

**Readsboro School District
HANDBOOK
FOR**

**Students and Parents
2023-2024
PK-6**



**READSBORO CENTRAL SCHOOL
301 Phelps Lane, Readsboro, VT 05350
(802) 423- 7786**

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Readsboro Central School Directory

Principal	Robyn Oyer
Administrative Assistant	Alex Filiault
Pre-K/Kindergarten	Rebecca Richardson
Grade 1- 2	Laura Tatro
Grades 3- 4	Crystal Bolio
Grade 5-6	Rosa Whelpley
Special Education	Ashley Blevins
Speech & Language	Katherine Inman
School Nurse	Dave Nicol, R.N.
Physical Education	Stephanie Goulette
Music	Clay Zeller-Townson
Art	Kamaree Saldo
Library Media Specialist	Deborah Ayer
Guidance Counselor	TBD
Paraprofessional	Lauren Biasi Jesse Lane
School Maintenance	Kerry Marston
Lunch Program	TBD
Technology Consultant	TBD
Bus Drivers	Ed Arnold Bill
School Board Members:	Cindy Florence Helyn Strom-Henriksen Jim Irace
Superintendent of Schools	Barbara Ann Komons-Montroll 802-464-1300
Special Education Director	Troy McAllister

WELCOME

The Readsboro School Directors and the Readsboro School Staff extend greetings and welcome you to the 2023-2024 academic year. We are truly looking forward to a fun and productive year highlighted by outstanding student progress and achievement.

We ask that you review the information included in this handbook carefully. Your familiarity with the many procedures and policies will help to ensure that every school day is a successful one for both the students and the staff. Should you have any questions, call Robyn Oyer, our principal, or the administrative assistant, Alex Filiault at 802-423-7786.

SCHOOL GUIDELINES - AND MOTTO

READSBORO IS TINY, BUT THE VOICES OF THE KIDS MAKE IT SO BIG

DREAM BIG

WORK HARD

BE KIND

**STAY WITH YOUR CLASS UNLESS YOU HAVE
PERMISSION FROM A TEACHER TO LEAVE YOUR CLASS**

QUIET AND WALKING IN THE HALLWAYS

HANDS, FEET AND OBJECTS TO OURSELVES

USE KIND WORDS TO EVERYONE

WE LISTEN TO EACH OTHER



GENERAL DAILY SCHEDULE

8:00 A.M.	Breakfast
8:15 A.M.	School day begins
11:30-12:00	K-6 lunch
12:00-12:30	Recess
3:00-3:15	Dismissal

ARRIVAL/DISMISSAL

Students should not arrive before 7:45. Arrival Time can be anytime between 7:45- 8:15. At 7:45 a.m., students can report to their classrooms. Parents of students who habitually arrive earlier will be notified.

Students who are absent from school will not be able to attend and/or participate in afterschool programs, activities, or events on the day(s) on which they were absent. Students who have made prior arrangements for an excused absence may participate.

If parents/guardians are dropping off their child, please pull up to the front door for drop off. If there is a bus or another car ahead of you, please wait until that vehicle has moved to drop off your child. Do NOT pass vehicles in the round-about or backup to exit.

In the interests of safety, if utilizing the parking lot, an adult should escort students through the parking lot to (or from) a waiting car; otherwise students should keep clear of the parking area. **Please make yourself noticeable to the person on duty before leaving with your child.** Take care not to block the bus loading zone or other cars already parked. Due to safety and supervision concerns, students should not return to school grounds without parental/adult supervision after dismissal time.

All drop-off and pick-up is to happen at the main, front doors. Parents/Guardians are not to walk back to classrooms during arrival or dismissal. *****ALL visitors to the school building must sign in prior to entering the school building, and sign out when they leave.*****

Dismissal begins at 3:00 and ends at 3:15pm (with an 11:30 dismissal on early dismissal days.) For the protection of the students and the parents, a student may not leave the school during school hours unless the staff at the school has written documentation that the student is being released at the request of the parent, guardian, or other authorized individual.

If your student needs to leave school early (doctor's appointments, religious instruction, etc.), or your child will be changing his or her normal dismissal routine, **you must provide a note to the Office** at the start of the school day. Notes require parent/guardian signatures and must include the name of the person providing transportation and the reason for early departure. **Persons coming to pick up students early are to report to the school office.**

Except in emergencies, please make any **daily transportation changes for your child in the evening or before arrival at school and send a note with your child that states the changes clearly.** If you do need to make a change during the day, please give us as much notice as possible by calling and speaking with an administrative assistant. Leaving a message without confirming it with a school staff member is not recommended. Students are not allowed to stay after school except by prior arrangement with school personnel.

Students who have permission to walk home are to leave school grounds promptly during dismissal. Due to safety and supervision concerns, students **should not** return to school grounds without parental/adult supervision.

Parents/guardians should pick up students at dismissal no later than 3:15 p.m. and no later than 11:30 a.m. on half-day dismissals. Students riding buses will be dismissed first, walkers or parent pick-ups will be dismissed after buses have left.

ATTENDANCE

ATTENDANCE PROTOCOL:

Regular attendance is important to a child's educational progress. All attendance data is collected and sent to the State and the school is required by law to follow up with parents and truancy officers. Letters will be sent home when these issues reach a significant level and truancy officers are required to be called. The state requires written documentation of absences, early dismissals, and late arrivals for our student records. We **cannot** excuse absences and tardiness unless there is a legitimate reason for the absences or late arrival such as: sickness, medical appointments or attendance at family functions. **If a child misses more than 15 days, they may be considered for retention as per our school's attendance policy. Please remember that ½ days are counted as a school day and attendance is required.**

PARENT RESPONSIBILITY

Notify the school office of any planned absences or appointments **in advance**, or at the latest, **by 8:15 a.m.** on the day of absence. The state requires written documentation of absences, early dismissal, and late arrival for our attendance records. If your child is absent for three consecutive days or six cumulative days without a phone call or written note from you, the principal may initiate a truancy investigation.

Please do not send your child to school if your child is ill. We will call you to pick up your child if he or she is ill or becomes ill during the school day. The nurse is not here everyday.

If your child is not in school because of illness, we expect that he or she will not attend after-school or evening events, including athletic events and class functions on the same day.

ABSENCES

Regular attendance helps a child do satisfactory work in school. Starting the school day on time is essential to this goal.

- A parent or guardian is expected to report a student's absence by calling or emailing the main office.
- Students will receive warning letters at ten (10) and fifteen (15) days of absence.
- After twenty (20) days of absence, a report may be made to DCF and/or the state's attorney's office (with Administrative discretion).

Absence definitions:

Excused

Doctors/dentist appointment (Please provide documentation) *At discretion of School Administration

College visit

Military testing

Funeral (close family or per administrative approval)

School directed (sports, field trip, testing)

Unexcused (not forgivable)

Vacations

Out of school suspensions

Outdoor recreation

Illness NOT documented by doctor *At discretion of School Administration

TARDINESS

The School day begins at 8:15 am and students who arrive after 8:15 A.M. will be marked tardy. Students arriving late should report to the Main Office and check in with the Administrative Assistant. State law does not let us excuse tardiness unless there is a legitimate reason for the late arrival, such as sickness, medical appointments, or attendance at family functions. If tardiness becomes an issue a parent conference will be requested.

TRUANCY

- **If a student is habitually absent from school, every effort will be made to resolve the situation through communication between the Readsboro administration and the family. If the situation cannot be resolved the student and family will be reported to the appropriate law enforcement and social service agencies.**

COMMUNICATION

ANNOUNCEMENTS AND UPDATES

Updates are sent home each Friday. A paper copy of the update each week is sent home (one per family) and is also emailed. Other updates may be sent at other times, if determined by the principal. Paper copies, email, and messages through Black Board Connect are used.

PARENT CONFERENCES AND COMMUNICATION

There are two scheduled individual parent / teacher conferences which take place during the Fall/Spring. During this conference, parents can expect to discuss their child's progress and review samples of their work. Meanwhile, if at any time you have concerns or questions about your child's progress, please contact the teacher first, and after that, if need be, the principal. Many times questions arise concerning practices, procedures and programming within the school. When this occurs, it is very important that we deal with the issue in a step-by-step manner. We strongly encourage parents to speak to their child's teacher first concerning classroom issues or the principal first about school-wide issues, when they have a question or concern. Often, an informal conversation can provide the information needed or the resolution to a problem. If a concern continues, please follow the procedures detailed in the **flowchart below**.

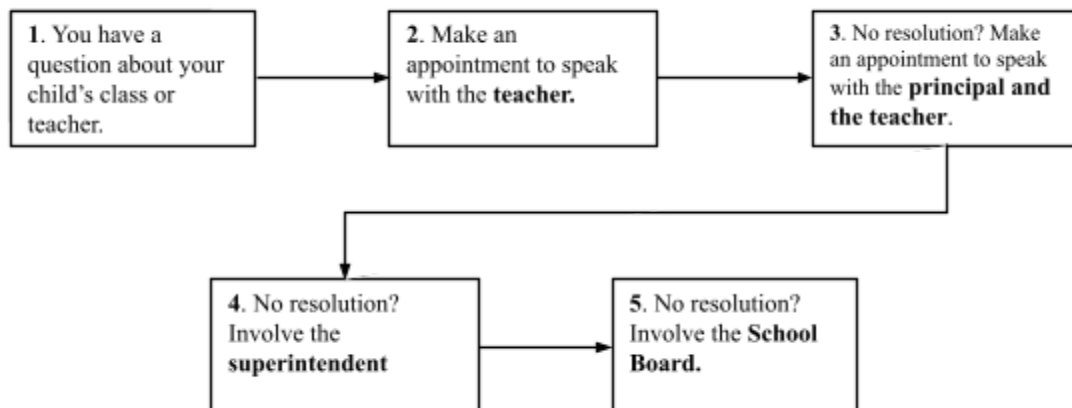
If you ever have concerns or questions about school-wide issues, please contact the principal by phone or email, initially. Please do not expect to be able to come to school and talk with someone immediately, unless it is very urgent. Teachers have many demands on their time both before and after school. If you would like to discuss an issue, it is best to agree on a time for an appointment. This also ensures more privacy.

We feel strongly that keeping you informed and asking you to work with us are the most effective ways to help your children be more successful. The more we work together on establishing common expectations and prevention strategies, while also addressing problems that do occur, the more proactive we can be and the fewer disruptions we will have to student learning. Talking together about our children is one of the most important things we can do. Without teamwork, we will be much less effective. Working together with parents is vital to the success of our students and our school community as a whole. Establishing partnerships with parents and having you and your children feel welcome is our goal.

COMMUNICATION PROCEDURE FOR PARENTS AND GUARDIANS

If you need to contact the school about a classroom problem, we ask that you contact the TEACHER FIRST. If you do not resolve the issue at that level, then the SECOND STEP is to have a meeting with the TEACHER, PARENT, and PRINCIPAL. Continued inability to resolve the situation would lead to STEP THREE, involving the SUPERINTENDENT, and finally STEP FOUR, involving the SCHOOL BOARD.

Communication Procedure Chart



SCHOOL BOARD MEETING SCHEDULE

The Readsboro School Board meets on the Second Tuesday and the Fourth Wednesday of each month at the Readsboro Central School Auditorium at 6:00 pm, unless otherwise posted. The meetings are open to the public at all times unless an Executive Session is necessary. If you wish to be put on the agenda, please contact the school principal or the superintendent's office prior to the Friday before the meeting.

GENERAL INFORMATION



STATE AND LOCAL ASSESSMENTS

As required by the VT Agency of Education, The Vermont Comprehensive Assessment Program (VCAP), also known as Cognia, tests in math and English language arts (ELA) are given in the spring to grades

3-6, and Science to grade 5. The results will be reported yearly to parents. The AOE must first provide the school with these reports before the school can provide families of individual scoring reports.

Additionally, all students will participate in benchmark assessments three times per year using the FastBridge math and reading assessments. The results of these local assessments help inform teachers' instruction and allow students an opportunity to set goals based on their individual performance. Parents may request a copy of their students' score reports by contacting their child's teacher.

CONTINUOUS IMPROVEMENT PLAN

The State Board passed the Education Quality Standards, Rule 2000 which requires a Continuous Improvement Plan (CIP). The CIP shall be developed and implemented in each public school district. It shall be designed to improve the performance of all students enrolled in the district. If a school district comprises more than one school building, a combined CIP for some or all the buildings may be developed, however, it can also reflect the different needs of individual schools. The CIP should be the overall planning and implementation document for the school, incorporating other planning requirements (either from the state, the federal government, local requirements, or external grant requirements) into a single planning document.

The state requires each school to hire licensed teachers for each of the grades taught in the school. All of our teachers are licensed educators and many of them also hold a highly qualified status for each of the subject areas they teach.

EARLY PROMOTION

As a general rule, we do not promote students early to the next grade. Students will remain in their assigned grade.

COMPUTER USE

Readsboro Central School is pleased to offer our 1:1 technology initiative by issuing all K-6th grade students a Chromebook and a charger for the school year. Technology use forms **must** be signed by parents and students, prior to receiving the device. Devices will be stored in the classroom for daily use at school, and with permission, may be signed out for academic use overnight. The use of computers and networks provide our students with quality, equitable, and cost-effective information and communication resources, and the opportunity for researching and reporting information in ways that are consistent with our district-wide educational goals. Appropriate and safe use of the internet will be taught prior to use of computers in individual classes. Appropriate use of the computers is expected.

EDUCATION PROGRAMS

HOMEWORK

Homework is sometimes given by teachers at Readsboro Central as an extension of the day's lessons, and as a means of developing student responsibility in bringing material home and back again. Homework is one way to develop parent-teacher/home-school partnerships. We ask that you support your student by establishing a regular routine for homework, if homework is expected by your student's teacher. Not all classroom teachers will assign homework, and often it will be reading at home.



REPORT CARDS

Report cards will be sent home twice a year, dividing the year into 2 terms. We will offer conferences twice a year, one in the fall and one in the spring. We recognize that all children are different and progress at varying speeds. The report card informs you of how your child is performing according to his or her ability and how his or her work demonstrates proficiency of the grade level expectations.

Academic Performance Skills Indicators

- 4 - **Mastery beyond proficiency:** Student deeply understands the concept or process, applying beyond the standard performance.
- 3 - **Proficient:** Student demonstrates command of the concept or process, meeting the standard.
- 2 - **Partially Proficient:** Student demonstrates some command of the concept or process, showing progress toward the standard.
- 1 - **Not Yet Proficient:** Student struggles with the concept or process, and has yet to show significant progress toward the standard.
- / - **Standard not assessed** at this time.

We are a proficiency based educational system and are reporting on specific skills and expectations that are outlined in the Common Core. Student work will be reviewed with parents as well as academic expectations so that parents will know what their child is and is not yet able to do. Teachers will keep parents informed of students' academic and behavioral progress, through conferences, calls home, and at times in writing, as each term progresses.

EDUCATIONAL SUPPORT SERVICES

EDUCATION SUPPORT

We are committed to the successful education of every student. In order to maximize each student's success we provide a wide range of learning opportunities at the school. This includes differentiated instruction, accommodations and support through the EST (Educational Support Team). Students who have documented learning challenges may qualify for services through Special Education or be protected under Section 504.

EDUCATIONAL SUPPORT TEAM (EST)

EST members engage in collaborative problem-solving to determine whether additional support is needed for a student to make appropriate progress, and to monitor that progress. This may include academics, attendance, behavior, or enrichment activities. The team can offer suggestions for student support that may not have been considered in previous planning efforts. An EST has standing members and meets regularly, typically weekly or bi-weekly and an EST Plan will result in assigned action steps. Readsboro's Educational Support Team consists of the general education teacher, the special education teacher, the student's parents, and any other staff members that may contribute to the team. A parent or teacher may make a referral for this support service by contacting the EST or principal.

SECTION 504/SPECIAL EDUCATION

In compliance with Section 504 and Special Education Law, we offer all students who have a documented disability, equal access to education and all related activities offered at the school. Referrals are initiated

through the student's parents, teacher or school principal. If you feel your child qualifies for this support/service and the school team disagrees, you will be given the parental rights and procedure from the principal or his/her designee.

<http://education.vermont.gov/sites/aoe/files/documents/edu-special-education-504-guide.pdf>

<http://education.vermont.gov/sites/aoe/files/documents/edu-special-education-parents-rights-in-special-education.pdf>

SCHOOL SERVICES



FOOD SERVICE

Breakfast and lunch are available to students at no cost. The school will provide menus at the beginning of each month.

HEALTHY SNACKS

The school schedule provides time each morning for a short snack. Students can bring a snack from home. We ask that parents make every effort to send healthy snacks; such as fruit, vegetables, cheese, crackers, nuts, yogurt, etc; foods such as these will help your child be more alert and attentive throughout the school day. Please avoid sending in drinks in glass bottles. **With the exception of the rare “teacher treat”, we do not allow candy, energy drinks, and/or soda during the school day.**

We also ask that you pay special attention to the Free and Reduced Meal Program Application that is sent home at the beginning of the year. Filling out and returning this application promptly is one of the best ways to help us insure the success of the meal program. **All information contained on your application is confidential. Your child does not even need to know. Please look at the income guidelines and apply if you qualify. This information helps the school on many levels, one of them being financially, please consider filling out the form even if you think you might not qualify.** You may apply at any time, and you may change your application any time your income changes.

Readsboro Central School is NOT currently peanut free.

PARENT/TEACHER GROUP (PTG):

Parents, teachers, and community members are encouraged to join. **Please contact Ms. Richardson** (r-richardson@readsborocentralschool.net) if you would like to join.



TRANSPORTATION

Students who are authorized to ride the bus will be provided with bus transportation. The school will notify parents at the beginning of each year where the student's bus stop is and approximately when the bus will arrive. Students will be picked up only at the assigned stop. If you will be transporting your child

on a regular basis, we would like a note from you to let us know of the change. If you have specific instructions for your child that differs from his/her regular routine, please write a note. If you are planning an after-school event that requires transporting extra children, please make your own arrangements. Please review the “Bus Expectations” with your child about being safe, responsible, respectful, and following directions. Failure to follow the rules listed on the “Bus Expectations” (located below) will lead to meetings between the parent and the principal. For the safety of everyone, we will suspend students who make poor behavior choices from the bus. The parent is responsible for making other arrangements to get the child to and from school for the duration of the bus suspension. Behaviors that result in suspension of bus riding privileges include, but are not limited to: fighting, assault, threats and intimidation, spitting, throwing objects, repeated and persistent rule-breaking, or severe and dangerous behavior. The primary responsibility of the bus driver is to safely drive the bus. All students riding the bus are expected to monitor their own behavior. Let’s work together to keep bus riding a safe, pleasant experience for all!

BUS EXPECTATIONS

Responsible:

-take all your belongings, “stuff”, with you when you get off the bus

Respectful:

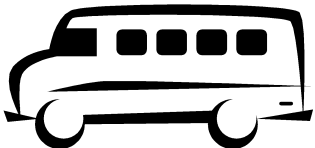
-speak quietly, the driver needs to focus
-remain in your seat until the bus comes to a stop
-be helpful

Reliable:

-be at the bus stop on time
-be helpful

Reasonable:

-get on and off the bus without pushing and shoving
-don’t expect to always get the same seat



FIELD TRIPS

During the year, we plan field trips as a way to extend classroom learning. Parental permission is required for all field trips that take students off school property. You will receive a **walking permission slip/ [Field Trip Emergency Info and Medical Form](#)** at the beginning of the school year, and we will send home specific, detailed permission slips prior to trips that require travel. Please note that we need your help and cooperation in order to be able to provide these experiences for your child. We will be calling you to help us transport and supervise these activities. Unless we have funding for a bus, transportation for field trips is by teacher and parent/guardian cars. Parents/guardians are required to be fingerprinted and proof of insurance is required in order to chaperone (drive for) a field trip. The school’s philosophy regarding field trips is that these are privileges for students in good standing academically and behaviorally.



RECESS

Students go outside for recess unless it is raining or the temperature is 10° F or below. All children are expected to go outside for recess except for the following reasons: a) a parent sends a doctor's note requesting that the student stay inside due to illness or injury; and b) a student has specific parent and teacher permission to do school work. Recesses are approximately 30 minutes long. Students are expected to 1) stay outside for the entire time unless they are given permission from a supervising adult to return to the building; and 2) stay within sight of the supervising staff member, on the playing fields and/or playground, and out of the bushes. Children are expected to go outside for recess. **Please be sure your child dresses appropriately for outdoor play.** If your child is not dressed properly, they will not be able to participate in the outdoor activity, which is an important part of the day to release energy and have access to the fresh outdoors. In the fall and spring, students should wear jackets, sweatshirts, etc., and in the winter, children should have heavy coats, hats, gloves/mittens, snow pants, and boots. This requirement is for **all grades K-6**. If there is a need for any winter outdoor gear; coats, hats, gloves/mittens, snow pants, or boots, please notify the Principal or school nurse for assistance in obtaining such items.

General Playground Guidelines

The goal of recess is for students to have a positive outdoor experience, maximizing health and fitness by playing and interacting in a way that is safe for all. *These guidelines are not an exhaustive list – if an activity does not look safe, teachers will intervene.*

1. Each piece of playground equipment has an intended purpose and this is the only way that equipment should be used.

- Slides are for going down, not up
- Slides are designed for one student at a time
- Swings are for going forward and backward

2. Students should be on the field/playground.

- playing in the woods is not allowed, unless given permission from a teacher

3. Student games and activities should be inclusive.

- students are encouraged to report any social friction that may be bullying or harassment

4. Bodies should be separate.

- always, even if students “want” to play a tackle or wrestle game

5. Respect

- respect each other
- respect nature (no climbing trees or breaking branches)
- respect the playground equipment



EXTRA-CURRICULAR ACTIVITIES

After-school activities for students may occur throughout the year depending on the availability of volunteers and student interest. This year, Readsboro will have an afterschool program from 3:15 to 5:00 p.m., on select days. The program includes a variety of activities which will include homework help, tutoring, and enrichment. Students register in advance for these activities with signed parent permission. There is a suggested fee for each session of after-school activity. **The school's philosophy regarding extracurricular activities is that these are privileges for students in good standing academically and behaviorally. If a student has not been able to participate in class during the day, they may not be eligible to participate in afterschool programming that day.**



LOST and FOUND

We strongly encourage parents to put their child's name on articles of clothing that could be left at school. Year in and year out, hundreds of articles of clothing find their way to our lost and found box. Articles not claimed at the end of the school year will go to a local charity.

HEALTH SERVICES



SCHOOL NURSE

The school nurse is Dave Nicol. School nurses help families acquire the most out of the school experience. School nurses provide an important link between your child, yourself, and your physicians. This is done by the nurse being a resource person and consultant to students, parents, staff, and the community at large. Some of the health and wellness services provided include: first aid/emergency care, chronic disease management, assisting families acquire health and dental services; including locating physicians/ dentists and assisting in obtaining insurance as needed, and development of health plans. Other services include medication administration, management of health records, monitoring and updating immunization records, providing hearing and vision screenings, and preparing school nurse reports. This is achieved by following the principles within the "Framework for 21st Century School Nursing Practice", which includes standards of practice, care coordination, leadership, quality improvement, and community and public health.

Dave will split his time between Readsboro, Stamford, and Halifax. Dave can be contacted via phone at Readsboro Central School at 423-7786 on his assigned days.

CHILD ABUSE REPORTING

Please know that teachers and administrators are required by law to report suspected incidents of child abuse or neglect to Vermont Department of Child and Family Services within 24 hours.

TRANSGENDER AND GENDER NONCONFORMING STUDENTS

All students need a safe and supportive school environment to progress academically and developmentally. Many questions arise for students and school staff when considering the best supports for transgender and gender nonconforming students. The following website has been designed to provide direction for schools to address issues that may arise concerning the needs of transgender and gender nonconforming students:

<http://education.vermont.gov/sites/aoe/files/documents/edu-best-practices-transgender-and-gnc.pdf>

STUDENT HEALTH/EMERGENCY FORMS

Student Health and Emergency Forms must be updated annually and submitted at the beginning of every school year. These forms not only provide updated emergency contact information in the event of illness, they also serve, in the event of an emergency, as medical history and consent to treat. Please inform the school nurse throughout the school year of any changes in your child's medical status, major injuries, immunizations, and changes of address/phone #'s. Home-schooled students participating in any school program must also have this form on file. **Most forms will be completed online this school year. Alex Filiault will be in touch with families on how to do this. **

BRIGHT FUTURES GUIDELINES: Yearly Well-Child Exams Recommended

The American Academy of Pediatrics Bright Futures: Guidelines for Health Supervision of Infants, Children, and Adolescents 4th Ed.

(<https://brightfutures.aap.org/materials-and-tools/guidelines-and-pocket-guide/Pages/default.aspx>) is a primary building block for assuring the wellness of all of Vermont's children. It promotes the medical/dental home model (having 'familiar' providers who know you and your family). Per these guidelines, an annual comprehensive well-child exam is highly recommended for all children and also those who want to play competitive sports. The mission of Bright Futures is to promote and improve the health, education, and well-being of infants, children, adolescents, families, and communities. The four goals of an annual well-care visit are disease detection, disease prevention, health promotion, and anticipatory guidance. **All major health insurance companies in Vermont pay for one complete well-exam per year.** A visit with your provider for sickness or an injury is not considered a well-care exam.

LOOKING FOR HEALTH INSURANCE?

Families in need of health insurance can visit **VERMONT HEALTH CONNECT** online at <https://portal.healthconnect.vermont.gov/VTHBELand/welcome.action> or call toll-free at 1-855-899-9600. A personal Health Navigator is also available to help you find the right health coverage for your family. To make an appointment or to ask questions, please call our local Health Navigator-Southeastern Vermont Community Action via phone at 802-722-4575 ext. 153. If you have any questions or would like assistance with this, please contact the school nurse.

DENTAL HOME RESOURCE CENTER

Establishing a Dental Home means that your child's oral health care is delivered in a comprehensive, continuously accessible, coordinated and family-centered way by a licensed dentist. Families can request

assistance with establishing a dental home by contacting the school nurse. To learn more about dental homes, visit the American Academy of Pediatric Dentistry website at <http://www.aapd.org/advocacy/dentalhome>. Further information regarding Vermont's Dental Periodicity Schedule (recommendations of preventative pediatric oral health) can be found on the Health and Wellness Page on the school website.

FIRST AID

We take every possible precaution for the safety of the students, but sometimes accidents occur. In the case of minor accidents, first aid is administered by the school nurse or delegated staff. If a more serious injury or illness occurs, an ambulance will be called. Every attempt will be made to contact a parent/guardian. If not able to contact a parent/guardian, a call will be made to try to contact the emergency contact person listed on the health form. If it is deemed necessary for the student to be seen for further medical evaluation, the student will be transported to the emergency room. Students should attempt to visit the school nurse for non-urgent matters in between classes or during a break period.

ACCIDENT INSURANCE

Accident insurance for students is available at low cost. Students participating in after-school activities will need either school insurance or coverage from another source. Information is available upon request.

ILLNESS

The main reasons for keeping your child home is that they are too sick to participate comfortably at school or might spread a contagious disease to other students. If your child has been diagnosed with a contagious disease (strep throat, pink eye, chickenpox, coronavirus 19, etc.), please contact/notify the school nurse or staff so other students' parents and school staff may be alerted of the symptoms. Deciding when a child should stay home from school can be difficult to determine at times. If unsure, please keep your child home and call the school nurse or delegated staff once school has started to review the guidelines of when a child should stay home when ill. Please remember that we cannot provide care to significantly ill children. Parents are urged to keep children home and resting until they are well, including a full 24 hours on an antibiotic, if one was prescribed, and 24 hours free from fever, vomiting and/or diarrhea. You will be called to pick up your child if they become ill during the school day.

GUIDELINE OF WHEN TO KEEP YOUR CHILD HOME DUE TO ILLNESS:

- **Fever of 100 or above-** children need to be fever free for 24 hours without the use of fever reducing medication before returning to school
- If the student has been on **antibiotics for less than 24 hours-** requires to be on antibiotic for 24 hours before returning to school
- **Diarrhea or Vomiting in the last 24 hours**
- **Fever with a rash**
- **Eye Discharge/Pink Eye/Bacterial Conjunctivitis-** thick green/yellow eye drainage may be contagious, if diagnosed as Pink Eye-requires to be on antibiotic for 24 hours before returning to school
- **Strep throat-** requires to be on antibiotic for 24 hours before returning to school
- **Sore Throat/Swollen Glands in Neck-** especially with fever (may be strep throat and should be seen by healthcare provider)
- **Chickenpox-** child must stay out of school until all lesions have crusted over
- **Frequent or persistent cough**
- **Frequent or persistent complaints of pain-**child should be seen by healthcare provider
- **Green nasal discharge-** child should be seen by healthcare provider as this condition is sometimes contagious and may require treatment

- **Positive Covid test**-follow recommendations by VT AOE and the CDC.

****Guidelines can change throughout the school year.
Significant changes will be communicated to families.****

MEDICATIONS AT SCHOOL

For the safety of all children, students are not allowed to be in possession of any medications of any type at school, including over-the-counter medications (unless proper paperwork and permissions are on file; for example, self carry of an inhaler or epi-pen). All medications must be directly delivered to the school nurse or unlicensed assistive personnel (UAP); designated trained school staff member.

School Stock of Medications

School stock of medications include: Acetaminophen (Tylenol), Ibuprofen (Motrin), Pramoxine Hydrochloride (Calamine Clear Lotion), Triple Antibiotic ointment, Sunscreen, Petroleum Jelly White (Petroleum Jelly), Ophthalmic Eye Wash, and Diphenhydramine (Benadryl). Diphenhydramine (Benadryl) is for allergic reactions ONLY.

Emergency Epinephrine Auto-Injectors are available in the event that a student or any other person within the school develops an unknown/undiagnosed allergic reaction. School stock medications will only be provided if a parent/guardian signed permission for (area on annual health form) or gave verbal consent at time of need, with the exception of emergency epinephrine, which will be administered if it is thought the student or any other person within the school is having an allergic reaction.

Prescription and Non Prescription Medications

Prescription medications must be delivered to and from school by an adult and handed in to the school nurse or school staff. Students who are on prescription medications are not allowed to carry medications back and forth from school, as this is a safety hazard to all children and will not be allowed (medications will not be allowed to be sent home with students on the bus). Please make arrangements for an adult to deliver and pick up prescription medications from school for times of refills, school vacations, etc. **As a reminder, many pharmacies will provide 2 labeled prescription bottles, free of charge, for prescriptions such as ADHD medications or antibiotics, so medications can be divided with one bottle for home and one bottle supplied to school.** Prescription Medication Forms must be filled out annually and are required to be signed by the parent/guardian and healthcare provider, prior to the first day of school, for the medication to be administered. Prescription Medication Forms need to be filled out each time there is a change in medication, dose, route, or frequency. For those with a history of asthma or an allergy, an action plan is recommended in addition to the Prescription Medication Form. Action plans are described below.

Any over-the-counter (OTC) medication other than the available school stock requires a Nonprescription Permission Form to be signed and on file by a parent/guardian, before the medication can be administered. **Students should receive the first dose of any medication, prescription or nonprescription, at home under parent/guardian supervision to determine that there are no side effects or undesired reactions to the medication.** Ongoing use of nonprescription medication will require an order from the student's healthcare provider. Prescription, Nonprescription, and Asthma/Allergy Action Plan Forms can be provided upon request.

Pick up of Medications at the End of the School Year: It is best practice to have student specific medications, epi-pens, and inhalers picked up at the end of every school year. Parents/guardians will be

reminded for medication pick up at least two weeks before the last day of school. Medications that are not picked up by the end of the school year, after proper notification/reminder to parent/guardian, will be disposed of according to school protocol.

ASTHMA AND ASTHMA ACTION PLANS

Asthma is a serious chronic disease that inflames and narrows the airways in the lungs. Asthma can cause recurring attacks of wheezing, chest tightness, shortness of breath, and coughing. Asthma affects people of all ages, but it most often starts during childhood. Asthma can be controlled by taking medicine and avoiding the triggers that can cause an attack. People with asthma should routinely check in with their healthcare provider and develop an **Asthma Action Plan**. Asthma Action Plans are used to help identify triggers in the environment to change or avoid, recognize symptoms, reinforce when and how to use medications, and determine when to seek medical attention. Students with a documented history of asthma, with the use of an inhaler, are recommended to have a signed Asthma Action Plan on file for guidance of management. This form is required to be signed by both the parent/guardian and healthcare provider. Please visit the Health and Wellness Page on the school website for further education regarding asthma, including proper use of a metered dose inhaler, links to resources for those who want to quit smoking, and Asthma Action Plan Forms. **If a healthcare provider deems that your child no longer requires an emergency medication; inhaler or epi-pen, for asthma or an allergy that was previously being treated, please have the child's doctor notify the school nurse in writing.**

ALLERGIES AND ALLERGY ACTION PLANS

Please notify the school nurse of any known allergies; including food, bees/insects, medications, latex, or other. Further education regarding allergies is located on the Health and Wellness Page of the school website. Students with a documented allergy with an epi-pen prescription, are recommended to have a signed **Allergy Action Plan** on file for guidance of management and treatment. This plan is required to be signed by both the parent/guardian and healthcare provider. Education about allergies and access to Allergy Action Plan Forms are available on the Health and Wellness Page on the school website or upon request.

FORMS

Please remember, Prescription, Nonprescription, and Asthma/Allergy Action Plan Forms can be provided upon request.

IMMUNIZATIONS

Vermont's Immunization Rule, adopted pursuant to 18 V.S.A. 1123, requires that before entry to school, **students must have the required immunizations.** The purpose of the immunization requirements for school entry are to protect students, staff, and the visiting public against vaccine preventable diseases within schools. Medical or religious exemption forms are available and must be signed annually. Vermont's Immunization Rule requires vaccination of all children enrolled in center based or family child care, public or independent kindergarten, and elementary and secondary schools. An official immunization record must be presented to the school upon admission. If a student does not meet the vaccine requirements, or have a current school year exemption on file, the student may be temporarily admitted only after the approval of a school nurse or administrator. Vermont's Immunization Rule can be accessed at the following website: http://www.healthvermont.gov/sites/default/files/documents/2016/12/REG_immunization.pdf. Further education and information regarding immunizations is provided on the Health and Wellness Page on the school website. Parents/guardians are encouraged to visit this site to verify what immunizations are required for school entry and to confirm that their child is up to date. Any questions or concerns regarding immunizations can be forwarded to the school nurse. **Failure to meet immunization requirements may result in exclusion from school.**

CONCUSSION AND OTHER HEAD INJURIES

All athletes, parents, and guardians can access concussion guidelines through the following link: <http://education.vermont.gov/sites/aoe/files/documents/edu-healthy-safe-schools-concussion-guidelines.pdf>. Each youth athlete and parent/guardian shall annually sign a form acknowledging receipt of the concussion and other head injury guidelines. Coaches and referees of a contest are all required to be trained on how to recognize the symptoms of a concussion or other head injury. Training is also provided to school staff on how to recognize the symptoms of a concussion or other head injury. For further education regarding concussions and other head injuries, visit the Health and Wellness Page on the school website.

SPORTS CLEARANCE FORMS

It is recommended that Vermont students competing in middle or high school sports receive a “Well Exam” Sports Clearance from the student’s healthcare provider prior to playing school sports.

VISION AND HEARING SCREENINGS

Vermont law requires schools to test the vision and hearing of students. Vision screenings are performed for Preschool, Kindergarten, 1st, 3rd, 5th, 7th, 9th, and 12th grades. Hearing screenings are performed for Preschool, Kindergarten, 1st, 3rd, 5th, 7th, 9th, and 12th grades. If you think your child is having problems with vision or hearing and your child is in a grade not due to be tested, please notify the school nurse to arrange for a screening. If the nurse has any concerns regarding the results of a student’s vision or hearing screening, a letter of referral will be sent home. Home-schooled students are not routinely screened unless special arrangements are made in advance by the parent/guardian with the school nurse.

HEAD LICE

Head lice can be a nuisance but they have not been shown to spread disease. However, per the National Association of School Nurses (NASN), secondary bacterial infections of the skin resulting from contaminated scratching and related lesions can occur. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. Head lice do not jump or fly but crawl very fast. Per updated guidelines from the Centers for Disease Control and Prevention (CDC), students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice. Older “No Nit” policies that included mass screenings of students and “head lice outbreak” letters are no longer recommended and are shown to increase community anxiety and increase social stigma, causing embarrassment of the affected student. If a student is suspected of having head lice, a call will be placed to the parent/guardian and they can determine whether to pick up their student early from school to start treatment or if the child should go home at the end of the day. If your child is thought to have head lice, the school nurse will provide education and treatment options. Parents/guardians are encouraged to check and comb student’s hair every 2-3 days for up to 2-3 weeks to help decrease the risk of reinfestation, per CDC recommendations. Head to head contact and sharing of hats and combs are a known way to pass head lice from one person to another, therefore hat and comb sharing are discouraged.

WHOLE SCHOOL, WHOLE COMMUNITY, WHOLE CHILD

Learning and Health are Interrelated

No matter how well teachers are prepared to teach, no matter what accountability measures are put in place, no matter what governing structures are established for schools, educational progress will be profoundly limited if students are not motivated and able to learn. We hope you will take the time to explore the Whole School, Whole Community, Whole Child –WSCC (expanded Coordinated School Health) model and perhaps join your school’s or supervisory union’s Wellness Team. The underlying

purpose of the Whole School, Whole Community, Whole Child (WSCC) model is to establish greater alignment, integration, and collaboration between health and education across the school setting to improve each child’s cognitive, physical, social, and emotional development. This means aligning and integrating not just policies, but processes and practices that serve each child. For more information on Whole School, Whole Community, Whole Child (WSCC) visit:

<http://www.ascd.org/programs/learning-and-health/wsc-model.aspx>

LOCAL SCHOOL WELLNESS POLICY

Each local educational agency (LEA) that participates in the National School Lunch Program or other Federal Child Nutrition programs are required by federal law to establish a local school wellness policy for all schools under its jurisdiction. To learn more about healthy snacks, healthy fundraisers, “fit and healthy kids”, screen time and activity, and more about your child’s Local Wellness Policy, visit the Health and Wellness Page on the school website. Information regarding your Local Wellness Policy can be found at:

https://docs.google.com/document/d/1_7ILiPTfPNOZ681xp-RNCtpFtrxON9xdUeLih6-6yx4/edit

FRAGRANCE SENSITIVE

Please be aware that staff and students might have allergies or sensitivities to certain fragrances. We ask that staff, parents and students respect these issues. Procedures may be created to ensure all have a safe environment to work and learn in.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

There are federal laws that protect the privacy of student education records and the sharing of health information in those records. For more information about FERPA laws:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)/Health Records

For more information about HIPAA laws: https://nces.ed.gov/pubs2006/stu_privacy/healthrecords.asp

SAFETY

EMERGENCY DRILLS

Emergency drills are conducted periodically to provide maximum safety of all students and faculty evacuating the building during all drills and emergencies. When the alarm signal sounds, everyone is expected to leave the building immediately in an orderly and quiet manner. Directions are posted in each room as to which direction to go. Students are to remain with their groups and follow teachers’ instructions. As part of the school’s crisis management plan, egress drills, options based responses, and bus evacuations will be practiced.

EMERGENCY CLOSING

We handle emergency or weather-related closings with an automated phone call to each family. We make the decision to cancel the school day as early in the morning as possible after consultation among the road

commissioner, board chairs, and principals. Each cancellation adds another day to the end of the school year. In the event of an early dismissal, we will call parents at the numbers indicated on the student emergency information cards on file in the office. Please make sure to keep your emergency contact information and your child's health information up-to-date. If we cannot contact you, we will try to reach the person(s) you authorize as your emergency contact(s) to make arrangements for your child.

LOCKDOWNS / EVACUATIONS

In the event of an emergency involving a lockdown or evacuation of the building, **PLEASE DO NOT CALL THE SCHOOL OR CLOG EMERGENCY ACCESS TO THE BUILDING.** If necessary, we will evacuate students to a safe location. **WE WILL NOT RELEASE ANY STUDENT TO A PARENT UNTIL WE HAVE ACCOUNTED FOR ALL STUDENTS AND STAFF.** Thank you for your cooperation in this matter. Everyone's safety is our ultimate concern. Listen to local radio for news and instructions and we will continue to use the Blackboard Connect system, an automatic telephone/email calling service to inform parents of snow days, school closings, important information, and emergency situations. The system will automatically call ALL of the numbers you have listed with the school.

VISITORS

EVERY visitor must wear a visitor's badge and MUST sign in prior to entering the building and out upon leaving the building.

All visitors to the school must check in at the office when they enter the school building. During the regular school day, we ask that visitors remain in the office until escorted to the classroom or until your child comes to the office.

Our school is your school, and it is open to parents at any time during the regular school day. Parents, community members, or media representatives who would like to arrange for extended classroom visitations or to come for a specific purpose should call ahead to determine a specific date and time.

PreSchool Parents: Should wait in the main lobby outside the office for their students to be dismissed.

WHAT NOT TO BRING TO SCHOOL

Please do not allow children to bring money to school unless it is for a specific purpose. Parents should label whatever money students do bring with its specific purpose and the child's name. **Please do not allow your child to bring toys or pets to school unless they have special permission from the teacher.** We do not allow **cell phones**, electronic games, trading cards, or audio devices unless the student has the principal's permission. Students that violate this rule will have these items confiscated and returned only to a parent/guardian. No wheeled vehicles (bikes, scooters, skateboards, roller blades, etc.) may be used at school during the school day. We cannot be responsible for lost, broken or stolen items. Weapons or explosive devices are not allowed on school property, and such instances will be referred to law enforcement.

CODE OF CONDUCT AND DISCIPLINE

PHILOSOPHY OF DISCIPLINE

- To promote a positive, safe, secure, civil, orderly, and positive learning environment for everyone in the school community, we will use a system of classroom and school management practices, supported by consistent, clear and fair disciplinary procedures.
- Caring and kindness is the base of a comfortable, safe, and productive community.

- All aspects of school discipline apply at school, school-sponsored activities, and on school buses or other transportation to and from school-sponsored activities, on or off school grounds.
- We believe in teaching children that they are responsible for their own behavior while not infringing upon the rights of others.
- Please note that “disciplinary actions” refers to the student consequences and responsibility resulting from student misbehavior.
- Effective discipline is based on developing positive, pro-social attitudes and conduct and cultivating self-discipline, self-regulation, and responsibility for one’s own actions.
- The discipline policies and practices will promote respect for oneself, for others, and for the environment.
- As part of the discipline process, reasonable efforts will be made to help students obtain the skills and desire to correct their behavior.
- Creating school-wide expectations allows children to make intelligent choices about their behavior.
- We have developed these discipline policies and plans pursuant to Vermont educational law, article 16 V.S.A. § 1161a.
- ***Please review attachment 1***
- ***After reading and discussing the guidelines and procedures with your child, please sign the form found on the back of this handbook, page 24, and return it to your child’s teacher.***

SCHOOL GUIDELINES - (THE 4 R’S)

1. BE RESPONSIBLE

- BE A PERSON WHO CAN BE COUNTED ON
- BE TRUSTWORTHY
- BE YOURSELF

2. BE RESPECTFUL

- BE HONEST
- TREAT EACH PERSON AS YOU WOULD WANT TO BE TREATED
- TREAT YOUR PROPERTY AND OTHER’S PROPERTY CAREFULLY
- USE GOOD MANNERS; SAY “PLEASE”, “THANK YOU”, “HELLO”, ETC.
- RESPECT THE OPINIONS AND IDEAS OF OTHERS

3. BE RELIABLE

- BE ON TIME
- DO YOUR WORK
- LEARN
- FOLLOW THROUGH
- BE DEPENDABLE

4. BE REASONABLE

- BE KIND AND RESPECTFUL
- HELP OTHERS THAT NEED IT
- SUPPORT ONE ANOTHER
- PERSEVERE AND PROBLEM SOLVE
- LET OTHERS LEARN

STUDENT STANDARDS OF BEHAVIOR

In order to show you are **responsible, respectful, reliable,** and **reasonable**, I will **cooperatively**:

1. Follow directions the first time. (Responsible)
2. Speak using polite language, volume, and tone. (Respectful)
3. Keep hands, feet, and objects to myself. (Reasonable, Respectful)
4. Be where I am supposed to be. (Reliable, Responsible)
5. Take care of school property and personal belongings. (Respectful, Responsible)
6. Walk quietly in the hallways so I do not disturb other classes. (Reasonable, Reliable)

TERMS & DESCRIPTIONS OF EXPECTATIONS

Behavior in Classrooms

Students are expected to listen and follow all teacher/staff directions the first time they are given.

Behavior in Halls

Students are to walk quietly in an orderly fashion through the halls at all times in order to show consideration for others who are working.

Behavior in Restrooms

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.

Behavior in Lunchroom

The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners. **For health reasons, students are not allowed to share food of any kind with others.** If we find that students are not eating their lunches but spending more time chatting we will ask that talking is kept to a minimum.

Behavior on Playgrounds/Recess

The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They should walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language, and leave the playground only when an adult in charge gives permission.

Behavior on Bus

The same standards of behavior that apply at school also pertain at the bus stop or while boarding, riding and unloading school buses. Students will respect the rights of others and must not pose a threat to anyone's safety. Students must not distract the bus driver.

Behavior During School Sponsored Activities/Field Trips

Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.

Dress

Students and parents are responsible for ensuring that dress is not a health or safety hazard and that it does not offend or cause distractions to the academic environment at school.

Physical Aggression

This includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. It is any form of physical confrontation.

Cheating or Plagiarism

This is defined as using the work of others as your own.

Inappropriate Use of the Computer Systems

This is defined as accessing or using inappropriate materials including copying or transferring copyrighted materials and software without permission, sharing access to one's personal account, using unauthorized email such as chain letter advertising, instant messaging and chat rooms, cyber bullying, or tampering with any files of another student or staff member.

Incendiary Devices

This is the possession of firecrackers, matches, lighters, caps, or any other object that has potential to start a fire.

Physical Attack on Staff or Fellow Student

This includes any aggressive physical battery on a staff member or person. This includes any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc..) in an aggressive manner with the intent to do harm.

Threats and/or Verbal Abuse

This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.

Teasing, Verbal or Nonverbal

This includes, but is not limited to, name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include drawing inappropriate pictures and making inappropriate hand gestures.

Malicious Pranks and Pseudo Threats

This includes any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not.

Inappropriate Language/Gestures

This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racial, prejudice or obscene language and gestures.

Theft/Burglary

This is taking something that does not belong to you. Students must demonstrate a respect for the property of others.

Insubordination/Disrespect

This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, secretary, building service worker, bus driver, etc.). Some examples of this include: not removing a hat when asked to do so, chewing gum when not allowed, bringing inappropriate items to school, etc.

Destruction of Property/Vandalism

This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

Possession of Communication and Other Electronic Devices

Beepers, electronic paging devices, and cellular phones or personal radio devices are not allowed unless principal permission is granted. Laser pointers and other disruptive devices will be confiscated. The school is not responsible for the loss of these items.

Possession and/or Trading/Selling of Non- School Related Items

This includes students having personal toys, trading cards, dolls, IPODs, and other electronic gaming devices. The school is not responsible for the loss of these items. These items are not allowed in school and are best left at home.

DUE PROCESS PROCEDURES:

Parent notification and due process procedures apply to all these types of removal from school.

a. For removal from school, the administration will contact parents/guardians or their designated emergency contact and ask them to accompany the student home. If the principal cannot notify the parent/guardian or emergency contact, we will detain the student at school or at another safe and secure setting for the remainder of the school day.

b. Parents will have the opportunity for a hearing with the principal or their designee. The principal will give notice to the student of the charges and proposed consequence, an explanation of the evidence against the student, an opportunity for the student to tell their side of the story and for the parent/guardian to be heard, and a decision in writing to the parent/guardian. In the event of removal from school, the parent/guardian will participate in a reentry conference as grounds for the student to return to the regular classroom.

c. For a student with a disability or a handicapping condition, there are the following additional due process steps according to Vermont Board of Education Rules 4313, 2362 and 2365:

- The principal and/or the LEA will determine if the conduct (misbehavior) is related to the disability or the handicapping condition.
- If the behavior is determined by the EST to be related to the disability or handicapping condition, the EST may decide, in the best interests of the student, to change placement or program.
- If the behavior is determined by the EST not to be related to the disability or handicapping condition, then disciplinary consequences are enforced just as they would be for a student without that disability or handicapping condition.

SCHOOL AND OFFICIAL NOTICES

SCHOOL ENROLLMENT and REGISTRATION

All students who are new to Readsboro Central School must provide the school with proof of age, academic records, immunization records, and student emergency information forms. We require proof of guardianship for students who are not living with their natural parents. All kindergarten entrants are subject to the following enrollment policy:

“A student must attain the age of five years, as of September 1st. All incoming students will be screened, evaluated and recommended for placement. Parents have the right to appeal to the School Board any decision made by the principal and his/her staff.”

PARENTS' RIGHTS and RESPONSIBILITIES

Public Law 94-142 assures a free and appropriate public education for all children and assures that the rights of these children and their parents are protected.

Parents have the right to:

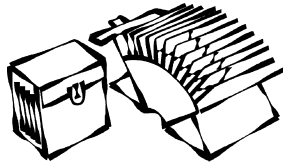
- A free and appropriate public education for their child, including an individualized program
- Informed consent before any major change is made in the educational program for their child
- Examine and challenge their child's record
- Have their child educated in the least restrictive school setting
- Question their child's educational program
- Be informed of due process procedures
- Have their child properly tested in their child's main language and in a way which does not discriminate against their child
- Full knowledge about special education programs for their child
- And the responsibility to:
 - Make sure their children between the ages 7 and 16 attend school regularly
 - Correct, or request assistance in correcting, physical and other conditions that impair the pupils learning
 - Be **involved** in the planning of their child's individual education program.

CHILD FIND NOTICE

- Under Public Law 94-142 and Section 504 of the Rehabilitation Act, all children need, deserve, and have a right to a public education. Federal law states that the Windham Southwest Supervisory Union and Readsboro Central School, have a duty to ensure that this right to a free education should also be available to all handicapped children with disabilities. The Windham Southwest Supervisory Union along with the Readsboro Central School District need to know if there are handicapped children, or children or youth with disabilities, between the ages of 3 and 21 years who are out of school and not receiving any education at all. In addition, Windham Southwest Supervisory Union and Readsboro Central School wish to locate all infants 0-2 years 11 months who may be disabled and in need of an evaluation. If there is such a handicapped child, or a child with disabilities, in your home or neighborhood, please write or phone: Troy McAllister, Director of Special Education, School Street, Wilmington, VT 05363, 464-1300.
- Federal and State laws require written notice to a parent/guardian of a student with a disability within a reasonable period of time before the school district proposes to initiate or change the

identification, evaluation, or educational placement of the student or the provision of a free, appropriate, public education to the student, or whenever it refuses to do the same. Readsboro Central School follows rule 2365.1.1 of the Vermont State Board of Education Manual of Rules and Practices.

- Federal and State laws require the provision of a notice of “procedural safeguards” whenever a child is initially referred for a special education evaluation, whenever an Individual Education Plan meeting is called, whenever a reevaluation is sought, and whenever a due process complaint has been filed.



STUDENT RECORDS and CONFIDENTIALITY

Each child at Readsboro Central School has a permanent record folder in the school office. Records include information such as copies of report cards, achievement test results, and other related school materials. If at any time you would like to look through your child’s records, please call the school to set up an appointment. Parents have the right to inspect and review their child’s records, seek amendment of the record if it is inaccurate or misleading, consent to disclosure of personally identifiable student information except as provided for in the law, and file a complaint with the United States Department of Education if they believe the Family Educational Rights and Privacy Act has been violated.

A parent wishing to amend the record of a student will bring the matter to the principal for review, explain the reason for any desired changes, and provide the new information. The principal will decide if the changes in question are necessary or legitimate and amend the records accordingly. Parents unsatisfied with these changes may bring their concerns first to the superintendent and then to the School Board.

Any school employee with legitimate reasons to review a student’s record must receive official approval to do so by the principal. The principal will keep a written record of each record review, including the name of the reviewer, the name of the student whose records are reviewed, and the dates of the review. Personnel may remove records from the principal’s office to another secure location for brief periods of time (*i.e.*, to a classroom with locked storage, such as a desk or file drawer), but records **MUST** remain in the building at all times until moved to another permanent location, such as a new school. Special Education records reside permanently in the Windham Southwest Supervisory Union central office. Building case managers will keep any special education records in a secured locked file within the school building.

HARASSMENT, HAZING AND BULLYING

The Readsboro School District intends to provide an orderly, civil, and positive learning environment. The school must be safe, comfortable, and free from intimidation, hostility or other offenses. Harassment, hazing, or bullying will not be tolerated. Formal complaints of harassment, hazing, or bullying should be reported to Robyn Oyer or Ashley Blevins. Reports of harassment, hazing, and bullying will be investigated, and parents/guardians will be notified. For violations of any harassment, bullying, hazing, or discrimination policy, there will be a meeting with the parent/guardian, student, and principal or their designee. If harassment, hazing, or bullying is substantiated, consequences will range from education to serious discipline, depending on the ages of the students and the nature of the offense. Students who

knowingly falsely accuse others of harassment, hazing, or bullying will be subject to discipline. Please note that the law now states that principals may issue consequences for “misconduct not on a school property, on a school bus, or at a school-sponsored activity where the misconduct can be shown to pose a clear and substantial interference with another student’s right to access educational programs. (VT School Law 16.1162)

Harassment is defined as 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 membership in a protected category: **race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity**, that happens **over a period of time and is repeated, or a single severe incident**. (VT School Law 16.11) Please note that the law has been amended to include protection from harassment done by “electronic means.” Sexual harassment is also a form of unlawful harassment. See School Board policies for more detail.

Hazing means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with an educational institution; 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 a student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off the campus of an educational institution. (VT School Law 16.11)

“Bullying” means any overt act or combination of acts directed against a student by another student or group of students and which: happens over a period of time and is repeated; is intended to ridicule, humiliate, or intimidate the student; and occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school-sponsored activity. Can be based on attributes such as weight, clothing, residence, height, socioeconomics, and age. (VT School Law 16.11) Please note that the law has been amended to include protection from bullying done by “electronic means.” Feel free to contact the school office for more information.

SECLUSION AND RESTRAINT

The Vermont State Board of Education rules on seclusion and restraint went into effect on August 15, 2011. These rules require public schools to annually inform parents of enrolled students of the policies’ pertaining to the use of physical restraint and seclusion, the intent to use positive behavioral strategies and support and its intention to avoid the use of physical restraint or seclusion to address targeted student behavior. For more information, see school policies.

DANGEROUS INSTRUMENTS & WEAPONS

Dangerous instruments and weapons (including, but not limited to, knives and bullets) are prohibited. The school will confiscate any dangerous instrument or weapon and turn it over to the police. Students are prohibited from bringing smoke bombs, firecrackers, or any other type of explosive device onto school grounds. Students violating any part of this prohibition will be subject to disciplinary actions as well as criminal proceedings. Possession of a gun or other weapon will lead to an immediate suspension, and expulsion hearing before the school board, and referral to law enforcement. These policies are to be in compliance with the federal Gun Free Schools Act of 1994, and the following statutes: 13 V.S.A. §4016, 16 V.S.A. §1166, and Section 921 of Title 18 of the United States Code.

PROTECTION OF PUPILS RIGHTS ACT:

SURVEYS, SCREENINGS, AND INSTRUCTIONAL MATERIALS

1. Parents/guardians have the right to inspect surveys created by a “third party” (meaning not federally funded) before administration of the survey.
2. The school will notify parents/guardians in advance of such surveys, and they can arrange through the principal’s office to read the surveys on school premises. Parents/guardians are not to copy surveys or take them out of the building.
4. The school will administer surveys of sensitive material in such a way that students may not see the responses of others, and in such a way that those administering the survey may not observe identifiable student responses.
5. Parents/guardians may review instructional materials used as part of the educational curriculum with individual teachers by appointment.
6. The school will notify parents/guardians in advance of any physical examinations or screenings; the collection or disclosure of student information for marketing purposes; parents/guardians have the right to inspect such screening instruments for health or marketing in advance of their use by making an appointment with the principal.
7. Parents/guardians may opt out of having their children participate in third party surveys, collection of personal data for marketing purposes, and non-emergency, invasive physical examinations or screenings by informing the principal in writing of this decision.

Attachment 1

DEFINITION OF BEHAVIORS and CONSEQUENCES

FIGHTING

Physical aggression and fighting are very serious offenses, which we will not tolerate. Students involved in a fight or act of physical aggression will be subject to suspension or other disciplinary action. While every effort is made to be fair, virtually every fight involves shared responsibility. As a result, each student involved will be subject to disciplinary action. In addition to other disciplinary action, a student involved in physical aggression/fighting must complete a conflict resolution assignment or similar activity designed by the principal, the student's teacher, or other designee.

Often, students know the factors leading to a fight in advance. A student who suspects that another student may draw them into a fight should seek assistance from a teacher or other adult in preventing the fight.

Assault, physical abuse, making threats of bodily harm, or inappropriate gestures directed at students or staff will result in disciplinary actions. Taunting, baiting, inciting and/or encouraging a fight, verbal abuse, swearing, spitting at others, disruptions or other violations of school rules will also result in disciplinary actions.

INSUBORDINATION

Insubordination is the refusal of a student to obey a reasonable request made by a staff member or other adult, regarding student behavior. Insubordination is unacceptable and will result in suspensions.

VANDALISM

Students who deface, break or otherwise damage school property or the property of others face disciplinary action and will be expected to repair or pay for such property.

SMOKING

The possession and/or use of cigarettes or any other tobacco products (including vaping and juuling) are prohibited at all times at Readsboro Central School. This prohibition includes all students, staff, and guests and includes the school building, grounds, vehicles, field trips and other school-sponsored activities. In addition, students are not to smoke on public property, including roadways, adjacent to school property. In accordance with state law, any student found using and/or in possession of tobacco products will be reported to the police.

DRESS CODE

Readsboro Central School encourages students to dress in a respectful, practical manner, according to the time of year and weather conditions. Clothing should allow students to participate in a wide variety of activities. Please label whatever your child brings to school with the child's name. Readsboro Central School will not tolerate T-shirts with sexually suggestive slogans, drug/alcohol advertising, or hateful or other inappropriate messages. Readsboro Central School may ask students whose attire is inappropriate for school to call home for a change of clothing.

Attachment 2

DISCIPLINARY PROCEDURE CHART

BEHAVIOR	Minimum Consequence	Possible Consequences	Maximum Consequence
Behavior in Classrooms	Staff/student conference	Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of privileges, in-school suspension, out of school suspension	Suspension
Behavior in Halls	Staff/student conference	Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of privileges, in-school suspension, out of school suspension	Suspension
Behavior in Restrooms	Staff/student conference	Staff/student conference, loss of independent restroom privileges, supervised restroom visits, referral to the administration, fines for damages, loss of privileges, parent/guardian contact, parent/guardian meeting, in-school suspension, out of school suspension	Suspension
Behavior in Lunchroom	Verbal warning	Verbal warning, move to an assigned seat, exclusion from the lunchroom, in school suspension, out of school suspension	Out of School Suspension
Behavior on Playgrounds/ Recess	Verbal warning	Verbal warning, recess privileges contained to an assigned area, staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of privileges, in-school suspension, out of school suspension	Out of School Suspension
Behavior on Bus	Staff/student conference	Staff/student conference, referral to the administration, loss of privileges, parent/guardian notification, parent/guardian meeting, assigned bus seat, loss of bus privileges, in-school suspension, and out of school suspension	Out of School Suspension
Behavior During School Sponsored Activities/Field Trips	Staff/student conference	Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, loss of privileges, exclusion from future activities, in-school suspension, out of school suspension	Out of school suspension and exclusion from future activities

Physical Aggression	Referral to administration and parent/guardian notification	Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of privileges, in-school suspension, out of school suspension	Suspension
Cheating or Plagiarism	Staff/student conference and no credit for the work	Staff/student conference, no credit for the work, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of privileges, in-school suspension, out of school suspension	Suspension and no credit for work
Inappropriate Use of the Computer Systems	Staff/student conference and parent notification	Staff/student conference, parent/guardian notification, referral to the administration, loss of privileges, parent/guardian meeting, in-school suspension, out of school suspension, recommendation for expulsion, referral to law enforcement	Expulsion and referral to law enforcement
Incendiary Devices	Confiscation of item and parent notification	Staff/student conference, confiscation of item, referral to the fire marshal or law enforcement, parent/guardian notification, parent/guardian meeting, loss of privileges, in-school suspension, out of school suspension, recommendation for expulsion	Expulsion
Physical Attack on Staff or Fellow Student	Removal from school for rest of day	Removal from school for rest of day, in-school suspension, out of school suspension, referral to law enforcement, recommendation for expulsion	Expulsion
Threats and/or Verbal Abuse	Referral to administration and parent notification	Staff/student conference, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of privileges, in-school suspension, out of school suspension, recommendation for expulsion	Expulsion
Teasing, Verbal or Nonverbal	Staff/student conference	Staff/student conference, referral to the administration, personal apology to student who was teased-- a letter of apology from the teaser must be signed by the teaser's parent(s) and returned to school the next day, loss of privileges, in-school suspension, out of school suspension	Suspension
Malicious Pranks and Pseudo Threats	Referral to administration and parent notification	Staff/student conference, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of privileges, in-school suspension, out of school suspension, referral to the fire marshal or law enforcement, recommendation for expulsion	Expulsion
Inappropriate Language/ Gestures	Referral to the administration	Referral to the administration, parent/guardian notification, parent/guardian meeting, loss of privileges,	Expulsion

		in-school suspension, out of school suspension, referral to law enforcement, recommendation for expulsion	
Theft/ Burglary	Staff/student conference and restitution	Staff/student conference, referral to the administration, parent/guardian notification, parent/guardian meeting, return or replace the value of the item taken, loss of privileges, in-school suspension, suspension, referral to law enforcement, full restitution	Referral to law enforcement and restitution.
Insubordination/ Disrespect	Staff/student conference	Staff/student conference, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of privileges, detention, in-school suspension, out of school suspension	Out of school suspension
Destruction of Property/ Vandalism	Staff/student conference and restitution	Staff/student conference, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of privileges, in-school suspension, out of school suspension, restitution, recommendation for expulsion, referral to law enforcement	Expulsion, referral to law enforcement and restitution
Possession of Communication and Other Electronic Devices	Staff/student conference	Staff/student conference, confiscation of device for parent/guardian to pick up, parent/guardian notification, parent/guardian meeting, loss of privileges, in-school suspension, out of school suspension	Out of school suspension
Possession and/or Trading/Selling of Non- School Related Items	Staff/student conference	Staff/student conference, referral to the administration, confiscation of device for parent/guardian to pick up, parent/guardian notification, parent/guardian meeting, loss of privileges, in-school suspension, out of school suspension	Out of school suspension

Revised: August 2023

RECEIPT AND REVIEW OF SCHOOL HANDBOOK

This is to acknowledge that we have reviewed the Readsboro Central School Handbook. We have discussed the rules, behavior guidelines, and disciplinary requirements, and we understand them. I agree to accept and follow these rules and expectations. I also understand and agree that any violation of rules contained in the Parent/Guardian/Student handbook could result in discipline or suspension from school or school-sponsored extracurricular activities.

Parent/Guardian Signature

Parent/Guardian Signature

Child(ren) Signature(s)

Child(ren) Signature(s)

Child(ren) Signature(s)

Date: _____

***PLEASE SIGN and DATE THIS FORM AND RETURN IT TO THE SCHOOL OFFICE.
THANK YOU!***

WSWSU GUIDELINES OF WHEN TO KEEP YOUR CHILD HOME
DUE TO ILLNESS:

Per Vermont DOH, CDC and American Academy of Pediatrics the following list has been compiled by Jollene Mahon WSWSU Covid Coordinator in collaboration with WSWSU School Nurses.

- **Fever of 100.4 °F or above**, students should remain at home until they are fever free for 24 hours **without** the use of fever-reducing medication before returning to school

- **COVID-19/flu like illness** If a student does not attend school due to suspecting a Covid 19 infection, their parent/guardian may access rapid antigen tests by learning available [testing options](#). Families may call to request pick up of antigen test kits from school or arrange test kits to be sent home with a sibling, pending availability. The parent/guardian can perform 2 antigen tests on the symptomatic student. Antigen tests should be taken as close to 24 hours apart as possible. These tests can also be used for testing symptomatic individuals, or close contacts in the home who may not be fully up to date with their vaccinations. Parents/guardians may contact a Primary Care Provider to access PCR testing. Per new guidance, COVID-19 testing is not required for symptomatic students or staff to return to school.
 - Return to school **post COVID-19 infection**
 - A student or staff member may return to school after 5 days of [isolation](#) if their symptoms have improved and they have been fever-free for 24+ hours without the use of medication.
 - Return to school after a **non-COVID-19** related illness
 - A student or staff member may return to school if their symptoms have improved, and they have met school criteria for that illness (e.g., it has been more than 24 hours without fever, diarrhea, or vomiting without use of medication).

- If the student has been diagnosed with a **contagious illness** and has been prescribed an **antibiotic**- required to be on antibiotic for 24 hours before returning to school

- **Diarrhea**-Diapered Students - Loose or watery stools that cannot be contained in diaper
Toilet Trained Students – Loose or watery stools with a frequency of no more than 2 stools above the child’s normal frequency. Students should be 24 hours symptom free before returning.

- **Vomiting in the last 24 hours**- 1 episode in the last 24 hours unless from an explainable cause-examples of explainable causes may include drinking/eating odd food combinations, history of motion sickness on bus. Students should be 24 hours symptom free before returning.

- **Rash with a fever, Impetigo, Scabies**

- **Eye Discharge/Pink Eye/Bacterial Conjunctivitis-** thick green/yellow eye drainage should be evaluated by a doctor. If you have conjunctivitis but do not have fever or other symptoms, you may be allowed to remain at school with your doctor's approval (note needed). However, if you still have symptoms, and your activities at school include close contact with other people, you should not attend.
- **Strep throat-** requires to be on antibiotic or **Sore Throat/Swollen Glands in Neck-** especially with fever (may be strep throat and should be evaluated by healthcare provider)
- **Communicable diseases- such as chickenpox or Vaccine Preventable Diseases (Mumps, measles, rubella, pertussis/whooping cough)**
- **Frequent or persistent cough-** Medical attention may be necessary. Coughing could be a symptom of COVID-19. Note: Students with asthma may be cared for in school with a written health care plan and authorization for medication/ treatment. For asthmatic students, coughing/wheezing should improve or resolve with use of inhaler. If it does not resolve or worsens, students must be sent home for further treatment or medical evaluation.
- **If not able to participate fully in class-**The student does not feel well enough to participate in usual activities, and exhibits signs of extreme fatigue, unexplained irritability or persistent crying

Sources:

https://education.vermont.gov/sites/aoe/files/documents/2022_08_18_edu-vdh-memo-french-levine-covid19-school-sickness-policy-considerations-and-testing-fall-2022.pdf

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<https://www.healthychildren.org/English/family-life/work-play/Pages/When-to-Keep-Your-Child-Home-from-Child-Care.aspx>

<https://www.cdc.gov/conjunctivitis/about/transmission.html#:~:text=washing%20your%20hands-,When%20to%20go%20back%20to%20work%20or%20school,people%2C%20you%20should%20not%20attend.>

<https://www.healthvermont.gov/covid-19/symptoms-sickness>

<https://education.vermont.gov/covid19/testing>

<https://www.cdc.gov/vaccines/parents/diseases/varicella.html>

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