



Stamford Elementary School

## Parent & Student Handbook

"2016 - 2017"

### Our Mission Statement:

“Preparing students to find new solutions to real world challenges by providing the skills, experiences, and habits of mind that support innovative thinking.”

### Index

Who’s Who	2
About the School	3
School & Home Compact	4
Important Information	5
PBiS (Positive Behavior Intervention and Supports)	8
Public Complaint/Chain of Command	13
Harassment/Bullying	14
Academic Policies	20
Participation Agreement and Release Clause	21
Getting To and From School	22
Community Involvement	24
Positive Discipline Model	25

986 Main Road, Stamford, VT 05352

Phone: (802) 694-1379 Fax: (802) 694-8512

Email us at: [stamfordelementaryschool@gmail.com](mailto:stamfordelementaryschool@gmail.com)

Our Website: <http://www.stamfordelementary.com>

# Who's Who at Stamford Elementary School

## Stamford School Administration

Garth Grennan, Principal

[ggrennan@stamfordelementary.com](mailto:ggrennan@stamfordelementary.com)

Debra Chesbro, Secretary

[stamfordelementaryschool@gmail.com](mailto:stamfordelementaryschool@gmail.com)

## School Board Members

Cynthia Lamore, Chairperson

Erika Bailey

Jessica Bugbee

Jessica Tatro

Barbara Malinowski

## Faculty and Staff

Ed Cedar

Barbara Childs

Vacant

Vacant

Jessica Langenback

Richard Cristofolini

Annette Czarnecki

Patricia Erdeski

Margaret Chieffo

Garth Grennan

Kathryn Inman

Lisa Fortin

Susan Law

Amy Maselli

Katelyn Millard

Casey Scott

Ryan Booth

Kristy Sherman

Megan Bouchard

Carrie Morrissey

Chelsea Brazeau

Kelsea Ouimet

Daniel Trudeau

Music

Art

Librarian

Technology Teacher

Physical Education

Custodial

Special Education

Cafeteria Manager & Cook

Grades 5-8

Behavior Specialist/Guidance Counselor

Speech Pathologist

Speech Pathologist Intern

3<sup>rd</sup> & 4<sup>th</sup> Grade

Kindergarten

School-wide Teacher

Grades 5-8

Technology Technician

1<sup>st</sup> & 2<sup>nd</sup> Grade

Paraprofessional, grs 1&2, AM

Nurse

Paraprofessional (SPED)

Paraprofessional, grs 5&6, AM

Paraprofessional, grs 3&4, AM

## WSSU Central Office

(802) 464-1300

Christopher Pratt

Superintendent

Karen Atwood

Business Manager

Tate Erickson

Director of Special Education

Michael RobbGrieco

Curriculum/Technology Coord.

## About Stamford Elementary School

### Welcome to Stamford Elementary School

Welcome to Stamford Elementary School, a place where children love to learn, learn through a rich and comprehensive curriculum, and learn to respect and appreciate others and the world around them. We need and appreciate your support, cooperation, and involvement in making the school year the best it can be for all.

Please review this handbook thoroughly with your child. It is designed to inform you about your responsibilities to provide and ensure a quality education for all of our children. It is meant for you to have and to refer to throughout the year as to our routines, expectations, guidelines, and policies.

We strongly encourage all parents to have conversations with your children about the meaning of the 4 R's: **Being Respectful, Being Responsible, Being Reliable, and Being Reasonable**. All four concepts are the basis for creating an excellent learning environment. If you have any questions or concerns, please do not hesitate to contact me at any time at 694-1379. Remember, my door is always open. Thank you and I look forward to an exciting school year.

Garth Grennan, Principal

## NUT FREE SCHOOL

As we face a growing number of children dealing with food allergies and, specifically, potentially life-threatening peanut and tree nut allergies, Stamford Elementary School will be a **peanut and tree nut free school**. (Policy #8.08)

### School, Parent & Student Responsibilities

The *School and Home Compact* outlines the responsibilities of the school, parents, and students. What is the school's job? What is the family's job? What is the student's job?

The *School and Home Compact* is outlined on page 4. Please discuss the compact with your child(ren), if you feel they're old enough to understand it, and use it to guide your relationship with the school, as it is used by us.

Please note that state law and school policy require all professional school staff to report suspected cases of child neglect or abuse to DCF.

**Stamford Elementary School respects the legal rights of all students, parents and employees.** It does not discriminate against any person or group on the basis of race, color, religion, national origin and ancestry, place of birth, sex, sexual orientation, disability, or age.

---

Note: Throughout this handbook, we use the term *parent* to include both parents and guardians.



# School-Parent Compact

Stamford Elementary School, Stamford, Vermont

## Community, Parents, Schools, and Students Partners in Each Child's Education

As teachers, I (we), \_\_\_\_\_ will strive to

- believe that each child can learn;
- respect and value the uniqueness of each child and his or her family;
- provide an environment that promotes active learning;
- provide resources that help all children be successful in their school experience;
- provide high-quality curriculum and instruction;
- continue efforts to develop professionally;
- maintain open lines of communication with students and parents;
- provide a safe, respectful classroom where conflicts are resolved in a positive manner;
- assist students in the development of a sense of personal and civic responsibility;
- meet with parents during scheduled parent-teacher conferences to discuss their child's achievement;
- provide frequent reports on each child's progress; and
- seek ways to involve parents in the school's programs.

As parents/guardian, I, \_\_\_\_\_ will strive to

- believe my child can learn;
- show respect and support for my child, the staff and the school;
- see that my child attends school regularly and is on time;
- keep my child healthy by being sure he/she gets enough rest, exercise, and eats regular meals;
- provide a quiet place to complete all homework assignments;
- attend parent-teacher conferences;
- work with the school to encourage positive, non-violent behaviors in my child;
- encourage my child to read at home and apply all learning to daily life;
- talk with child about his or her school activities each day; and
- keep in regular contact with child's teacher.

As a student, I, \_\_\_\_\_ will strive to

- believe I can learn;
- show respect for myself, my school, and other people;
- always try to do my best in my work and in my behavior;
- cooperate with other students and teachers;
- always come to school prepared with my homework and supplies; and
- accept responsibility for my own actions.

As a member of the Stamford School District educational community, together we are partners in your child's education as we uphold the intent of this compact.

As principal, I, *Garth Grennan*, represent the school staff in affirming this compact.

## Important Information

**The school day** begins twenty-five minutes (8:20 a.m.) before the official start of school (8:45 a.m.). There is no supervision before this time. No one is to arrive prior to this time. All K-8 students should enter the building through the front door of the building.

Morning snack time will be at the discretion of the classroom teacher. Parents are encouraged to provide a healthy snack for their child(ren). Snack is also available for purchase through the school.

At 11:40 am, grades K-4 students have lunch and grades 5-8 students have recess. At 12:00 noon, grades 5-8 students have lunch and grades K-4 students have recess.

**After school** -- Parents are responsible for the supervision of children after 3:15 p.m. (or when they get off the school bus (Sullivan Bus - 413-329-9327). Children must either take their regular bus, walk, or be dismissed to a specific person designated by their parents.

**Early dismissal** -- Parents needing their child(ren) dismissed early, or if a child needs to take a different way home, must send a note indicating the time and who will be picking them up.

**The After-School Program** will once again offer after-school activities at various times for students in grades 1-8 beginning at 3:15 p.m. on days when school is in session. The length of the programs will vary. Brochures describing programs available, days the program runs, and sign-ups will be sent home before the start of each offering.

**Regular school attendance** is required by Vermont Law for children between the ages of 7 and 16 years. "A person having control of a child between the ages of seven and sixteen years shall cause the child to attend an approved public school, an approved or recognized independent school, or (approved) home study program for the full number of days for which that school is held." (T. 16, Sections 1121 & 1126) In addition, Stamford Elementary School believes that **being on time** shows respect for the teacher and for the other students in the class. Any student caught skipping school will be required to make up all of the work missed, receive an in-school suspension, and parents will be notified.

**Tardiness** will be handled by classroom teachers with the following procedures: Warning, Call Home, and Detention. If the student does not attend a teacher assigned detention or if the behavior continues, the student will be referred to the principal's office and the principal will set up a meeting with the parent(s). If the tardiness continues, it could result in a meeting with the Superintendent of Schools. Tardiness will only be excused in extenuating circumstances such as a doctor's appointment; in cases such as these, we must have a note from the doctor.

**Please let us know** if you are keeping your child home from school on a particular day. Please call the school between 8:00 and 8:45 a.m. to let us know that your child is safe.

**Planned absences for vacations** should be carefully considered. The school recognizes that Stamford parents may have limited options for family vacations and that the only opportunity may come during the time school is in session. In deciding to take such a vacation, parents need to consider that the child will be missing instruction, lessons, demonstrations, labs, and other learning activities that are a normal part of the school day. The absence may affect the child's academic performance in school and will impact the learning environment in the classroom.

Please notify the classroom teacher(s) at least two weeks before a planned absence; and, if possible, the teacher will make a reasonable effort to provide work for the child to complete during the time the child is away. Because the classroom is a dynamic environment, some assignments may not be available in advance, and some assignments given beforehand may change during the course of instruction. Teachers will expect the work they provide to be completed upon the child's return, in a manner that reflects high quality to be evaluated by the teacher.

Any student who will be out of school for 10 days due to a planned vacation **must** write a letter of request to the Superintendent of Schools. Please allow enough time for the Superintendent to receive your request and for a response.

**Emergency closings** due to weather or other emergency conditions will be announced on the radio (WNAW), on TV channels (out of Albany, NY), and on the school website ([www.stamfordelementary.com](http://www.stamfordelementary.com)). In addition, all families will be notified through the Connect5 phone system. Please let us know if you are not notified of a school closing, and/or if your phone number changes.

**Dress** is important at school. Please watch the weather and dress your child for both indoor and outdoor activities. Children will need to wait outdoors for the bus, and on most days will be expected to go outside during recess, gym, or sports. It's a good idea to have an extra pair of indoor shoes in school during winter months; outdoor boots are messy and too warm for indoor use. They'll need a hat, mittens, snow pants and a warm jacket when it's cold outside. **In physical education classes, students will need loose fitting clothing and sneakers.** For safety reasons, it is recommended that students have sneakers available to wear when playing on the playground equipment.

We encourage parents to consider the message of clothing, particularly for older children. Teachers need to provide an orderly environment for learning in their classrooms, which means that children should come to school properly dressed. Here are some currently fashionable clothing items we'd prefer **not** to see in school: short shorts, bathing suits, tummy shirts, tank tops with one or spaghetti straps, tee shirts with messages about cigarettes or alcohol, exposed boxers, and pajamas.

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents are responsible for acceptable student dress. Students who violate the dress code shall be required to modify their appearance by covering, removing, or replacing the offending item(s). The principal will be the sole arbitrator of what is appropriate, reasonable, distracting, and/or disruptive. Parents will be notified if their child repeatedly fails to comply with the dress code. Further disciplinary action shall be taken if the student fails to comply with the dress code.

A student's dress, grooming, and appearance shall:

1. Be safe, appropriate and neither disrupt, distract, nor interfere with the educational process;
2. Include footwear at all times. Footwear that is a safety hazard will not be allowed;
3. Not include items that are vulgar, obscene, insulting, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability;
4. Not promote, endorse, advertise, and/or display the use of alcohol, tobacco, weapons, or illegal drugs and/or encourage other illegal or violent activities.

**Hats** are not to be worn in the building. Hats may be confiscated for up to one (1) week.

**Student Transfer** -- Stamford School will not release any school or health records until all school books are returned and all charges paid in full.

**School Books/Materials** will be issued during the year. Students are responsible for proper care of these books and materials. Book covers are recommended. Any student losing or damaging a book or materials will be charged the replacement cost.

**Eating and Drinking in School** is not allowed during class time except during snack. Teachers should set their own classroom policy for the use of water bottles in their room.

**Gum, soda, and energy drinks** are not allowed at school, on the playground, on the buses, or on field trips, but children are allowed to bring nutritious mid-morning snacks, juice, or water bottles. Candy is not allowed during recess or class time.

**Telephone** -- The student use of the telephone will be for emergencies only. Lunch, homework, or other materials left home are not valid reasons for using the phone. All students must have permission from office personnel to use the telephone.

**Cell Phones** -- Use of cell phones during the school day is not allowed. Students are to leave cell phones in the main office/principal's office and can pick them up at the end of the day. Students using a cell phone during school hours:

- 1<sup>st</sup> offense: Cell phone will be confiscated. Warning issued by principal. Phone returned at the end of the day
- 2<sup>nd</sup> offense: Cell phone will be confiscated. Detention issued. Parents will be called.
- 3<sup>rd</sup> offense: Cell phone will be confiscated. Detention issued. Parents must pick up phone during regular school hours.
- 4<sup>th</sup> offense: Cell phone will be confiscated and further consequences will be given.

Failure to give a cell phone to a teacher or administrator will result in a one day, in-school suspension.

**Library** privileges may be revoked if students do not follow library rules. Students are responsible for all books they check out.

**Classroom Expectations** -- It is the intent that all children behave properly so that all children can learn. All children are expected to follow their classroom rules. Classroom materials are to be used appropriately and conservatively. All teachers will follow the Three Level System of the Positive Discipline Model. (pg.19)

**Building Expectations** -- Children are expected to behave in the following manner in order to have an acceptable educational environment:

- Students will respect teachers and other personnel in the building.
- Students will respect each other.
- Students will move around the building in a quiet and orderly fashion.
- Students are expected to follow the schools 4 R's: Being Respectful, Being Responsible, Being Reliable, and Being Reasonable.

## **We Promote a Modified form of PBiS**

PBiS (Positive Behavior Interventions and Supports) is a school-wide, proactive approach, which emphasizes the instruction of social skills, data-based decision making, and the prevention of problematic behavior. While fostering positive behaviors and interactions, PBiS also improves academic performance.

The most important part of PBiS is teaching expected behaviors. This is accomplished by utilizing a school-wide matrix of behaviors, which encompasses the four expectations of Stamford: Be Respectful, Reasonable, Reliable, and Responsible. Throughout the year, students will be taught the 4 R's as staff members model and role-play in order to teach new skills and reinforce expected behaviors in both classroom and non-classroom settings and situations.

The ultimate objective of implementing PBiS is to not only create a safe learning environment which most effectively utilizes instructional time, but also to partner with parents in reinforcing lifelong values in our students.



As much as we try to reinforce positive behavior, there are times when students make poor choices and may face disciplinary consequences. The main goal of any disciplinary action is to help the student learn from their mistake and make better choices in the future.

To reinforce positive behavior, students will occasionally be recognized for making good choices. Teachers are expected to compliment good behavior and choices through verbal recognition, written recognition, or other manners (i.e. tickets toward a class appropriate reward system, etc.). Classes that display positive behavior for an agreed upon period of time will be rewarded with a "celebration" for their accomplishment. The classroom teacher should have the students help identify a "celebration" that they would like to work towards and would promote the students to all participate towards a common goal.

**Physical Education Classes** are required with full participation by all students unless a medical excuse signed by a physician is granted. **Sneakers are required.** Children not having sneakers will not be allowed to take gym and will receive a zero for the day.

**Art, Music, Library, and Computers** are also educational classes. The building and classroom expectations will also apply to these classes. According to the federal law, "No Child Left Behind" (NCLB), art and music are core academic subjects.

**Substitute teachers** are necessary in order to have school when the regular teacher is absent. Students who cannot behave as expected with a substitute will be removed from the classroom and parents will be notified.

**Suspension** -- Students receiving an inside suspension will attend school but will not be with their peers. Students receiving an outside suspension are not allowed to attend school. Suspensions can be from one to ten days in length depending on the seriousness of the behavior and the age of the child. All suspensions will be made by the principal. Parents will be notified, due process will be followed, and a conference is required before re-entry.

**Detentions** will be held after school from 3:15-3:45 p.m. Detentions will be with the teacher who has detention duty on that afternoon. Detentions are not at the convenience of the student. Any student skipping a detention will receive another one. Parents will be notified by a note on the day of the misconduct. The note must be signed and returned to the school.

**Leaving school grounds** is not permitted by any student without permission. Parents need to send a note if you want your child(ren) to leave the grounds. Children leaving school grounds without permission will receive a detention.

**Recess** -- Students should behave appropriately for both outdoor and indoor recess. Students who do not follow the rules will receive the loss of recess the following day.

**Restrooms** -- Students are allowed to go to the restrooms with teacher permission. Parents are asked to instruct their child(ren) on the proper use of restrooms in order that sanitary conditions can be maintained during the day.

**Use of the Gym** -- Students must have adult supervision and permission from the administration to use the gym.

**School Athletics** -- Every student participating in school athletics must have medical insurance that will cover medical injuries.

**Language** -- Students will use suitable language in school. Parents will be notified of the use of inappropriate language and students may receive a detention. Inappropriate language directed at a teacher will not be permitted. Each incident will be dealt with on a case-by-case basis and the consequence will be at the discretion of the principal. In some cases, the incident could result in a two-day suspension.

**Physical Fighting/Contact** is not permitted at any time on school property or on school buses.

**Vandalism** -- Any student intentionally destroying or stealing school property will be responsible for the replacement and/or repair of damages. Students stealing or destroying school property will receive a two-day suspension and the appropriate authorities may be called.

**Lockers** are made available to students for their use during the school year. Students will not kick, bang, slam, or otherwise damage said lockers. Intentional damage to lockers will be considered vandalism.

Children are not allowed in other student's lockers. Children are expected to maintain clean lockers. Students are to use lockers for storing coats, material, and other school items. Locks will be allowed only with the principal's permission and the students must provide keys or combinations to the office in case entry is required.

**Skateboards** are not allowed in school or on the playground during school hours. Skateboards will be taken and parents can pick them up in the office.

**Roller Blades and shoes with wheels** are not allowed in school or on the playground during school hours. Roller blades will be taken and parents can pick them up in the office. If students wear shoes with wheels to school, the wheels must be removed or they will be confiscated as well.

**Obscenities** -- Students will not possess obscene pictures, books, or other similar items on school property. Parents will be notified and students will receive a one-day suspension.

**Personal electronic equipment** is not to be used in school during instructional time or on field trips unless being used as an educational tool requested by the teacher. These items include **cd players, iPods, the iTouch, iPads, iPhones, MP3 Players, and video games (of all descriptions).**

Students may use personal electronics (except for phones) at the discretion of teachers only while the students are supervised during indoor recess or before the start of school. Students must use the equipment in an appropriate manner. The supervising teacher will have the right to confiscate equipment and refer the student to the office for consequences based upon the nature of the transgression.

**Illegal Substances** -- Possession of any illegal substance(s) and/or suspicion of the same will result in immediate suspension, parental notification, and notification of authorities when appropriate.

**Knives** are not allowed in school. This includes pocketknives or leathermen knives. Children with pocketknives will have them confiscated. Parents will be notified and they can pick up the knife in the office. Knives are considered a weapon and students will receive a two-day suspension.

**Weapons** are not allowed in school or at school functions. A person who carries or has in his/her possession a firearm, dagger, starter gun, any explosive, incendiary or poisonous gas, or any other device that will expel a projectile by the action of an explosive shall:

1. Student will be detained.
2. Weapon will be confiscated.
3. State police, sheriff, or local police will be notified.
4. Incident may be reported to the Department of Social and Rehabilitation Services.
5. Student will be suspended.
6. Student will be brought, by the Superintendent, to the School Board for an expulsion hearing.
7. A student found to be in violation of this policy shall be expelled by the Superintendent for at least a calendar year.

However, the School Board may modify the expulsion on a case-by-case basis such as but not limited to the following circumstances:

1. The pupil is unaware that he/she has brought a weapon to school.
2. The pupil did not intend to use the weapon.
3. The pupil is disabled and the misconduct is related to the disability.
4. The pupil does not present an on-going threat to others and a lengthy expulsion would not be in the best interest of the pupil.

Toys, which resemble weapons, are also prohibited and will be confiscated. Parents may pick up the item in the school office.

**Explosive Devices** are not allowed in school. Students are not allowed to possess stink bombs, smoke bombs, firecrackers, or other type of explosive device on school property. Offenders will receive a two-day suspension and authorities will be notified when appropriate.

**Head Lice** infestation causes a serious problem in the school and immediate measures will be taken to reduce the loss of school time.

Anyone who suspects head lice shall report it immediately to the school nurse or building principal.

1. Any student identified by the school nurse or other qualified person as having lice or untreated nits will be removed from the classroom and sent home for treatment.
2. When lice are found, additional examination of children will take place.
3. Verbal contact will be made with the family of each case by the school nurse or other qualified person.
4. All students shall be re-admitted to school after the first treatment with a signed statement or verbal confirmation stating that initial treatment has been completed.
5. Each re-entering student shall be examined by the school nurse or other qualified person to look for evidence that treatment was performed.

### **School Dance Policy**

Schedule: The principal will schedule all dances.

Chaperones: There needs to be at least 3 parents and 1 teacher at each dance. One chaperone must be a male. Chaperones must follow the chaperone guidelines, which are available in the principal's office.

Participants/Time: Students in grades 5-8 may attend the dance. The time of the dances is from 7:30-10:00 p.m.

Behavior: All students must follow the dance rules, which are available in the principal's office.

Permission Slips: Any student from another school **MUST** have a permission slip from their parent/ guardian as well as their principal. Students without permission slips will not be allowed into Stamford dances.

Location: All children are to remain in the gym.

Clean Up: The gym is to be left in the same condition it was found. Clean up is the responsibility of the 8th grade class.

### **Chain of Command (Public Complaint Policy #6.24)**

If complaint is directly related to a classroom activity:

Notify the Teacher First

If the complainant is not satisfied, he or she should contact the following:

1. Principal
2. Superintendent of Schools
3. School Directors

If complaint is NOT directly related to the classroom:

Notify the Principal First

If the complainant is not satisfied, he or she should contact the following:

1. Superintendent of Schools
2. School Directors

### **Major discipline issues (Level 2-3 on Positive Discipline Model Policy #8.02)**

Crisis Team (Behavior Support Staff): Garth Grennan (Principal), Annette Czarnecki (Special Educator), Kristy Sherman (1/2 Teacher), and others as identified by the principal.

### **When the Principal is out of the building.**

The school secretary takes care of the day-to-day business.  
K-4 Discipline issues (Mrs. Sherman)  
5-8 Discipline issues (Mrs. Czarnecki)

The crisis team (behavior support staff) is also in charge when there is an emergency situation. They will contact the Superintendent and School Directors if there is an emergency.

If the principal is out of the building for a few days, the Superintendent or Assistant Superintendent will make periodic stops **or** check-ins to the building.

Please take the time to review the Positive Discipline Model in the back of your parent/student handbook. This will help you to understand who is contacted and deals with behavior situations on any given level.

**Harassment (Excerpt from Policy #6.98)**, means an incident or incidents of verbal, written, visual, or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment. Harassment includes conduct as defined above and may also constitute one or more of the following:

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

- (i) submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress; or
- (ii) submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

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

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

### **Reporting Student Harassment**

Student reporting: Any student who believes that s/he has been harassed under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute harassment, should promptly report the conduct to a designated employee or any other school employee.

Designated employees:           Garth Grennan, Principal  
  Annette Czarnecki, Teacher

**Documentation of the Report:** If the complaint is oral, the designated employee shall promptly reduce the complaint to writing in a harassment complaint form, including the time, place, and nature of the alleged conduct, and the identity of the complainant, alleged perpetrator, and any witnesses.

**False Complaint:** Any person who knowingly makes a false accusation regarding harassment may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of harassment when the person has a good faith belief that harassment occurred or is occurring.

For a detailed copy of the entire policy, please contact the main office.

### **Policy on the Prevention of Bullying of Students (Excerpt from Policy #6.96)**

The Stamford School District recognizes that all students should have a safe, orderly, civil and positive learning environment.<sup>1</sup> Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the severity, will warrant corrective action and/or discipline. Behaviors that do not rise to the level of bullying may still be subject to intervention and/or discipline under another section of the discipline plan or policy.

For the purposes of this policy, “bullying” is defined as any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:

- A. is repeated over time;
- B. is intended to ridicule, humiliate, or intimidate the student; and
- C. either:
  - a. occurs during the school day on school property, on a school bus or at a school- sponsored activity; or
  - b. does not occur during the school day on school property, on a school bus, or at a school-sponsored activity and can be shown to pose a clear and substantial interference with another student’s right to access educational programs.<sup>2</sup>

Examples of bullying include:

- Name-calling and verbal taunts
- Physical threats or actual physical harm
- Off-campus text messages or social media posts that ridicule or intimidate to the extent that the targeted student is not able to fully access the school’s programs

In order to be bullying, incidents such as the ones described above must be *repeated over time, directed at a particular student, and intended to ridicule, humiliate or intimidate.*

---

<sup>1</sup> 16 V.S.A. §570(a)

<sup>2</sup> 16 V.S.A. §11(a)(32)

In some cases, acts of bullying may constitute unlawful harassment, where the conduct is based on or motivated by a student's or student's family member's actual or perceived:

Race	Sexual Orientation
Creed	Gender Identity
Color	Marital Status
National Origin	Disability
Sex	

Any allegations of harassment will be addressed under the Stamford School District's Policy on the Prevention of Harassment of Students.

### **Reporting Bullying Complaints**

The principal or headmaster of each school in the Stamford School District will annually **designate two employees to receive complaints of bullying and harassment.** The names and contact information for those designated employees can be found in the Parent/Student Handbook.

For the purposes of this policy, "school employee" means any person employed directly by or retained through a contract with the District/Independent School, an agent of the school, a school board member/member of the board of trustees, a student teacher, an intern, or a school volunteer. "Agent of the school" includes supervisory union staff.

- A. Student reporting: any student who believes that s/he has been bullied under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute bullying, is encouraged to report the conduct to a designated employee or to any other school employee.
- B. School employee reporting: Any school employee who witnesses conduct that s/he reasonably believes might constitute bullying shall take reasonable action to stop the conduct and to prevent its recurrence and shall immediately report it to a designated employee. Any school employee who directly receives information about conduct that might constitute bullying shall immediately report it to a designated employee.
- C. Parent reporting: Any parent or legal guardian/custodian who witnesses conduct that s/he reasonably believes might constitute bullying or who reasonably believes his/her child or ward is being bullied should promptly report the conduct to a designated employee or any school employee.
- D. Documentation of the report: If the complaint is oral, the designated employee shall reduce the complaint to writing, including the time, place, and nature of the alleged conduct, and the identity of the complainant, alleged perpetrator(s), and any witnesses.
- E. False complaint: Any person who knowingly makes a false accusation regarding bullying may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting



a complaint of bullying when the person has a good faith belief that bullying occurred or is occurring.

- F. Confidentiality and Record Keeping: The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the Districts' obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.
- G. Anonymous Reporting: Students can report bullying anonymously; there is an anonymous drop box in the principal's office, or personally to a teacher or the Principal, Gregory Betti. Parents of students are encouraged to file written reports of suspected bullying either anonymously or personally to the principal. The principal is required to accept and review all reports of bullying, including anonymous reports. If reports appear to warrant further investigation, school districts shall promptly continue with an investigation. School administrators shall investigate any written reports.

### **Response to a Bullying Complaint**

For the purposes of this policy "school administrator" means a superintendent, principal/head of school/technical center director, or his/her designee.

- A. Notification: Upon receipt of a complaint of bullying the designated employee will immediately notify the school administrator of the complaint. If either the complainant or the accused individual is under the age of 18, his or her parent(s) or guardian(s) shall be promptly notified that a complaint of bullying has been filed and be provided with a copy of this policy.
- B. Investigation: Unless special circumstances are present and documented, such as reports to the Department for Children and Families ("DCF") or the police, school vacations, or other witness absence/unavailability, the school administrator shall:
  - a. No later than **one school day** after the filing of the complaint with a designated employee initiate or cause to be initiated, an investigation of the allegations. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator.
  - b. No later than **five school days** from the filing of the complaint with the designated employee, the investigator shall submit a written determination to the school administrator. The report shall include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes bullying.
- C. Consequences for Violations of This Policy<sup>3</sup>
  - a. If, after investigation, the school finds that the alleged conduct occurred and that it constitutes bullying, the school may take prompt and

---

<sup>3</sup> 16 V.S.A. § 570c (5).

appropriate disciplinary action and shall take remedial action reasonably calculated to stop the bullying and prevent any recurrence of bullying. Examples of remedial action include: mediation between the parties, education and counseling for the bully, and safety planning.

- b. Violators of the bullying policy shall - based on relevant surrounding facts and circumstances, including but not limited to a consideration of prior instances of similar behavior and the student's overall disciplinary history - be subject to the following potential discipline and/or remedial action(s):
  - i. Awareness/Education/Counseling;
  - ii. Acts of restitution;
  - iii. In-school suspension;
  - iv. Out of school suspension; or,
  - v. Expulsion.
- c. Safety Planning<sup>4</sup>
  - i. A safety plan shall be developed in all instances where a student has been the target of bullying that results in physical harm and/or the student is known to be expressing suicidal ideation as a result of bullying. A safety plan shall not be considered a substitute for in-school procedures and policies that apply to students experiencing mental health crises.
  - ii. A safety plan should be considered in instances where the targeted student is known to have difficulty accessing the educational programs at the school as a result of bullying.
  - iii. A safety plan may include such measures as checking in with the target and his/her parents on a regular basis, identifying a safe in-school person for the target to seek out when s/he feels threatened, informing teachers to pay particular attention to interactions/dynamics between identified students and rearranging the schedule of the perpetrator, and providing additional supervision in areas ordinarily subject to lesser supervision (e.g., lunchroom, playground).

D. Parental notification: Upon completion of the investigation, the school administrator will notify the parent(s) or guardian of the complainant and accused individual(s) of the outcome of the investigation. In cases where the school determines that bullying has occurred, a school administrator may seek a waiver of the confidentiality rights of the perpetrator(s) in order to inform the complainant of any specific disciplinary action taken.

E. Appeal of Discipline Decisions: A person determined to be in violation of this policy and subjected to disciplinary action under it may appeal the determination and/or the disciplinary action(s) taken in the same manner as other disciplinary actions, in accordance with the District's disciplinary policy, applicable statutes, or collective bargaining agreements.

## **Reporting to Other Agencies**

---

<sup>4</sup> Not required by law, but considered best practice to prevent recurrence of harm.

- A. Reports to Department of Children and Families: When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6901 et seq.
- B. Reports to law enforcement<sup>5</sup>: Information obtained and documented by school administration regarding the school’s response to notice of student conduct that may constitute bullying may constitute an “educational record” regarding the student or student(s) involved as defined by the Family Education Rights and Privacy Act.<sup>6</sup> Accordingly, such information may not be disclosed to local law enforcement without prior parent approval except in response to a lawfully issued subpoena<sup>7</sup>, or in connection with an emergency if disclosure is necessary to protect the health or safety of the student or other individuals.<sup>8</sup>
  - a. Nothing in this policy shall preclude persons from reporting incidents and/or conduct witnessed first-hand that may be considered to be a criminal act to law enforcement officials.<sup>9</sup> Such conduct includes but is not limited to: physical attacks resulting in bodily harm, sexual assault, and simple assault.
- C. Continuing Policy to Investigate: Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this policy to pursue and complete an investigation upon receipt of notice of conduct which may constitute bullying.

### **Dissemination of Information, Training, and Data Reporting**

- A. Notice to parents and employees: Annually, prior to the commencement of curricular and co-curricular activities, the School District/Independent School shall provide notice to custodial parents or guardians, staff members, and contracted employees of its prohibition against bullying, the procedures concerning reporting and investigating bullying and the possible disciplinary consequences for bullying.
- B. Notice to students: The superintendent shall develop and initiate age-appropriate programs to annually inform students about the substance of the policy and procedures in order to help prevent bullying. Notice to students shall be in age appropriate language and will include examples of bullying. Such notice shall

---

<sup>5</sup> 16 V.S.A. § 570c (4).

<sup>6</sup> 20 U.S.C. § 1232g (a) (4) (A).

<sup>7</sup> 34 C.F.R. § 99.31(a) (9) (ii).

<sup>8</sup> 34 C.F.R. § 99.36(c) (requiring proof of an “articulable and significant threat to the health and safety of others). There is no affirmative obligation imposed by the health and safety exception requiring disclosure by the school district under these circumstances, only the option for disclosure. Id.  
Id.

inform students and parents that bullying that *does not* occur during the school day, on school property, on a school bus, or at a school-sponsored event still may be subject to disciplinary action, pursuant to 16 V.S.A. §§ 11(a) (32) and 1162(a)(3), if the misconduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs.

Notice to parents and students shall state that any student who knowingly makes false accusations regarding bullying may be subject to disciplinary action.

- C. Training: The superintendent shall implement training for school staff within the context of an annual professional development program. Such training shall be designed to enable staff to prevent, recognize, and respond to bullying.
- D. Data reporting: The Stamford School District delegates the responsibility of data collection to *the Principal or designee*. S/he shall collect data on the number of reported incidents of bullying and the number of incidents that have been verified and shall make such data available to the Vermont Department of Education.

First Reading and Approval: November 8, 2012

Second Reading and Adoption: December 13, 2012

## Academic Policies

**Report cards** are issued four (4) times a year. Parent conferences will be held in the fall to give the parents and the teachers an opportunity to discuss the child's academic and social progress, share information, and build the parent-teacher partnership. Progress reports will go home in the middle of each semester.

**Homework** is assigned in gradually increasing amounts through the grades, to provide independent practice in skills already learned, to develop responsibility and self-discipline, and to give students opportunities for independent exploration and discovery. Homework will be sent home in the green folders; older students (grades 4-8) should also have daily planners to write their assignments in. You may also check the school website for updates from the teachers.

### High Honors

- Students must receive a 94 or better in all academic subject areas\*.
- Students must receive a 90 or better in the areas of Art, Music, and Gym.
- Students must receive an "S" in conduct.

### Honors

- Students must receive an 84 to 93 or better in all academic subject areas\*.
- Students must receive an 80 or better in the areas of Art, Music, and Gym.
- Students must receive as "S" in conduct.

\*All subjects (Math, English, Reading, Science, Social Studies, and all other classroom grades). Subjects that may have two grades (such as ELA) will be averaged to determine the subject grade.

### **School Extracurricular Activity Participation Agreement and Release**

The Stamford School Board considers student participation in school-sponsored extracurricular programs, whether at the Elementary School or off-campus, to be an important component of its educational program. We also believe that student participation in school-sponsored extracurricular activities such as athletics, after-school programs and clubs is a privilege and that student participants and parents should be made aware of the School District's participation expectations and agree to abide by those expectations prior to a student's participation. In light of this, prior to participating in any school-sponsored extracurricular activity, each academic year students and parents are required to review, sign and execute the Participation Agreement and Release Forms.

#### **Athletic Eligibility (Policy #6.87)**

Any fifth through eighth grade student participating in extracurricular activities must have a "C-" or better. Any student receiving a "D" or "F" will be ineligible for extracurricular activities.

Any second through fourth grade student receiving a "1" will be ineligible for extracurricular activities.

Before any second through eighth grade student receiving a "U" in conduct or effort will be ineligible for extracurricular activities, due process procedures will take place.

If the report card occurs during the extracurricular activity, the student will be ineligible until improvement is shown at the next progress report. These will be reviewed on a case-by-case basis by the principal.

**Participation in School Activities and/or Athletics** -- A student must be in school for the afternoon session in order to participate in after-school or evening activities or athletics. Students that are suspended, either in-school or out-of-school, cannot participate in after-school or evening activities on the evening before or the day of the assigned suspension. Under certain circumstances (field trips, high school visitations, etc.), the principal may allow participation.

**Student Records (Policy #6.54)** are available through the principal, upon request from the parents, legal guardian of a student, or designated representative to inspect the individual's file.

Parents are entitled to an explanation and interpretation of all material. Requests for such review will be met within a reasonable length of time and within 45 days.

For a detailed copy of this policy, please contact the main office.

To comply with the Vermont State Department of Education Special Education Rules and Regulations, Section 2364.3.1, the Windham Southwest Supervisory Union, through the office of the Coordinator of Student Services, will permit parents or legal guardians of a special education student to inspect and review the special education records of their child. These records are kept in a locked file cabinet in the office of the coordinator. A copy of these and other Parental Rights in Special Education can be secured through the Coordinator of Special Services or the local special education teacher.

All emails containing student information will be placed in that student's file and according to FERPA, are available to staff members. Information on FERPA and the email privacy will be sent home separately.

## **Getting To and From School**

**If you drive your children to school**, please drop them off at the front of the school at a point that does not interfere with the entry or exit of the buses. Parents should stress safety and be vigilant as their children exit the vehicles. Students will be considered tardy if they arrive after (8:45 A.M).

**If your child rides the bus**, please try to have your child at the bus stop **5 minutes before the bus is scheduled**. Stress the importance of waiting off the road for the bus to stop, and when leaving the bus, moving away from it immediately. On the bus, we expect children to follow the following rules.

**Like the Stamford School, buses that transport Stamford elementary and high school students are NUT-FREE ZONES.**

To provide the safest transportation for students, the expectations listed below have been adopted:

1. All students will remain seated in the forward position with feet out of the aisle when the bus is moving.
2. Throwing of any objects is not permitted.
3. Students must keep all extremities inside the bus.
4. Yelling, excessive noise, or foul language will not be permitted.
5. No smoking on the bus.
6. All papers are to be disposed of properly in the front of the bus.
7. No eating or drinking on the bus.
8. Any destruction to the bus falls under vandalism.

Any student who persists in misconduct will receive detentions, be required to sit in the front of the bus, or lose his/her bus privileges.

**Remember** that it is against the law to pass a stopped school bus with flashing lights; the driver will report you.

### **Bicycle Policy/Walkers/Parent Pick-Up**

All bikers, walkers, and parent pick-up students will not be dismissed until after the buses have left the parking lot.

Children are allowed to ride their bicycles to school providing they follow the guidelines below:

1. Parents must fill out permission slips before children are allowed to ride bikes to school.
2. Students must abide by bicycle safety rules.
3. All bikes are to be parked in the bike racks.
4. No student will tamper with any other student bikes.
5. There will be no riding on school grounds while children are being dismissed and while the school buses are in the yard.
6. Since this is a privilege and there must be a concern for safety, any student failing to obey these guidelines or safety rules will:
  - a. The first time will receive a call and letter home and a detention.
  - b. Additional offenses will result in the loss of riding privileges for the remainder of the school year.

### **School/Library Books and Materials and Hot Lunch Charges**

According to School Board Policy #8.03, report cards will not be issued on the last day of school if students fail to: return books or materials; return library books; pay the replacement cost of said lost book(s) or materials; or fully pay for their lunch charges.

### **Community Involvement**

**The Stamford School Board of Directors** meets at 7:00 p.m. on the second Thursday of the month. All meetings are held in the conference room. All board meetings are open to the public; agendas are posted at the school, at Billmont's Country Store, Stamford Community Library, and on the school's website. Contact the principal or a member of the board if you wish to be placed on the agenda.

**The Stamford Parent-Teacher Group** usually meets on the second Tuesday of the month at 6:30 p.m. All meetings are held in an area designated by the principal. The PTG meets to improve communication between the school staff, parents, and the community, and sponsors events that include celebrations, open houses, discussion groups, etc. The PTG has also conducted many fundraisers to support special opportunities for children.

**Volunteers** can make valuable contributions to the education of children, by helping out in classrooms, library, chaperoning field trips and special events, sharing with children your special knowledge or experience, helping run programs, and more. We welcome and value your participation in the school. Before anyone is allowed to volunteer at the Stamford School, the proper paperwork must be completed (Stamford School Directors Policy #7.20).



# Positive Discipline Three Level System

## Level One (1) Behavior: Primary Responsibility of the Teacher or Supervising Adult

### Student Behaviors

- Off task
- Minor to moderate disruption
- Inappropriate verbal interactions
- Non-responsive to teacher direction
- Inattention to classroom work
- Unprepared for class

### Teacher Behaviors

- Supportive guidance back to task
- Redirection
- Planned ignoring
- Interact (privacy, eye contact, proximity)
- Script
  - What are you doing?
  - What are you supposed to be doing?
  - What do you choose to do? (give 2 choices)
- Reflective/empathic listening
- “I” Statements
- Segue from supportive behaviors to directive behaviors at appropriate time

### Consequences

- Parental notification/involvement
- Positive reinforcement for task completion and class cooperation
- Opportunities for recognition of achievement
- In-class time-out
- Work completion during free time
- Failure of lesson
- Loss of privileges
- Restitution

## Level Two (2) Behaviors: Primary Responsibility of Teacher and Behavior Support Staff

### Student Behaviors

- Include all Level One behaviors in which student remains non-compliant and disruptive to his/her or others learning or responsibilities.
- Behavior continues with teacher intervention

### **Teacher Behavior**

- Script
- Referral to out of classroom spaces
- Working with school supports including:
  - Crisis Team
  - Time-out room/Buddy Classroom
  - Other school wide supports
  - Consideration for Functional Behavioral Assessment and Behavior Intervention Plan

### **Consequences**

- Individual Plan created when negative behaviors are chronic
- Loss of privileges
- Class failure
- Parent notification/involvement
- Life Space Crisis Intervention
- Removal from classroom to Time-out room/Buddy Classroom
- Restitution
- Participation in Behavior Intervention Plan

### **Level Three (3) Behaviors: Primary Responsibility of School Administration**

#### **Student Behaviors**

- Weapons possession, threat to use, or actual use
- Drugs & Alcohol possession or use
- Serious verbal aggressions, harassment or threat, bullying
- Serious damage to property
- Serious physical altercations
- Chronic violation of school or class rules
- Insubordination and/or vulgar language to teachers

#### **Teacher Behaviors**

- Referral to Administrator
- Seek help of Crisis Support Team & other school wide supports
- Participate in parent conferences & re-entry meetings
- Provide work for in-school suspension
- Referral for Functional Behavioral Assessment & Behavioral Intervention Plan

#### **Consequences**

- Home/School coordination & support
- Interagency referral & planning
- Restitution

- Short-term suspension (in or out of school)
- Long-term suspension
- Expulsion
- Consideration for placement in alternative program
- School failure