

	<b>Ottawaquechee School</b>
	PO Box 353 304 Dody Lane Quechee, Vermont 05059-0353 802-295-8654 Cathy Newton, Principal newtonc@hartfordschools.net Cheryl French, Administrative Assistant frenchc@hartfordschools.net

**Mission**

We believe that in order to lead productive and satisfying lives our students must develop a full compliment of lifelong skills; social, emotional, physical, and academic. As a community of learners, we build our sense of belonging and social responsibility by supporting a safe and healthy school climate., advocating learning for all students and adults. We value and emphasize academic and social skills. We are proud of our school’s safe and respectful school climate and the expected use of appropriate social skills by everyone. Within this context, as a learning community, we have adopted common instructional goals and specific strategies to improve student learning and have made them our priority.

**Behavior Expectations**

- Practice Safety
- Act Responsibly
- Work to Learn
- Show Respect

OQSVT.com  
Facebook: Ottawaquechee School

Cathy Newton; Principal  
Cheryl French; School Administrative Assistant  
Andra Davis; School Nurse  
Alisha Keel; School Counselor

# Table of Contents

## TOWN OF HARTFORD ELEMENTARY SCHOOLS SCHOOL BOARD AND ADMINISTRATION

### NOTICE OF NON-DISCRIMINATION

### SCHOOL CLIMATE

### RESTRAINT AND SECLUSION

### WELLNESS PROGRAMS

### HARTFORD SCHOOL DISTRICT ELEMENTARY PROGRAM

Educational Support Systems

Special Services Eligibility

Section 504

Guardian Reporting System

Assessments

Directory Information

### ARRIVAL, DISMISSAL AND TRANSPORTATION

Arrival

After School Dismissal

Absences and Truancy

Tardiness

Verification of Student Absences

Returning After Absences

Arriving Late/Leaving Early

Cancellation, Early Closing

Telephone

Bicycles, Scooters, Skateboards, Sneakers With Rollers

Riding The Bus

### MEDICAL

Medication

Head Lice

Fevers, Vomiting, and Diarrhea

Immunization

Allergy Management Plans

### FOOD IN SCHOOL

Meals

Charging Policy

Meal Prices

School Breakfast/Lunch Menus

Nutrition/Food

### COMPREHENSIVE BEHAVIOR PLAN

### GENERAL INFORMATION

Animals In School

Clothing  
Field Trips  
Deliveries  
Invitations To Parties  
Public Access  
Recess  
Student Valuables, Toys And Electronic Devices  
Guardian Involvement  
Guardian Teacher Organization

#### **HOMEWORK**

Guidelines for Teachers, Guardians, & Students  
Time expectation for homework  
Teacher's responsibilities regarding homework  
Guardian's responsibilities  
Student's responsibilities

#### **HARTFORD SCHOOL DISTRICT POLICIES**

Bullying Prevention  
Threats Policy  
Student Conduct and School Climate  
Policy: Prevention of Harassment of Students (F-42)  
Suspension  
Substance Abuse Policy F-28  
Weapons Policy F-35  
Acceptable Use of District Electronic Resources  
Student Records Policy F -23  
Promotion and Retention F -16  
Protection of Pupil Rights Amendment (PPRA)  
Family Educational Rights and Privacy Act (FERPA) PARENTAL NOTICE  
Qualifications of Teachers and Staff  
Notification of Asbestos Management Plan Availability

#### **SCHOOL CALENDAR**

#### **STAFF DIRECTORY**

**HARTFORD SCHOOL DISTRICT ELEMENTARY SCHOOLS  
PARENT HANDBOOK 2015-2016**

**Dothan Brook School**

**Ottauquechee School**

**White River School**

The purpose of this guardian handbook is to inform guardians of the important rules, policies, procedures, and information relating to the education of their children. Please read this book carefully. A copy of this handbook, school district calendar, Hartford Community Profile and information of interest and individual school rules are available at : [www.hsdvt.com](http://www.hsdvt.com) as well as on each school's website.

**Town of Hartford Elementary Schools School Board and Administration**

Hartford School Board: Lori Dickerson, Chair  
Kevin Christie  
Paul Keane  
Peter Merrill  
Paula Nulty

Superintendent of Schools:	Tom DeBalsi	295-8600	<a href="mailto:debalsit@hartfordschools.net">debalsit@hartfordschools.net</a>
Assistant Superintendent:	Noel Bryant	295-8600	<a href="mailto:bryantn@hartfordschools.net">bryantn@hartfordschools.net</a>
Director of Special Education	Elizabeth Barker	295-8605	<a href="mailto:barkerl@hartfordschools.net">barkerl@hartfordschools.net</a>

Elementary School Principals:			
Rick Dustin-Eichler	Dothan Brook School	295-8647	<a href="mailto:dustineichlerg@hartfordschools.net">dustineichlerg@hartfordschools.net</a>
Cathy Newton	Ottauquechee School	295-8654	<a href="mailto:newtonc@hartfordschools.net">newtonc@hartfordschools.net</a>
Sheila Powers	White River School	295-8650	<a href="mailto:powerss@hartfordschools.net">powerss@hartfordschools.net</a>

District Website: [HSDvt.com](http://HSDvt.com)

## **Notice of Non-Discrimination**

It is the policy of the Hartford School District not to discriminate in educational programs, activities or employment practices on the basis of race, color, religion, national origin, sex, sexual orientation, age, or handicapping condition under the provisions of Titles VI & IX, Section 504, and the Individuals with Disabilities Education Act (PL 101-476). Any person having inquiries concerning the Hartford School District's compliance with these regulations should contact the Superintendent of Schools (295-8600), or Regional Director's Office of Civil Rights; 8<sup>th</sup> Floor 5 Post Office Square, Boston, MA 02109-4557.

## **School Climate**

The Hartford School District is committed to maintaining a school climate that promotes learning, respects individuality and attempts to make each student feel secure. Conduct, including verbal statements, that has the purpose or effect of unreasonably interfering with an individual's work or educational performance because of the individual's race, color, religion, national origin, sex, sexual orientation, age, or handicapping condition will be subject to the disciplinary policy and the Prevention of Harassment of Students Policy.

## **Restraint and Seclusion**

The Vermont State Board of Education rules on seclusion and restraint went into effect on August 15, 2011. These rules, set out below, require public and approved independent schools to annually at or before the beginning of each academic year inform guardians of enrolled students of the policies pertaining to the use of physical restraint and seclusion, the intent to use positive behavioral strategies and supports and its intention to avoid the use of physical restraint or seclusion to address targeted student behavior. Persons who impose a restraint or seclusion must report its use to the school administrator no later than the end of the school day and school administrators must report certain types of restraints or seclusions to the superintendent. The rules require notice to guardians within 24 hours of each use of seclusion and restraint and an opportunity for guardians to participate in a review of an incident of restraint and seclusion. The superintendent or headmaster (if there is no sending district or LEA) must report to the

Commissioner within 3 school days if:

1. There is death or an injury requiring outside medical treatment or hospitalization of staff or student as the result of a restraint or seclusion;
2. Physical restraint or seclusion has been used for more than 30 minutes or;
3. Physical restraint was used in violation of state board rules.

## **Wellness Programs**

16 V.S.A. §216 requires the Secretary of Education to prepare and update a list of school and community programs which have the potential to improve childhood wellness. The community may access this list at <http://education.vermont.gov/health-education/linking-health-and-learning>.

# Hartford School District Elementary Program

*The Hartford School District is dedicated to providing a successful learning experience for all students. Systematic instructional support systems will be developed to help teachers meet the needs of all students. These comprehensive educational services will result, to the maximum extent possible, in all students succeeding in the regular classroom. – Hartford School District Policy Book.*

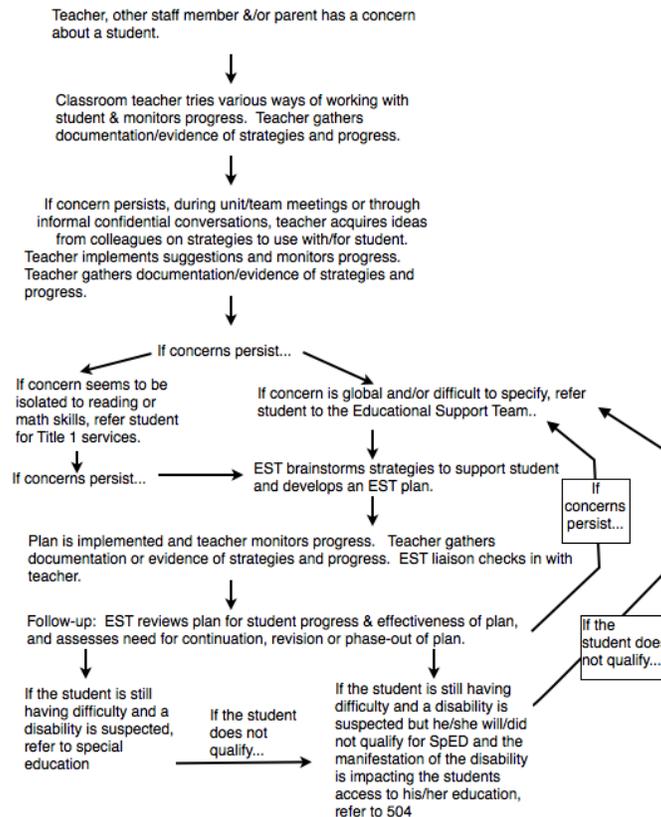
The goals of the elementary curriculum are to teach effective communication and problem solving skills. Students will be given the opportunity to foster their own personal development and to develop into socially responsible citizens. The curriculum addresses the following disciplines: language arts, mathematics, science, social studies, the arts, physical education, and health awareness. Our instructional methods include both literacy and phonics based approaches to reading, a process approach to writing, use of manipulatives in mathematics, problem-solving activities, and cooperative learning opportunities. Students are expected to learn basic skills and to proceed beyond them to develop concepts, higher order thinking skills, and the ability to learn how to acquire knowledge.

## Educational Support Systems

Each school maintains an Educational Support Team. (EST) as part of the support system to help students achieve educational progress. Guardians may make referrals to the EST by contacting the student’s teacher.

## Special Services Eligibility

Guardians may make a referral at any time to the school for an evaluation of their child’s special education or 504 eligibility. A school team and/or director of special education will consider eligibility. Below is a flowchart that shows the process through which most children access academic student supports.



## **Section 504**

The Hartford School District does not discriminate on the basis of handicap. The school will work with families through the Section 504 planning process to develop accommodations that allow every child appropriate access to a public education in the least restrictive environment. If you believe that your child needs a Section 504 plan, contact the school's administrator, nurse, or counselor.

## **Guardian Reporting System**

K-5 report cards are issued in November, March & June. Elementary guardian conferences are scheduled in November, March, and as needed. Refer to the school calendar for specific dates.

## **Assessments**

Local and state assessments are administered each year. These assessments are used to evaluate our curriculum and programs of instruction, teaching methods, and student performance. An individual student's assessments can be shared with his/her guardians. School and District scores are reported to the Hartford School Board and to the public.

- **Local Hartford School District Assessments**
  - Fountas & Pinnell Reading Assessments
  - Primary Numbers and Operations Assessment
  - HSD Writing Portfolio
  - K-5 Bridges Math Assessments
- **State of Vermont Assessments:**
  - Pre-K: Teaching Strategies Gold
  - Grade 4: Smarter Balanced Assessment in Reading and Math and Science NECAP
  - Grade 3 to 5: Smarter Balanced Assessment in Reading and Math

## **Directory Information**

To ensure that the school has a family's most current contact information, guardians are expected to update their contact information on the Infinite Campus Parent Portal (<https://vtcloud.infinitecampus.org/campusE/portal/hartford.jsp>) when a change occurs. This includes a child's physical address, mailing address, guardian's daytime contact information, guardian's e-mail and emergency contact information.

If you are not able to access the parent portal, please contact the school and other arrangements will be made.

## **Arrival, Dismissal and Transportation**

### **Arrival**

Students may arrive at school after 7:45. Children that are at school between 7:45 and 8:00 must report to the school cafeteria. At 8:00 students are to report to their classrooms and the day official starts at 8:20.

Students who arrive at the school prior to 7:45AM are not supervised. Because of that, early drop-off is highly discouraged.

### **After School Dismissal**

A student's guardian must write a note to the teacher if the child is to take a different (not routine) way home. Students cannot ride a different bus due to the fact that some bus runs are filled to capacity. The school will not change a child's after school transportation plans without prior approval from his or her guardian. Approval must be given before 2:00 PM on the day of the change. After that point, do not leave a voicemail stating that there is a change because the school cannot guarantee that it will be received. Also, please call the office with any transportation changes: do not leave this information on a teacher's voicemail or e-mail. E-mail notifications must be sent to [frenchc@hartfordschools.net](mailto:frenchc@hartfordschools.net) prior to 12:00 on the day of the change.

All students who are not taking a bus must be picked up at 2:45 in the school's cafeteria. People picking up students must enter and exit the cafeteria through the outside cafeteria entrance. If a non-guardian is picking-up a child, the school must receive prior approval directly from the guardian. In addition, all students who are walking home independently must exit through the cafeteria. It is important that the staff member who is facilitating dismissal sees each child before he/she leaves the building.

### **Absences & Truancy**

According to Vermont law, students are expected to attend school unless they are sick. Missing school for any other reason is an unexcused absence. However, if requested in writing by the guardian, the superintendent may excuse any pupil from attendance that is less than ten consecutive school days (16 V.S.A. § 1123). Teachers are not required to provide make-up work for unexcused absences; they may do so at their own discretion. If the unexcused absence is a family trip or other planned event, make-up work may be provided at the teacher's option, but it must be requested in writing prior to the absence. Students who are absent from school may not participate in after-school activities at school.

If your child is absent (excused or unexcused) for 15 days in one school year, the school will initiate the Student Attendance Evaluation Process. The Student Attendance Evaluation Process will involve a school-based team whose role is to evaluate the impact of the absences on the child's learning. Retention may be considered through this process.

When students are absent and contact is not made with the guardian, the police may be called to investigate.

The school will contact the parent/guardian and inform the superintendent and the truant officer when a student reaches 5 or more days of unexcused absences, has 10 or more days of unexcused tardies/early departures, and/or has an excessive number of absences within a school year.

After 10 days of unexcused absences and/or 20 or more unexcused tardies within a semester, the school is required to arrange a Coordinated Services Plan meeting. If the Coordinated Services Plan is not successful, and more formal intervention is deemed necessary, the school will contact DCF Central Intake.

The school is required to notify the parent/guardian when a student reaches 10 absences (excused or unexcused).

## **Tardiness**

The school day starts at 8:20AM and students are required to arrive before the 8:15 bell. Students who arrive after that time will be considered tardy. The school will mark the tardy as unexcused unless it is due to an illness or medical appointment. See the section on *Absences and Tardies* to learn how the school will respond to excessive tardies.

Students who are late to school miss important learning. Tardy students may be asked to make up the missed time and they may be subject to school discipline procedures.

## **Verification of Student Absences**

Guardians are asked to phone or e-mail ([frenchc@hartfordschools.net](mailto:frenchc@hartfordschools.net)) the school by 8:30 AM to notify us when a child is absent. If we do not hear from you, we may attempt to reach you. If we haven't contacted a guardian by 9:00 AM, we may notify the Hartford Police Department that we have an absent child without verification.

## **Returning After Absences**

Students returning from an absence due to illness are expected to participate in the entire school program, including physical education and recess, except by a doctor's direction. Following surgery or any other significant medical event, the family must provide written permission from a physician giving the child clearance for returning to school. The school nurse may verify the note with the physician if there are any additional concerns.

## **Arriving Late/Leaving Early**

Students leaving or arriving during the school day must sign out/in at the office by a guardian.

## **Cancellation, Early Closing**

If it is necessary to cancel, delay, or close school early a computer generated phone call will be made to the phone numbers listed on a student's registration form. Because of this, it is essential that your contact information is correct in the Hartford School District's student information system; see *Directory Information* to learn how to update your contact information. Closure information is also posted on WCAX.com and VPR.net.

## **Telephone**

Students are discouraged from using the school phone to change after-school transportation.

## **Bicycles, Scooters, Skateboards, Sneakers With Rollers**

Students MUST wear a bike helmet and ride safely when riding on school property. Students are encouraged to wear helmets whenever they are riding. Bicycles should be locked, as the Hartford School District is not responsible for bicycles left at school. No bikes should remain at school after school is over for the day. Students may not ride at recess or during the school day unless it is part of the curriculum.

## **Riding The Bus**

Riding the bus is a privilege. All District policies and school rules are in effect on school buses including the policy regarding electronic devices.

There are three published Bus Rules for the Hartford School District:

- RESPECT SELF, OTHERS, AND SCHOOL PROPERTY
  - Help keep the bus clean
  - Use inside voices
  - Do not write on or damage seats
- KEEP HANDS, FEET AND OBJECTS TO YOURSELF
  - Do not put hands, head or anything out of the windows
  - Stay in your seat while the bus is in motion
  - No spraying of aerosols or cologne

- FOLLOW DIRECTIONS OF THE BUS DRIVER
  - Do not stand in the road-way while waiting for the bus
  - Observe directions of bus driver when crossing the road
  - Report any damage to the bus driver

Penalty: Violation of these rules will be reported to school principals:

1st offense = warning or loss of recess	4th offense = 5 days off the bus
2nd offense = 1 day off the bus	5th offense = off the bus for the remainder of the year
3rd offense = 3 days off the bus	

Principals may immediately impose tougher consequences for more serious offenses.

If a child is absent from school, the consequence will occur on the next school day.

## **Medical**

### **Medication**

Schools may administer prescription medication only from pharmacy labeled bottles and only with notes from both the guardian and the doctor giving permission. Students with inhalers should check with the school nurse.

Nonprescription medicine may be given only with a guardian's and the school nurse's permission. Please check with the school nurse before you send any medication.

### **Head Lice**

The Hartford School District follows Vermont Department of Health recommendations regarding head lice. Students should not share hats and other items that come in contact with hair. Students with head lice will be sent home at the end of the school day and guardians will be notified; they may not return until they have been treated to remove the head lice/nits. Students will be checked upon returning to school.

### **Fevers, Vomiting, and Diarrhea**

Students with fevers of 100° or greater, vomiting and/or diarrhea will be sent home. Students who have had these symptoms should not return to school until

- The child's temperature has remained normal for 24 hours without the aid of acetaminophen, ibuprofen or other fever reducing compounds,
- Vomiting has stopped for 24 hours,
- Diarrhea has subsided for 24 hours.

### **Immunization**

All students must show documentation of immunizations meeting state requirements for Diphtheria, Polio, Tetanus, Pertussis, Rubella, Mumps and Measles, Varicella & Hepatitis B. Annually, guardians who object to immunizations due to a religious exception must sign a waiver and have it placed on file at school.

### **Allergy Management Plans**

For safety reasons, all student allergies must be communicated to the school nurse and, if needed, an allergy management plan will be created. When stipulated by food allergy management plans, classroom snacks, student snacks and lunches, and classroom party food will be regulated and supervised by school personnel. Families will be informed of any restrictions when and where they are necessary.

## **Food in School**

### **Meals**

The school provides a time for breakfast from 7:45 to 8:00, snack, and a 20-minute lunch period. Students may purchase breakfast, milk and school lunch. Each student's family must provide snack. A free meal application is sent

home on the first day of school and forms are always available in the school office or via the web at <http://education.vermont.gov/nutrition/school-nutrition/eligibility-information>.

## **Charging Policy**

All meals and a la carte purchases should be made in advance or at the time of purchase. In the event that a student doesn't have money on their account or cash to purchase a meal, they are allowed to charge up to 3 meals. Under no circumstances are a la carte charges allowed (i.e. students with a negative balance will not be able to charge snack milks).

The Food Service Director or site lead will print out negative balance letters for the school to send home. This will be done weekly for accounts in excess of five dollars negative. After negative purchases have reached 3 meals charged, a student can continue to charge meals but will only have the option of a modified meal until their account is current.

The Food Service Director will give the Business Administrator negative balance updates at the end of each month. At the Business Administrator's discretion, legal action may be taken to collect unpaid debts.

## **Meal Prices**

Breakfast: \$1.50    Lunch: \$2.95                      Milk: \$.65

Money may be added to a student's account and balances may be checked via the on-line Meal Time portal ([www.mymealtime.com](http://www.mymealtime.com)). You will need your child's student identification number to access their account. This number is available by logging onto the Infinite Campus Parent Portal (<https://vtcloud.infinitecampus.org/campusE/portal/hartford.jsp>). Information concerning access will be distributed during the first week of school. Guardians may also add money to a student's account by sending a check or cash to their child's teacher.

## **School Breakfast/Lunch Menus**

Menus are sent home to guardians at the end of each month. In addition, menus are available on the school district's website ([hsdvt.com](http://hsdvt.com)).

## **Nutrition/Food**

It is expected that students will bring healthy nutritious food for snack and lunch. The school recognizes that every student deserves a treat every now and then, but sugary snacks should not make up the bulk of their food. Soft drinks, caffeinated beverages, and energy drinks are not permitted.

## **Comprehensive Behavior Plan**

The Ottauquechee School's behavior plan is based on the Positive Behavior Interventions and Supports (PBIS) program. PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety, and support improved academic outcomes. The premise of PBIS is that continual teaching, modeling, recognizing and rewarding of positive student behavior will reduce unexpected behaviors and promote a climate of greater productivity, safety, and learning. PBIS schools apply a multi-tiered approach to prevention, using disciplinary data (at OQS these are called student support forms) and principles of behavior analysis to develop school-wide, targeted, and individualized behavior interventions and supports.

At the school-wide level Ottauquechee has implemented a small number of behavior expectations: Practice Safety, Act Responsibly, Work to Learn, Show Respect.

We use high levels of positive reinforcement to strengthen caring, safe and responsible behaviors. Students receive "Alphabits" when they are caught being a PAWS student and the classes and school save them to receive classroom and school-wide rewards. Students who exhibit consistent expected behavior or who do something that is above and

beyond the normal expectations may receive a “Golden Paw.” When a child receives a “Golden Paw” the student’s name is entered into a monthly raffle and a note of recognition is sent home to the child’s family.

We also use a universal Student Support Form (SSF) to track data involving unexpected behavior. This data is used to target specific skills for re-teaching.

For students that require additional support, the school has a wide array of individual and group programs that provide direct instruction, help children reflect upon their behavior, increase home/school communication, and/or give students a positive outlet for their energy.

## **General Information**

### **Animals In School**

Animals are not permitted in school. In special circumstances the school administrator will use professional judgment to allow animals for therapeutic or academic purposes.

### **Clothing**

In order to maintain a respectful academic atmosphere, clothing and makeup that is too revealing, distracting or offensive is not allowed. Students are expected to be comfortably clothed. As a point of reference, shorts and skirts should be no shorter than fingertip length; no belly shirts or revealing tops; shoulder straps should be at least one inch wide. Pants should be worn so no skin or underwear is showing. Clothing that displays offensive messages or language is not acceptable, nor are messages pertaining to alcohol, drugs, tobacco products, or violence. Students who wear clothing or makeup that is too revealing or inappropriate for school, as determined by school personnel, will be asked to change. Depending on the circumstances, parents may be called to deliver clothing for the child to change into at school. High-heeled shoes and flip-flops footwear are not allowed: shoes must be secure around the toes and ankles.

Students have recess every day except in bad weather (rain or extreme cold). In the winter, students are expected to wear snow pants, winter hats, mittens/gloves, and boots. Children who do not dress for the weather will have their recess privileges limited.

Students need proper shoes and dress for physical education classes. This includes sneakers and pants or shorts.

If your child is prone to toileting accidents, send extra sets of clothing in their backpack daily.

### **Field Trips**

Field trips are an important and exciting part of the elementary school curriculum. At the beginning of the year, the school will provide parents with a blanket permission slip for local field trips that require less than 15 miles of travel. For field trips that require travel beyond 15 miles, the school will send home an additional form. However, even with local trips, it is expected that guardians will receive prior notification when their child is off campus. The only exception is short hikes around the school and walks on our trails.

The school will not accept flowers, balloons or other items for delivery to students.

### **Invitations To Parties**

Students are not allowed to give out invitations to social events, such as birthday or other parties, while at school. A school directory will be distributed in October, which includes class lists and contact information for students.

### **Public Access**

Events such as concerts and performances open to the public may be videotaped, broadcast and photographed without permission as long as these activities do not interfere or distract from the performance or activity.

## **Recess**

Recess is an important part of the daily routine and all students are expected to participate. However, students may lose recess to complete schoolwork or for disciplinary reasons.

## **Student Valuables, Toys And Electronic Devices**

Students are not to bring toys, money, or valuable items to school. Electronic devices such as cell phones, games, and music players are distractions in the classroom. They must be turned off and put away upon entering the building. Students are responsible for their personal property. The school will confiscate toys, devices, and valuables if they become a distraction and may ask guardians to visit the school to retrieve them. If students wear glasses, dental retainers, watches or jewelry, they must keep track of them at all times. Please report any missing item to the office immediately and an effort will be made to recover it, but the school is not responsible for personal property.

## **Guardian Involvement**

Guardians are encouraged to communicate with staff about their children. Classroom visits or volunteering situations must be approved by the principal and all volunteers must complete a volunteer form prior to his/her visit. In addition, all volunteers that are going to work with students in an environment that is not directly supervised by a staff member must have a criminal background check.

All school visitors/volunteers need to sign in and out at the office whenever they arrive at school. Guardians and adults must cooperate with school staff when on school grounds, in the building and on field trips, which includes complying with school rules and school district policies.

## **Guardian Teacher Organization**

Each school has a PTO that meets monthly. All guardians are welcome to join. Call your school's office for meeting details.

## **Homework**

### **Guidelines for Teachers, Guardians, & Students**

Homework is an important supplement to daily classroom activities. Homework is most effective when it is directly related to the instructional objectives of the classroom. The purpose for any homework assignment must be clear, and students and guardians must understand the teacher's expectations. Clear, direct lines of communication between teachers and guardians will help students understand the importance of homework and avoid unnecessary problems.

- Homework is *not* meant to be "busy work."
- Homework is *not* meant to be the primary means of learning new material.
- Homework is *not* meant to cause undue stress on teachers and families.
- When students or guardians get to the point of utter frustration regarding a homework assignment, it is time to stop!

### **Time expectation for homework**

While it is not necessary for homework to be assigned every night, it is reasonable to expect that a certain amount of homework may be assigned on a regular basis. Guardians who repeatedly find their children working on homework in excess of the following guidelines should notify the school.

<u>Grade levels</u>	<u>Suggested amount of homework (average total)</u>
Grades K-2	Not more than 30 minutes
Grades 3-5	30 to 60 minutes

### **Teacher's responsibilities regarding homework**

- Provide assignments that are worthwhile, clearly linked to instructional goals and of reasonable length.
- Use homework to assess students' understanding of material taught in class.
- Provide reasonable accommodations for students with special needs.

- Provide written materials that are legible.
- Provide timely feedback to students regarding homework.
- Establish reasonable consequences for homework assignments that are missing, incomplete, or late. In most instances, homework will affect a student's grade.
- Keep students and guardians informed regarding problems related to homework.

### **Guardian's responsibilities**

- Provide adequate time and quiet space for homework.
- Monitor the completion of homework.
- Assist the child with some activities when requested by the teacher, e.g., reading with the child, practicing flash cards, etc. (Guardians are *not* expected to teach or to re-teach lessons, *nor* are they expected to do their children's assignments.)
- Inform the school when there are any problems with the student completing homework.

### **Student's responsibilities**

- Know the assignment.
- Ask questions when you do not understand the assignment.
- Be prepared by having the proper books, material, and supplies.
- Do your own homework and hand it in on time.
- When appropriate, use an assignment book and have guardians sign it.

## **Hartford School District Policies**

Complete Hartford School District Policies are available at <http://www.hartfordschoolsvt.com/policies>.

### **Bullying Prevention**

Purpose of Policy: To provide a safe, orderly, civil and positive learning environment.

Policy Scope: Applies to all acts of bullying made by students of the Hartford School District:

- During the school day on school property or at a school sponsored activity; or
- Which can be shown to pose a clear and substantial interference with another student's right to access educational programs, regardless of where the acts of bullying occurred.

Definitions: 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 is repeated over time and is intended to ridicule, humiliate, or intimidate the student and may include, but is not limited to:

- Name-calling and verbal taunts
- Physical threats or actual physical harm
- Written or electronic messages or social media posts that ridicule or intimidate

Policy Statement: Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Acts of bullying are subject to corrective action and/or discipline as outlined in the Bullying Prevention Procedures.

The School District will put in place an Anti-Bullying Program to detect, prevent and intervene in cases of bullying. As part of the Anti-Bullying Program, the School District will collect, maintain and report statistics on incidents of Bullying.

Reporting: Guardians and students are encouraged to report suspected issues of bullying to school staff and/or administration. Formal complaints of bullying must be reported in writing.

### **Threats Policy**

I. Purpose of Policy

To provide a safe, orderly, civil and positive learning environment.

## II. Policy Scope

All students enrolled in the Hartford School District. This policy also applies to any student who aids, encourages or causes another individual to engage in conduct prohibited by this policy.

## III. Definitions

“Hartford School Community”- The students, faculty and staff of the Hartford School District, including volunteers or members of the public involved in carrying out or facilitating school sanctioned

“Threat” - A statement of intention to kill, injure any individual, and/or to damage real or personal property by means of a weapon, fire, explosive or other device or method, made for the purpose of harassment or intimidation.

## IV. Policy Statement

Any student who, in person or through the use of the mail, telephone, Internet, written note, posting or other instrument, willfully makes any threat or maliciously conveys false information, knowing the information to be false, concerning an attempt or alleged attempt being made, or to be made, against the person or the property of a member of the Hartford School Community is subject to a penalty up to and including expulsion.

Said individual (s) shall be brought to the superintendent who will decide if an expulsion hearing with the board is warranted. A student found by the board, after a hearing, to have violated the above prohibition may be expelled or suffer other sanctions deemed appropriate by the school board.

## Student Conduct and School Climate

Student Responsibilities: It is the responsibility of each student to contribute to a safe, respectful and productive learning environment by demonstrating respect and consideration for fellow students and adults. This includes complying with all policies and rules of conduct of the Hartford School District. Those behaviors that create an intimidating, hostile, or offensive environment but may not meet the definition of harassment (see policy F-42) will be considered violations of this policy and subject to the school’s or school district’s disciplinary system. The consequences for violations of this policy may include, but not be limited to, detention, suspension or expulsion. The following are expected of all students while on school property and/or when engaged in school-related functions:

- A. Students are expected to behave toward others in a respectful and courteous manner, respect the rights of others and exercise self-discipline.
- B. Students shall refrain from expressing personal prejudices against any individual or group.
- C. Students are expected to respect the property of the school district and that of others.
- D. A primary goal of the school district is to ensure that all students have the opportunity to learn and develop their abilities. No student has the right to interfere with the right of others to learn or to conduct themselves in a manner that disrupts or deprives others of the opportunity to participate in the educational process.
- E. Students are expected to comply with the instructions and directives of all duly authorized staff members. Students are expected to accept reasonable consequences for breaking school or district rules. Appeals may be made to faculty and administrators by students who believe instructions to be improper or unjust, but only after complying with them.
- F. Students are expected to attend school every day and to be on time.
- G. Students are expected to identify themselves, if asked to, by a district employee.
- H. Students are expected to be honest and discharge their responsibilities to the best of their ability.
- I. Students are expected to dress appropriately for school. Clothing shall not distract others from school work or reflect themes that are offensive or disrespectful to others.

## Policy: Prevention of Harassment of Students (F-42)

### I. Purposes

The Hartford School District is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect. This policy addresses incident(s) and/or conduct that occur on school property, on a school bus or at a school sponsored activity or incident and/or

conduct that do not occur on school property, on a school bus or at a school-sponsored activity but where direct harm to the welfare of the school can be demonstrated.

Harassment is a form of unlawful discrimination that will not be tolerated. It is the policy of the District to prohibit the unlawful harassment of students based on race, creed, color, national origin, marital status, disability, sex, sexual orientation, and gender identity, to the extent required by law (1). In addition, retaliation is a form of unlawful discrimination that will not be tolerated. Consistent with these purposes, annually each school shall select two or more designated employees to receive complaints and shall publicize their availability in any publication of the District that sets forth the comprehensive rules, procedures, and standards of conduct for the school (2).

It is the intent of the District to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this harassment policy is to prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that is likely to substantially disrupt the educational learning process and/or access to educational resources, or create a hostile learning environment.

The District shall promptly and effectively address all complaints of harassment in accordance with the procedures established by this policy. In cases where harassment is substantiated, the school shall take prompt and appropriate remedial action reasonably calculated to stop the harassment. Such action may include a wide range of responses from education to serious discipline. Such serious discipline may include termination for employees and, for students, expulsion or removal from school property. Nothing herein shall be construed to prohibit punishment of a person for conduct which, although it does not rise to the level of harassment as defined herein, otherwise violates one or more of the school's other disciplinary policies or codes of conduct.

## **Suspension**

Pursuant to Title 16 V. S. A. Section 1162, the principal may, in accordance with the aforementioned rules and regulations duly adopted by the board, suspend a student for misconduct when such misconduct makes the continued presence of the student harmful to himself, others, or to the welfare of the school. Students may be suspended, either in school or out of school, provided the student has been afforded fundamental due process as set forth in the Administrative Guidelines of this policy.

Any student with disabilities, regardless of whether the behavior prompting consideration of suspension is related to the child's handicap or not, maybe suspended for up to 10 school days in a school year. Accumulated suspension amounting to more than 10 days in a school year shall be considered a significant change in educational placement. In cases where such actions are being considered, the IEP Team or 504 Team must first determine if the disruptive behavior is related to the student's handicapping condition.

## **Substance Abuse Policy F-28**

The possession, distribution, use, or being under the influence of a regulated substance by students and employees is strictly prohibited at all school activities and/or on all school property by all persons. This includes all tobacco products.

## **Weapons Policy F-35**

Any student who brings a weapon to school shall be brought to the superintendent, who will decide if an expulsion hearing with the board is warranted. A student found by the board, after a hearing, to have brought a weapon to school shall be expelled for at least a calendar year. However, the board may modify the expulsion on a case-by-case basis when it finds mitigating circumstances. Weapons include (but are not limited to): firearms, live ammunition, knives and bows and arrows. Please see the Hartford School District Policy Manual for the complete policy.

## **Acceptable Use of District Electronic Resources**

### **I. Purpose of Policy**

The purpose of this policy is to:

1. Create an environment that fosters the use of electronic resources in a manner that supports and enriches the curriculum, provides opportunities for collaboration, and enhances staff professional development,

2. Ensure the safety of everyone that accesses the Hartford School District's technology devices, network and web resources.
3. Comply with the requirements of applicable federal and state laws that regulate the provision of access to the Internet and other electronic resources by school Districts.

## II. Policy Scope

This policy applies to everyone that:

- Accesses the Hartford School District's network, collaboration and communication tools, and/or student information systems either on-site or via a remote location,
- Uses the Hartford School District's technology devices either on or off-site.

## Student Records Policy F -23

The Hartford School District policy is to maintain confidentiality of student records. The Hartford School District will not release any personally identifiable information (except as allowed for by FERPA) without guardian permission. Please also see inside back cover regarding the release of directory information.

### Statement of guardian and student rights regarding education records:

As an eligible student or a guardian of a student enrolled in the Hartford School District, you have certain rights concerning the educational records which the school district maintains. These rights are afforded by the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA, PL 101-476) and the policy and procedures of the Hartford School District.

### You have the right:

- To a list of the type and locations of student education records maintained by the Hartford School District and the titles and addresses of the school officials responsible for those records.
- To inspect and review your (your child's) education records within a reasonable time after such a request (no more than 45 days after the request is made, and before any IEP meeting or hearing related to the identification, evaluation, or placement of a handicapped student).

Please see the Hartford School District Policy Manual, Policy F-23, and the Student Records and Guidelines G-F16 Educational Records for the complete policy and explanation of our district's student records policy and your rights.

## Promotion and Retention F -16

It is the policy of the Hartford School District that each child be placed in an educational setting that best serves the total needs of the child. Furthermore, it is our philosophy that a child's educational interests are usually best served when associating with children of the same chronological age. However, depending upon the needs of the individual students, it may become necessary to consider alternative grade-level placement.

In this regard, retention should not be seen as inherently negative but rather as an opportunity for a student to experience an additional year of development and academic preparation in order to enhance that child's chances for educational success.

When enrichment or remedial programs are needed, it is incumbent upon the school administration to provide such programs within the limits of budgeted resources and the skills of existing personnel.

Guideline G-F8: Retention is most readily accepted and more likely to be successful when it occurs in the lower elementary grades. For many children, four years of elementary preparation is simply not enough. Giving such youngsters the "benefit of the doubt" may indeed mean providing an extra year's preparation before allowing them to move to the more academically-oriented upper grades. Therefore, it is important that the staff identify as early as possible those students who will need five years of grades 1-4 and plan programs accordingly.

Retaining a child when neither the guardian nor the child was convinced of the need, seldom is worthwhile. However, there are occasions when the school must retain a child against the guardian's wishes. The school makes the final decision with regards to grade-level placement. If the guardian or guardian does not concur with the school's decision to retain a child, said guardian or guardian may appeal the decision by submitting a request in writing to the principal. Such an appeal shall constitute reasonable grounds for the administration to give careful attention to the basis for the original decision and to again notify the guardian in writing of its reconsideration and subsequent decision.

See Hartford School District Policy Book for Complete Policies and Procedures  
(These can be found in each Principal's office. Please call ahead to make arrangements.)

### **Protection of Pupil Rights Amendment (PPRA)**

This federal law requires that guardians have a right to inspect materials used in US Dept. of Education surveys and tests. It also requires guardian consent before student participates in federally funded surveys that go beyond academic questions.

The Hartford School District complies with PPRA regarding the 4th grade NAEP test (academic only) and does not participate in any other Federal surveys. For more information please see: [www.ed.gov/print/gen/guid/fpco/ppra/index.html](http://www.ed.gov/print/gen/guid/fpco/ppra/index.html). Also, the Hartford School District's policy regarding this topic is posted at <http://www.hsdvt.com/policies>.

### **Family Educational Rights and Privacy Act (FERPA) PARENTAL NOTICE**

34 C.F.R. Part 99 (the federal regulations promulgated pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g et seq.) require an annual notification to parents of their rights under the Act.

Parents and/or legal guardians have the right to:

1. Inspect and review their children's records,
2. Seek amendment of the record if it is inaccurate or misleading,
3. Consent to disclosure of personally identifiable student information except as provided in 34 C.F.R. §99.31, and
4. If they believe the Act has been violated, file a complaint with the Family Policy Compliance Office of the United States Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

Requests to review a child's records must be made through the school's administrator. The school may ask that the parent and/or legal guardian present documentation attesting to his/her relationship to the child. Requests to amend a child's record must be made in writing and presented to the school's administrator. The school will review the request in a timely manner and respond in writing.

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the guardian objects to the release of the directory information about the student. If you do not want the Hartford School District to disclose directory information from your child's education records without your prior written consent, you must notify your school's principal by September 30th. Guardians who are registering students new to the district must notify the district by completing a form provided at the time of registration and returning it within the first 10 days of enrollment. The Hartford School District has designated the following information as directory information and it will be available to the public:

- A student's name, address, and telephone number.
- The names of students participating in officially recognized activities and sports and activity/sport photographs, and weight and height of members of athletic teams.
- The student's grade level, enrollment status, and honors and awards received in school.

For limited school-sponsored purposes (student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to local media, district/campus web site, district/campus video, district/campus publications) the Hartford School District will utilize designated directory information unless the guardian or guardian has objected in writing. Objection to the use of directory information for a limited school-sponsored purpose will result in the student(s) being omitted from all district/school publications and programs for extracurricular activities.

## Qualifications of Teachers and Staff

As a guardian of a child who attends a school that receives Title 1 funds, you have the right to request information regarding the professional qualifications of your child's classroom teacher. This information could include:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught.
- Whether the teacher is teaching under an emergency or provisional license.
- A teacher's degree background.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

## Notification of Asbestos Management Plan Availability

The Asbestos Hazard Emergency Response Act (40 CFR 763.93 (g)(4)) requires that written notice be given that the following schools have Management Plans for the safe control and maintenance of asbestos-containing materials found in their buildings. These Management Plans are available and accessible to the public at the administration office of each facility listed below.

SCHOOL	ADDRESS	TELEPHONE
1. Hartford High School	White River Jct., VT 05001	295-8610
2. Hartford Area Career and Tech Center	White River Jct., VT 05001	295-8630
3. Hartford Memorial Middle School	White River Jct., VT 05001	295-8640
4. Dothan Brook School	Wilder, VT 05088	295-8647
5. White River School	White River Jct., VT 05001	295-8650
6. Ottauquechee School	Quechee, VT 05059	295-8654
7. Regional Alternative School	Wilder, VT 05088	295-8628
Hartford Superintendent's Office	White River Jct., VT 05001	295-8600

# School Calendar

## HARTFORD SCHOOL DISTRICT 2015-2016 School Calendar – Final (Approved 1-28-15)

	M	Tu	W	Th	F		M	Tu	W	Th	F
<b>August</b>	17	18	19	20	21	<b>February</b>	1	2	3	4	5
<b>1</b>	24	<b>T</b>	<b>T</b>	<b>T</b>	<b>T</b>	<b>16</b>	8	9	10	11	12
	31						<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>September</b>		1	2	3	4		22	23	24	25	26
<b>21</b>	<b>H</b>	8	9	10	11		29				
	14	15	16	17	18	<b>March</b>		1	2	3	4
	21	22	23	24	25	<b>22</b>	7	8	9	10	11
	28	29	30				14	15	16	17	18
<b>October</b>				1	2		21	22	23	<b>D</b>	<b>T/PC</b>
<b>21</b>	5	6	7	8	9	<b>April</b>	28	29	30	31	
	<b>T</b>	13	14	15	16	<b>16</b>	4	5	6	7	8
	19	20	21	22	23		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
	26	27	28	29	30		18	19	20	21	22
<b>November</b>							25	26	27	28	29
<b>16</b>	2	3	4	<b>D</b>	<b>T/PC</b>	<b>May</b>					
	9	10	<b>H</b>	12	13	<b>21</b>	2	3	4	5	6
	16	17	18	19	20		9	10	11	12	13
	23	24	<b>X</b>	<b>X</b>	<b>X</b>		16	17	18	19	20
	30						23	24	25	26	27
<b>December</b>		1	2	3	4		<b>H</b>	31			
<b>16</b>	7	8	9	10	11	<b>June</b>			1	2	3
	14	15	16	17	18	<b>7</b>	6	7	8	9	<b>G/T/S</b>
	21	22	<b>X</b>	<b>X</b>	<b>X</b>		<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	
	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>							
<b>January</b>					<b>X</b>						
<b>18</b>	4	5	6	7	8						
	11	12	13	14	15						
	<b>T</b>	<b>T</b>	20	21	22						
	25	26	27	28	29						

Aug. 25, 26, 27, 28	In-service days (no classes for students)	T = Teacher In-service Days (No classes for students)
Aug. 31	First day of school for students	D = Early Dismissal for Students (1/2 day in-service)
Sept. 7	Labor Day (school closed)	H = Holiday; School closed for students and teachers
Oct. 12	In-service day (no classes for students)	X = School closed for students and teachers
Nov. 5	Early dismissal for students	S = Snow-day make-up day if needed
Nov. 6	No classes students/K-8 Parent Conferences	PC=Parent-teacher conferences
Nov. 11	Veterans Day (school closed)	G = Graduation
Nov. 25, 26, 27	Thanksgiving Recess (school closed)	
Dec. 23– Jan. 1	Holiday Recess (school closed)	First Quarter Ends: October 30 (43 days)
Jan. 18	MLK Day (In-service/no classes for students)	Second Quarter Ends: January 15 (42 days)
Jan. 19	In-service day (no classes for students)	Third Quarter Ends: April 1 (47 days)
Feb. 15-19	Winter Recess (school closed)	Year Ends: If no snow days June 9 (43 days)
March 24	Early Dismissal for students	
March 25	No classes students/Elem. Parent Conferences	First Trimester ends November 20 (56)
April 11-15	Spring Recess (school closed)	Second Trimester ends March 11 (62)
May 30	Memorial Day (school closed)	Third Trimester ends June 9 (57)
June 9	Last student day if no snow days	
June 10	In-service day OR 1 <sup>st</sup> snow make-up day	June 9 Last student day if no snow days (175 days)
June 10, 13, 14, 15, 16	Snow-day make-up days (up to 5)	June 10 Last teacher day if no snow days (185 contract days)
June 10	Graduation	June 16 Last teacher and student make-up days if 5 snow days
		June 10 Graduation
		Student days must equal 175 and teacher days must equal 185

## Staff Directory

<b>Principal</b>		<b>Supplemental Services</b>
Cathy Newton		Lynn Porter, Reading Recovery
		Ross McGee, Math Interventionist
<b>Nurse</b>		
Andrea Davis, Nurse		
Tracy Jennings-Nurse Assistant		
<b>Administrative Assistant</b>		<b>Special Services</b>
Cheryl French		Larissa Hine, Occupational Therapist
		Samantha Hudson, Occupational Therapy Assistant
		Beth Pastor, Physical Therapist
<b>School Counselors</b>		Loralyn LeBlanc, Special Education
Alisha Keel		Erin Terry, HCRS Clinician
		Lynne Harrison, Special Education
<b>Pre-Kindergarten</b>		Nancy Cardenuto, Special Education
Claire Jordan		Michael Daley, Special Education
		Jill Lorenz, Speech/Language Pathologist
<b>Kindergarten</b>		Tiffany Leno, HCRS Behavioral Interventionist
Hannah Thomas		
Erika Wetzel		<b>Paraprofessionals</b>
		Chad Clough
<b>Grade 1</b>		Kelly Douglass
Sue Fosdick		Karen Fogg
Jodi Tierney		Rebecca Frappier
		Julie Hamilton
<b>Grade 2</b>		Anna Rayner
Nicki Connolly		Sarah Spaulding (K)
Logan Humphreys		Joya Todt (Pre-K)
		Shelby Hawks (Special Ed. Clerk)
<b>Grade 3</b>		Carol Ratj
Kathy Bishop		Carmen Thibodeau
Kim Dumont		Caroline Elliott
		Kylie McDonnell
<b>Grade 4</b>		
Madeline Carlock		
Suzan Locke		
Christine Bourne		
<b>Grade 5</b>		
Nancy Maville		
Sandra Rhoades		<b>Support Staff</b>
		Carl Monfette, Custodian
<b>Related Arts</b>		Emily Paquette, Kitchen
Kaleigh Soule, PE		
Lindsay Wadleigh, Music		
Cathy Bartolini, Art		
Marcia Peterson, Library		
Michael Conerty, Band		

