracts one of these, he/she will be sent home. Students who have been treated for scabies need a physician's documentation that they have received treatment before re-entering. Students who have been treated for head lice will be checked by the school nurse. If you discover head lice at home, please notify the school nurse so that we may screen your child's class as soon as possible. Due to the potential transmission of pediculosis (head lice) the Poultney Town School District subscribes to a "no-nit" policy. Treatment for pediculosis must be done promptly. Infected students will be sent home and allowed to re-enter if they are nit free. Teachers and nurse(s) in both schools will follow approved practices.

Injuries/Illness Acquired at Home

As parent/guardian, it is your responsibility to ensure the health status of your child. The school nurse is not in a position to diagnose or offer treatment protocols and is not a substitute for your regular health care provider. When necessary, individual treatment will be administered to an individual student according to a signed doctor's order only.

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NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, members of the public and all unions or professional organizations holding collective bargaining or professional agreements with the Poultney Town School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, handicap or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Poultney Town School District's compliance with the regulations implementing Title VI (discrimination on the basis of race, color or national origin), Title IX (discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973, or the Americans with disabilities Act (discrimination on the basis of handicap or disability) is directed to contact Kristen Caliguiri, Principal, Poultney Elementary School at 287-5212 who has been designated by the Poultney Town School District to coordinate the District's efforts to comply with this policy and nondiscrimination laws and regulations.