

# Family Handbook 2024-2025



## NES OWLS

Own our Actions   Work Responsibly   Learn Together   Show Respect

Northfield Elementary School  
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<https://www.cvsu.org/nes>

# Table of Contents

Mission Statements	p.3
School Schedule	p.4-5
Transportation Services	p.5-6
Meals and More	p.6-7
Programming Plan and Assessment	p.7-8
Support Services Academic and Wellness	p.9-11
Health	pp.11-13
Expectations and Policies	pp.13-23
Library Media	p.23
Technology	p.23-24
Home/School Partners & Communication	p.24-28
Contact Us	pp.28-29
Student Records	pp.30
Emergencies	pp.31-32
Facilities	pp.32
School Board Information	p.33
Notices	p.34-35

# Central Vermont Supervisory Mission Statement

**The CVSU community of schools is committed to cultivating within all our students the knowledge, skills, and character essential to becoming purposeful, productive and engaged members of their world.**

To achieve this mission, the Central Vermont Supervisory Union will uphold a united culture across the communities of CVSU and coordinate services to:

- Ensure a physically and emotionally safe learning environment that fosters mutual respect and the creation of healthy relationships;
- Provide high-quality learning experiences that authentically engage all students;
- Develop and support creative and resilient thinkers and problem solvers;
- Foster opportunities for members of the CVSU family to meaningfully contribute, individually and collectively, to school and community life;
- Foster an understanding of and engagement in the democratic process of local, state, and national government as citizens committed to positively affecting their society;
- Develop in our schools, habits of leadership and ethical decision-making;
- Inspire students to confidently advocate for and design growth experiences that help them define who they are and where they are headed as individuals;
- Provide opportunities for students to acquire the essential skills they will need to lead independent and productive lives;
- Craft learning opportunities that nurture environmental stewardship;
- Ensure that our students meet or exceed state and national academic standards;
- Hire and cultivate a team of compassionate, creative, and innovative personnel;
- Foster leadership that promotes innovation, equity, sustainability, and the responsible use of all available community resources.



## NES Mission-Our purpose

The purpose of the Northfield Elementary School community is to educate, empower and support all students to become respectful, engaged, responsible and effective learners who actively participate throughout the process of learning.

## NES Commitment-Our practice

We commit ourselves to the collective responsibility of maintaining a safe learning environment in which we nurture the academic and social-emotional development of all students. We engage students in learning opportunities relevant to their participation in school, local, and global communities. We hold all students to high, attainable, and consistent expectations. We recognize and celebrate student growth and success in a manner that promotes student ownership and reflection.

## THE SCHOOL DAY

# Arrival

Students are welcome to arrive between 7:45 and 8:10 am.

The school day **begins at 8:10 am** students should be in their classrooms at that time.

No students should arrive at school before 7:45 as there is no supervision. This includes walkers and bikers. (See Transportation Services section for more info on bikes, scooters, etc.).

Cars - The crescent loop is designed to keep traffic moving as efficiently as possible during transition times at school. During morning arrival and dismissal, parking in the crescent is not permitted and drivers must remain in their vehicles. Please do not arrive early and wait in your car as this interferes with staff entering the school parking lot. Please make every effort to keep the car line moving by having your student(s) ready to exit the vehicle. *Please Don't Idle*. Vermont has a law prohibiting a person from idling a motor vehicle for more than 5 minutes in a 60 minute period. This includes school buses, school vehicles and personal vehicles.

- Options:
- \*\*If your student needs a longer goodbye, you can park in the upper lot and your student can enter through the flagpole entrance.
  - \*\*The church on Vine Street has graciously invited you to park in their large lot and walk to NES for student arrival and dismissal.

Buses and Walkers -(See Transportation Services section for more info on buses, bikes, scooters, etc.)

<p>Preschool and Kindergarten</p>	<p>PK students enter the school using the Preschool Ramp, just past the grade K-5 drop off and pick up crescent.</p> <p>PK families are invited to park in the two designated parking spaces at the ramp or in the small lot across the street, by the crosswalk.</p> <p>Kindergarten students enter the school through the doors near the crescent (the parent drop off area).</p>	<p>PK and K students report directly to their assigned classroom, breakfast is served in the classroom. Only PK and K parents are invited to walk students to classrooms. School-aged siblings, friends and relations are not permitted to accompany their parents and PK age siblings to class. It just gets too crowded. Gradually PK and K students will be expected to enter the school and report to their classrooms independently. You will be informed when we make this transition. Please be prepared for this.</p>
<p>Grades 1-5</p>	<p>Enter the school from the crescent doors (the parent drop off area) **or flagpole entrance if your student needs a longer goodbye.</p>	<p>Students have the option to enjoy breakfast near the cafeteria or walk through the school to the recess yard.</p>

## *Late Arrivals*

All students (PK-5th grade) arriving after 8:10 a.m. are considered tardy (late) unless they are riding a bus that is late. Late students should enter the flagpole entrance nearest the office. Parents/guardians, please contact the front office to offer a reason for the late arrival. Parents/guardians may not walk their children to class as this disrupts instruction.

# THE SCHOOL DAY

## Dismissal

### ***Early Departure***

All students must be signed out and dismissed from the front office. If it is necessary for a student to leave before the end of the day, a note should be sent with the student that morning or a phone call made to the main office (802-485-6161), giving the classroom teacher and office notice of the early departure. When you arrive to pick up your student, the office will call the classroom to have the student come to the front lobby doors (flagpole entrance.) Please plan enough time for your student to gather their personal belongings and get to the office. Please note: early releases of more than an hour are considered a partial day absence and are used in the attendance count.

Dismissal begins at 2:55 pm

NES will not release a student to any adult without authorization from the custodial parent. Please update your student's emergency contacts as needed in your PowerSchool account.

Changes to Your Student's Transportation Arrangements - If your child's after school transportation changes, parents must notify the office either by a note or a call to the office by 2:00 (802-485-6161). A pass will then be written for the student. If we do not receive a note or call regarding a change from a parent, the student will be dismissed according to their usual routines. Changes in dismissal need to be made prior to 2:00 to ensure sufficient time to notify classroom teachers.

	Bus	Family Pick-up / Walkers
Preschool	Preschoolers (must be 4 yrs old) <b><i>must</i></b> have an adult at the bus stop, they will not be dropped off without an adult present. Drivers are not required to wait for late students.	Meet your student at the Preschool Ramp just past the grade K-5 drop off and pick up crescent.  Preschool caregivers are invited to park in the two designated parking spaces at the ramp or in the small lot across the street, by the crosswalk. Students will be lined up and staff will bring them to you. You may be asked to show a photo ID.
Kindergarten	Kindergarteners <b><i>must</i></b> have an adult at the bus stop, they will not be dropped off without an adult present. Drivers are not required to wait for late students.	Students will be escorted to the gym and staff will call for them as their ride pulls up to the crescent. Please try to display your student(s)'s last name so that staff are able to identify the car. You may be asked to show a photo ID.
Grades 1-5	Students are escorted by staff to their buses. Drivers are not required to wait for late students.	Students will be escorted to the gym and staff will call for them as their ride pulls up to the crescent. Please try to display your student(s)'s first and last name so that staff are able to identify the car. You may be asked to show a photo ID.

Late Office Pick-Ups: All remaining students at 3:15 will report to the office for parent/guardian pick-up. A parent/guardian will be contacted by the office after 3:15 p.m. if a student is still waiting.

## **TRANSPORTATION SERVICES**

### ***Bus Info***

Paine Mountain School District offers transportation to all students who reside in the district. This information

should be completed as part of your yearly registration on PowerSchool. A bus schedule will be emailed/posted in mid to late August. Please update the information on PowerSchool if it changes.

Students should be at the bus stop at least **five minutes prior** to the scheduled pick up time. Bus times can vary by as much as 5 minutes before or after the stop time due to weather, road conditions, or traffic.

Preschoolers (must be 4 yrs old) and Kindergarteners ***must*** have an adult at the bus stop. Preschoolers and Kindergarteners will not be dropped off without an adult present. Drivers are not required to wait for late students.

Each driver is responsible for the supervision of the students on their bus. Students that do not follow the bus rules will be reported to the principal. Consequences for not following the bus rules may include removing a student from the bus for a period of time or permanently for repeat offenses. The length of time a student is removed from the bus increases with each offense. Vermont law allows districts to not provide transportation.

### ***Bus Delays***

Bus delays of over 25 minutes will be communicated by the school to families, via Connect 5 our automated call system.

### ***Road Conditions***

If road conditions are poor in your area, use your discretion when sending students to school. Remember to call the office if your student will be absent. (802-485-6161)

### ***Bicycles, Scooters, Rollerblades and Skateboards***

Students need parent/guardian permission in writing to be allowed to leave school without an adult. Bicycles, scooters, skateboards, and rollerblades are a fun and active way to travel to school. NES strongly recommends wearing a helmet while riding a bicycle, scooter, rollerblades or skateboards. NES has a few simple rules for these items:

- Bikes must be walked while on school grounds
- Bikes must be left in the bike racks, locks are recommended. The school will not be responsible for any damages or theft of a bicycle or personal property left on a bicycle.
- Bikes cannot be ridden at recess
- Bikers should not arrive prior to 7:45 and are dismissed with walkers at the end of the school day.
- Skateboards, scooters, and rollerblades must be left in the office upon arrival.

### **MEALS and MORE**

Our food service is provided by a contract with The Abbey Group. [bob@abbeygroup.net](mailto:bob@abbeygroup.net)

For onsite Trina Delary is our contact. [northfieldelem@abbeygroup.net](mailto:northfieldelem@abbeygroup.net)

**School meals are free to all students again this year.** However, it is very helpful to our school for you to complete the **free and reduced lunch eligibility form**. Our school is open to grant opportunities based on the number of families who complete the free and reduced lunch eligibility form. Our meal program complies with federal nutrition guidelines.

**Menus** will be sent home at the beginning of each month to help you plan. Menus are subject to change.

### **Breakfast**

7:45 – 8:05 a.m.

\*Students are required to take an entire "breakfast" in order not to be charged individual prices for

items. Students may keep parts of this meal for a snack later in the day if they wish.

\*Breakfast will be served in the classrooms for PK & K students.

\*Grade 1-5 students may elect to enjoy breakfast near the cafeteria.

### **Lunch**

Lunch will be served in classrooms for grades PK through 2nd. Grades 3-5 will be served in the kitchen and return to their classroom to eat lunch.

### **Classroom Snack Time**

A time for snacks is built into every classroom daily schedule. **Please send a snack with your student each day.**

### **Allergies and Dietary Restrictions**

As a rule, students do not share food at school. Some classrooms follow a Nut Free Food Requirement due to severe allergies. These classrooms are clearly posted and your student's teacher will let you know if this applies to their classroom. Please contact Nurse Chris Matheson if you have any questions or concerns about your student's food allergies or restrictions (cmatheson@cvsu.org).

## **2024-25 PROGRAMMING PLAN**

Our Preschool and Kindergarten are self-contained classrooms and are full-day 5 days per week.

Grades 1-5 rotate between their homeroom and content specialists for ELA/Global Studies and Math/Science.

### **Teaching Teams**

PK	Teaching Staff: Mrs.Amanda Rogers, Ms. Cara Collette, Ms. Megan Macaulay, Mrs. Jess Storrs Support Staff: Crystal Dunphy, Karen Boguzewski, Jenny Allen, Heather Walter, Ayden Paige Special Educator (EEE): Ms. Melinda Schmalz	
Kindergarten	Ms. Libby Hodson	Ms. Micah Delventhal-Saffian
1st Grade Team	Mrs. Eileen Bean - Humanities	Mrs.Laurie Parker - Math and Science
2nd Grade Team	Mrs.Katina Lambert - Humanities	Mrs. Rebecca Corrigan - Math and Science
3rd Grade Team	Mrs. Katie O'Brien - Humanities	Mr. Casey Rothenberg - Math and Science
4th Grade Team	Ms. Hailey Brickey - Humanities	Mrs. Susie Maxham - Math and Science
5th Grade Team	Mrs. Keturah Maraska - Humanities	Mrs. Joann Clancy-Muller - Math and Science
Intervention	Mrs. Karen Hatch - ELA	
Special Education (K-5)	Ms. Kim Chouinard, Mrs. Katy LaPerle, Mrs. Julie Sippel-Silowash, Ms. Erin Fifield (SLP)	
Allied Arts Teachers	Art - Ms. Julie Carino Music - Ms. Matey Thygesen Library - Mrs. Nanette Smith PE - Mr. Mike Goneville	

## **Assessment**

### ***The Purpose of Assessments***

At Northfield Elementary School, we use assessment to help us determine how and if students are learning and how we can improve their learning. We also use assessment in order to communicate to the community, the state, and the federal government how our students are progressing toward proficiency of our identified performance indicators. There are different types of assessments used, as explained below. The classroom teacher maintains an assessment file on each student, and passes the information to the teacher in the next grade. The school uses results to modify its instruction for the student and as an indicator for how we can improve our programs and practices.

### ***Ongoing Classroom Assessment***

The most common assessments are the ongoing formative oral and written assessments that the classroom teacher uses to determine if students have learned/achieved the learning intentions and performance indicators that were explicitly taught throughout a unit of study. The teacher uses the information gained from the assessment to plan future instruction. These assessment records are kept by the teacher and are not included in the student's assessment file. They are, however, used to communicate student achievement as reflected in the student report cards that are sent to families three times per year.

### ***Literacy/Math Assessments***

At each grade level students are assessed in math and literacy (reading or pre-reading and writing skills). All of these tests are used as local assessments that teachers analyze as a team and use to help inform instruction. Those instructional teams also use the results of these tests to determine students' instructional needs. The students are assessed several times throughout the school year. Students who do not meet the benchmarks in the fall receive additional targeted instruction, are progress monitored, and are assessed again in the winter, spring, and June to monitor growth.

Students throughout the CVSU district in grades K-2 are assessed in Literacy using the Orton Gillingham Assessment and the iReady Math and ELA diagnostic assessments. Grade 3-5 students are assessed using the iReady ELA and Math diagnostic assessment. Our district uses iReady to monitor student progress. Achievement testing measures a student's performance on a given day, in specific content areas. Scores are reported to the school in a way that compares a student's performance and the groups' performance with other students of the same grade throughout the supervisory union. Your child's assessment scores will be shared with you.

### ***Achievement Testing***

COGNIA is an achievement test that meets the requirements for the federally mandated *Every Student Succeeds Act*. It will be used to measure your student's achievement level and gauge the effectiveness of school programs.

Each student in Grades 3 – 5 are assessed annually in Reading, Writing, and Mathematics. COGNIA is aligned to the *Common Core State Standards* (CCSS) and will assess students' proficiencies toward the grade level standards in Reading, Writing, and Mathematics. In addition, 5th grade takes the Science assessment. The results from these tests will be published and will determine whether our school meets the criteria set forth in the *Every Student Succeeds Act*. Your child's assessment scores will be shared with you.

### ***Academic Concerns***

When a teacher develops concerns about a student's performance the teacher will discuss the concerns with the student's families and refer the student to the Targeted Intervention Team with the principal in attendance. The team will design support plans for the student to maximize their learning. The team will monitor progress until adequate progress is made.



# **SUPPORT SERVICES**

## ***Intervention***

Identified students participate in a block of time that is designed to support their specific learning needs. During this time students work in small groups on specific learning targets. These groups address skill or concept work such as increasing reading fluency, sight word work, decoding text, working on math fact accuracy and fluency or any other learning target that would support their academic success. Each intervention session typically lasts 6-8 weeks.

## ***Special Education Act 173***

Act 173 of 2018 is an act relating to enhancing the effectiveness, availability and equity of services provided to students who require additional support. The Agency of Education is integrating procedures and processes in order to support the field in adapting and adopting the systemic changes necessary to respond to the act. Learn more here:

Special Education Resources for Families

## ***Section 504 of the Rehabilitation Act of 1973***

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute which was enacted to eliminate discrimination on the basis of disabilities in any program or activity receiving federal financial assistance. It is the policy of the Central Vermont Supervisory Union that, "No otherwise qualified handicapped individual... shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." An individual with disabilities is defined as one who "has a physical or mental impairment which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment." Persons with questions about the law and how it may apply to their family or who are not in agreement with the provisions in their student's 504 plan should contact the Principal, Denise Russell, or the Director of Special Services, Abby Wiggins (802-433-5818 or [awiggins@cvsu.org](mailto:awiggins@cvsu.org)).

The school administration is designated as responsible for implementing Section 504. Parents/guardians will be informed of screening and evaluation procedures used whenever there is a reason to believe that a student has a disability that limits his or her ability to attend or function at school, the right to be educated with non-disabled students to the maximum extent appropriate to the student's individual needs, and notice of the procedure safeguards guaranteed by law. See attached policy S.31.R Section 504 & ADA Grievance Protocol for Students & Staff

## ***Social-Emotional Supports***

### School Behavior Management Philosophy

A quality education for all students involves a partnership among families, students, and staff. Northfield Elementary Staff will work with students in a positive manner while instilling attitudes of respect, responsibility and good character. We believe a safe and orderly learning environment is essential for school success. We believe that social and behavioral expectations need to be taught. All NES students receive explicit instruction of our school's expectations both in the classroom and in the common areas such as the hallway and the recess yard. We believe that most discipline situations can be resolved in the classroom. If teachers find they need assistance in supporting students learning to make positive decisions, they can work with our behavior support team to structure activities aimed to build positive relationships and academic success.

NES has adopted a Positive Behavior Interventions and Supports (PBIS) framework. PBIS is part of a Multi-Tiered System of Support which helps students achieve academic and social standards. PBIS provides a framework for enhancing a positive and safe climate while supporting all students as they work to meet

behavioral expectations. A PBIS school works to celebrate both individual and group successes.

A key strategy of the PBIS process is prevention. Teachers and staff members will use instruction, regular practice and reinforcement to help students understand and follow a consistent school wide set of behavior expectations and rules. When students fail to meet expectations, we view it as an opportunity for re-teaching, practice and discussion. The vast majority of NES students meet or exceed the school's behavioral expectations, and we want to acknowledge their positive contributions to our school community.

### Recognition for Positive Behavioral Choices

It is important for students to know when they are meeting our expectations. NES and the teachers will recognize students for a "job well done" both through classroom rewards, praise, postcards and calls home.

### NES and the Wise Owl Way (W.O.W)

OWLS is an acronym that helps students, staff and community remember the school guidelines for behavior and character while at Northfield Elementary School. The Pirate Owl mascot is used regularly in activities throughout the school. OWLS stand for:

**Own our Actions   Work Responsibly   Learn Together   Show Respect**

### PBIS Involves Three Tiers of Support

- *Universal Supports* are strategies geared towards all students. NES identifies and teaches expectations, reinforces students for appropriate behaviors using positive acknowledgements and procedures are in place for discouraging inappropriate behaviors.
- *Targeted Level Supports* provide greater structure and feedback for students who are not responding to *Universal Supports*. This includes greater school/home communication and behavior interventions based upon data collected. An individual plan may be developed with the classroom teacher.
- *Intensive Supports* create a Behavioral Support Plan and may be informed by a functional behavior assessment.

The NES social-emotional support system provides a continuum of support to address problem behavior. We focus our support to address the root cause of the behavior whenever possible to reduce future occurrences of the behavior. If students do not respond to initial interventions, the intensity of support increases.

NES teachers follow classroom behavior management systems that address the majority of behaviors which do not meet our expectations. Classroom managed behaviors include but are not limited to: class disruptions, minor cases of dishonesty, inappropriate language that is not directed at an individual or threatening to others, rude and disrespectful behavior that is not bullying or harassment, not following directions, and unsafe or rough play. Intervention and response strategies include but are not limited to: verbal reminders/corrections, student conference, restitution, recess or bus academy, parent contact and administrative referrals for chronic behaviors.

Some infractions will result in a referral for administrative response. These infractions include but are not limited to: fighting, profanity directed at individuals, threats to the safety of individuals or the school community, harassment, bullying, possession of a weapon or illegal substances, vandalism, and *chronic classroom behaviors*. Intervention and response strategies include but are not limited to: parent conferences, and implementation of a behavior plan, and in-school or out of school suspension.

Our goal is to work with students to address the root cause of unexpected behavior. We offer students opportunities to learn about appropriate behaviors, see behaviors modeled and practice what they should do. For some students this may include an individual behavior plan where positive behaviors are guided and reinforced. NES teachers and administration are committed to communicating with families and working collaboratively with them to support their student's social, emotional and academic growth.

### ***School Counselor***

The school counselor works with individuals, small groups, and whole classes. The school counselor addresses health and wellness issues with students, including healthy lifestyle choices, hygiene, puberty, changing families, and friendships. The school counselor helps students plan for successful behaviors at school. Caregivers are encouraged to call the school counselor to seek assistance or information about parenting, child development, emotional concerns, issues related to separation and loss. The school counselor is not available to see individual students on a regular basis.

## **HEALTH**

### ***Accidents on School Property or at School Functions***

In the event of an accident on school property, specific school personnel are equipped to render first aid. Severe cases of illness or serious accidents will be brought to the immediate attention of the parent/guardian. If it is determined that emergency medical assistance is needed, the Northfield Rescue Squad will be called for assistance. It is important that parents/guardians whose students have disabilities or medical issues inform the nurse.

### ***Insurance and Student Injuries***

Costs for medical, dental, hospital services due to injuries sustained by students while on school property and/or during a school function are the responsibility of the parent/guardian. Northfield School District does not provide medical insurance coverage for school accidents. This means that parents/guardians are responsible for all medical bills (including ambulance expenses) if your student gets hurt during school activities.

### ***Health Insurance***

Any / all interested families simply need to go here to access the coverage - Coverage is provided by Gerber Life Insurance Company through Zevitz Student Accident Insurance Services, Inc. and can be purchased via the SMIC (specialty markets insurance consultants) website: [www.k12specialmarkets.com](http://www.k12specialmarkets.com).

### ***Health Services***

The school nurse is an integral part of your student's educational team. The school nurse handles routine illnesses and accidents. The school nurse will screen students' vision and hearing, as required by the state of Vermont. They will oversee other health related screenings and duties such as head lice checks, immunizations, individualized health and nutrition counseling as well as first aid. The school nurse is responsible for keeping cumulative health records for each student. Parental cooperation is essential if school health records are to be accurate. The School Nurse, or a secretary in the main office, will make the phone call if a student needs to go home because of illness.

Parents and guardians are required to complete the *Medical Information Form in PowerSchool* at the beginning of every school year and to be certain that forms are returned to school. The information obtained from these forms is key to providing comprehensive school health services.

We encourage students and families to seek assistance from the school nurse with all health related questions and concerns. If your student comes home and complains about an injury, please make sure to tell us immediately. We cannot do a fair investigation of an accident or discipline situation unless we are notified in a timely manner.

### ***Immunization Requirements***

The Vermont's Department of Education and Health mandates that if your student is enrolling in kindergarten or is new to our school, they must have received the following immunizations:

- 5 doses of DTaP (diphtheria, tetanus, and pertussis) vaccine.
- 4 doses of polio vaccine
- 2 doses of MMR (measles, mumps, rubella) vaccine
- 3 doses of hepatitis B vaccine
- 2 doses of chickenpox (varicella) vaccine\*

*\*If your student has had the chickenpox, they do not need to receive the shot for chickenpox. However, you will need to complete and submit to the school nurse a form stating they have had the disease. The form is*

available at your student's primary care provider's office.

### ***Immunization Exemptions***

Students may be exempted from immunization for medical or for religious reasons. Exemptions for medical reasons require a signed statement from a physician that immunization is contraindicated and the reason and length of time the exemption is in effect. Exemption requests for religious reasons must be accompanied by a signed statement from parents/guardians that immunization is against their religious beliefs. The immunization exemption form must be completed yearly at the start of each school year.

### ***Keeping Students Home***

Please continue to follow stay home when sick procedures. All students and staff should stay home if they:

- Show symptoms of COVID-19 or test positive for COVID-18
- Have a fever (temperature greater than 100.4°F); or

If symptoms begin while at school, the student or staff member will be sent home.

#### **General guidelines for keeping a student home from school:**

- Fever over 100.4 degrees\*;
- Persistent vomiting or diarrhea within the past 24 hours;
- Sore throat with fever and enlarged tonsils or glands;
- Undetermined rash or rash with fever;
- Reddened, itchy eyes with significant purulent drainage;
- Active head lice;
- Severe emotional distress;
- Injured students that require round the clock doses of narcotic medication.

*\*Students' temperature needs to be less than 100.4 degrees for 24 hours without medication prior to returning to school after an illness. **If fever is due to COVID19 this recommendation may change. Please speak with our school nurse, Chris Matheson, for state recommendations and guidelines for re-entry after a COVID19 diagnosis.***

If your child comes home and complains about an injury, please make sure to tell us immediately. We cannot do a fair investigation of an accident or discipline situation unless we are notified in a timely manner.

### ***School Needs Written Doctor's Orders to Administer Prescriptions***

#### **S.16 Student Medication**

##### **Student Medication- Epinephrine/Naloxone Procedures**

Written orders from a physician detailing the name of the student, drug dosage, and the time that the medication is to be given must be received by the school nurse before the medication can be given in the event that requirements are not met, the school nurse will contact the student's physician prior to administering the prescription medication.

Written permission from the parent/guardian of the student must be given to the school before the medication can be given. Medication permission forms may be obtained from the school nurse or your physician's office.

Medication must be brought to school by an adult in a container appropriately labeled by the pharmacy or physician. Ask your pharmacy for a second labeled bottle to be left at school. No medication will be sent home with a student. All medications must be kept in the school nurse's office in a locked cabinet. Non- prescription medications will be administered only after written permission has been received from a parent/guardian.

### ***Health Concerns and Participation in School Activities***

Any student attending school must participate in physical education and outdoor recess. If you request that your

student have indoor recess or be excused from physical education, we must have a statement from the doctor.

## ***Head Lice***

### S.15 Head Lice

#### Head Lice Procedure

### **Policy**

The psychological, social and economical impact of head lice infestations can create a problem in the community. It is the position of the Central Vermont Supervisory Union and its member districts to adopt the National Association of School Nurses (NASN) position that the management of head lice (*Pediculus humanus capitis*) infestations in school settings should not disrupt the educational process, including but not limited to the elimination of classroom screening, forced absences from school for nits and/or live lice and broad notification that a case of head lice has been found.

As the leader who bridges health care and education, the registered professional school nurse (hereinafter referred to as school nurse) will be responsible for implementing evidence-based head lice management strategies that eliminate exclusionary practices and promote positive student outcomes, including reduced absenteeism.

## **EXPECTATIONS AND POLICIES**

### ***General Expectations***

*Care of school property-* Students are trusted with the care of school property consisting of textbooks, library books, electronic equipment, the school building and grounds, and all of its contents. Students will be held responsible for the loss or damaged books and other school property.

*Class preparation-* Students are expected to come to school prepared and ready to be involved in learning. Being prepared includes: being well rested and fed, dressing appropriately for all of the day's activities, and having homework completed.

### ***Homework***

Please talk with your students about what they are learning. Caregivers can best show interest in their student's work by providing a quiet place for study, by developing a homework routine, and by encouraging students to take pride in work that is timely and well-done. Homework will be assigned at the discretion of each classroom teacher.

### ***Academic Integrity***

Academic integrity matters at Northfield Elementary School. It represents a student's commitment to honesty; it also demonstrates a student's responsibility for his/her own learning. Although our students are young, the NES staff works to help them understand what it takes to be academically honest. We help them avoid the following:

- Cheating, including copying from another student, using cheat sheets or technology to cheat)
- Plagiarism, including copying and pasting from a website without giving credit, following the original sources too closely).
- Falsification, including forging signatures on school related documents
- Complicity, including allowing another student to copy academic work or working in groups without the approval from a teacher.

### ***Field Trips***

At the beginning of the school year, families will receive a form requesting permission for your student to participate in field trips throughout the year in the town of Northfield. Educational trips are a valuable part of our school program. Class trips will be related to local grade and curricular standards. Classroom teachers will include pre and post activities in school. Teachers will schedule and prepare their trips so as to gain maximum educational opportunities for their students. Field trips can include walking the nature trails to identify trees, walking in a parade, a bus trip to the Brown Library or a visit to a museum or the State House. NES teachers make every effort

to include caregivers. Occasionally, due to limited numbers/tickets, caregivers are not invited to participate on field trips - thank you for your understanding.

Volunteer/Chaperone Letter Please contact L in the front office for access to supporting documents that are required to be completed in her presence.

### ***Student Dress***

Students are expected to dress in an appropriate and safe manner at all times.

Please adhere to the following guidelines:

- In accordance with our PBIS mission to promote a positive school climate, clothing with slogans needs to be positive and promote a positive message about school and learning. Clothes with slogans or pictures showing drugs, alcohol, tobacco, or substance abuse will not be allowed. Clothes with obscene or vulgar messages are not allowed.
- Appropriate footwear must be worn at all times. Heels and flip flops are not practical for kids at school.
- Dress your student in a manner that enables them to participate fully in activities including gym and on the playground. Modesty not measurement is the criteria.
- Hats, hoods or sunglasses should be worn during instructional time if they become a distraction.

Please put your child's name on each article of outdoor clothing (coats, hats, mittens, and boots). If your student has lost clothing, ask them to check in the lost and found area at school.

### ***Money and Valuables***

Students must leave all personal games, phones, toys, stuffed animals, and collector cards at home. Collector cards, such as sports cards, Yu-gi-oh cards, Pokémon cards etc. are not allowed in school. Hand-held games must also be kept at home. Any item that may cause a disruption to the normal school operation should be kept at home. Items being misused or causing a disruption will be confiscated, labeled, and sent to the office. Parents/guardians may be required to pick up confiscated items.

### ***Visiting Students***

Only enrolled NES are allowed into classrooms, with very few exceptions granted by the principal or designee. This rule is for the protection of all students and the instructional program.

### ***Pets***

Northfield Elementary School follows the recommendations of the Vermont Department of Health and does not allow animals in school or on school grounds during school hours. Students who wish to share the excitement of a new family pet may bring in pictures. Exceptions include service dogs, law enforcement dogs, fish in an aquarium, limited classroom pets that have been approved by the school nurse.

### ***Recess***

Recess is an important part of a student's day. The physical break from school work helps the brain process new learning. The positive social and physical development aspects of recess are valued at NES. In order to promote the safety of students, below are a few recess guidelines:

- Use safe hands and feet.
- Use respectful language.
- Wear clothing that is appropriate for the weather. The nurse does not provide clothing changes. We recommend that students have extra clothing in the event that they get wet while at recess.
- Follow game rules.
- Use all equipment in an appropriate manner (i.e. sit on swings, slide down slides).
- Return all equipment to the proper places.

- Stay in supervised areas at all times.
- Follow teacher directions for entering/exiting the recess yard.

### ***Winter Recess***

Come prepared for cold weather and the possibility of getting wet. Students will go outside to recess unless it is below 15 degrees with or without windchill or the principal's discretion. Often large portions of the playground are dangerous due to icy conditions.

- No throwing of snow or whitewashing of another student.
- Sliding will be allowed to be done in a sitting position with legs straight out in the designated area.
- No jumps at the bottom of the sliding tracks.
- Students without boots will stay on the blacktop.
- Students need snow pants, hats, boots and mittens to slide.

### ***Toy Weapons or Models are prohibited at School***

It is the intent of the CVSU to comply with *The Guns Free Schools Act of 1994*, and *Act No. 35 of the Vermont General Assembly* requiring school districts to provide for the possible expulsion of students who bring weapons to school. By law, if it is determined that a student has knowingly brought a weapon to school, they may be expelled for one year and be referred to the local law enforcement agency. If a student hears about a weapon being brought to school or has suspicions that a problem may result in weapons being brought to school, they should tell an adult immediately. If a parent/guardian hears about a potential weapon situation, the parent/guardian should call the principal immediately.

### ***Weapons Policy S.18.R Weapons***

#### **Policy**

It is the policy of the Central Vermont Supervisory Union and its member School Districts to comply with the federal Gun Free Schools Act of 1994 and state law requiring school districts to provide for the possible expulsion of students who bring firearms to or possess firearms at school. It is further the intent of the board to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.

The School Board has determined that possession and/or use of a weapon by students, individuals and/or staff is detrimental to the welfare and safety of the students and school personnel.

#### **Conduct Prohibited**

Possession and/or use of any dangerous weapon or facsimile of any dangerous or deadly weapon in any school building, on school grounds or property, or at any school sponsored activity, is strictly prohibited. It is a violation of this policy for any person to make, issue, or communicate by any means, a threat that a dangerous or deadly weapon has been, or will be, placed or used on school grounds or property. This policy is in effect before, during, and after school including weekends, as well as at any school sponsored activity. This policy does not apply to a law enforcement officer while engaged in law enforcement duties or to weapons or facsimiles used in school approved functions or ceremonies.

#### **Definitions**

A. "Dangerous or deadly weapon" means:

A1. Weapons are defined in section 921 of the Federal Gun-Free Schools Act including the following:

- a) any weapon which will or is designated to or may readily be converted to expel any projectile by the action of an explosive;
- b) the frame or receiver of any weapon described above;

- c) any firearm muffler or firearm silencer;
- d) any explosive, incendiary, or poison gas
  - 1) bomb
  - 2) grenade
  - 3) rocket having a propellant charge of more than four ounces.
  - 4) missile having an explosive or incendiary charge of more than one-quarter ounce
  - 5) mine; or
  - 6) similar device
  - 7) unless under the supervision of a teacher and used as part of the curriculum with the approval of the principal,
- e) any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant;
- f) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled.
- g) A hoax device, defined as any device so designed, assembled, fabricated or manufactured as to convey the physical appearance of an explosive or incendiary bomb or the physical appearance of any of the devices enumerated in subdivision (a) – (f) of division 1 of this section which is lacking an explosive or incendiary charge.

A2. Other devices/items that are intended to incapacitate or cause bodily injury or death including but not limited to chemical and electrical stun devices.

A3. Any edged or pointed weapon, device, instrument, material or substance, whether animate or inanimate, which in the manner it is used or is intended to be used is known to be capable of or producing death or serious bodily injury.

A4. Weapons of impulse: Any object whose use is not intended to cause bodily harm but which is used, in the moment, to cause injury. (Chair, stapler, computer, etc.)

B. “School grounds or property” means: facilities, buildings, fields, and grounds areas; vehicles owned, leased or used by the District to transport students to and from school or school activities; parking lots (including vehicles in the parking lots); or any other setting which is under the permanent or temporary supervision and/or control of the School District.

C. For the purposes of this policy, the terms “firearm” and “expelled” shall be defined consistent with the definitions required by state and federal law.

### Sanctions

A violation of the terms of this policy will require that the following disciplinary action be initiated, in addition to the possible legal action:

1. The student, individual and/or staff member who is in possession of a “dangerous or deadly weapon” shall be referred to a law enforcement agency. The superintendent may also report any incident subject to this policy to the Department for Children and Families (DCF).
2. The “dangerous or deadly weapon” will be confiscated.



3. The student and/or staff member may be suspended until a school board hearing can be conducted. (Following due process procedures set forth in Central Vermont Supervisory Union Student Conduct & Discipline policy).

4. A student found by the board after a hearing to have violated the provisions of this policy shall be expelled for at least one (1) calendar year. However the Board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to:

- a) the student was unaware that he/she had brought a weapon to school;
- b) the student did not intend to use the weapon or threaten or endanger others;
- c) the student is disabled and the misconduct is related to the disability;
- d) the student does not present an ongoing threat to others;
- e) a lengthy expulsion would not serve the best interests of the student.

Violations that fall under III definitions: A3 and A4 will be assessed by the administration prior to initiating the process outlined in IV. Sanctions. Students who were unaware s/he had brought a weapon to school or did not intend to use, threaten or endanger others with the weapon may be considered for alternative sanctions based on the student conduct policy.

#### Reports to the State

As required by state law, the Superintendent shall annually provide the Secretary of Education with descriptions of the circumstances surrounding expulsion imposed under this policy, the number of students expelled, and the type of weapons involved.

#### Aiding Other Students

A student who in any way encourages another student to bring weapons to school also endangers the safety of others. The school district expressly prohibits any such action. No students shall knowingly or willfully cause, encourage, or aid any other student to possess, handle, or transmit any of the weapons or facsimiles of weapons listed above. No student shall knowingly or willfully cause, encourage, or aid any other student to make, issue, or otherwise communicate by any means, a threat that a dangerous or deadly weapon has been or will be placed or used on school grounds or property. A student found to have violated this provision of the policy by causing, encouraging, aiding, etc. will be treated in accordance with the provisions of section IV, Sanctions.

#### Threat Response

When an incident involves the use or threat of use of a dangerous or deadly weapon, school administration's first priority is to determine if the report is accurate and whether there is an ongoing and immediate threat to the school. The following steps should be taken when addressing a report of a weapon on campus:

Determine if there is an immediate threat that requires a school and/or law enforcement response.

Ensure the weapon is immediately confiscated and held in a secure area.

Supervise all involved students who pose a potential threat until released to parents, law enforcement, or DCF.

Activate the District's threat assessment team.

Once immediate concerns are addressed, school administration should determine what actions are necessary to ensure affected parties are supported:

Determine which staff, parents, and/or students need to be informed of the incident.

Conduct and document interviews with all students involved.

Determine if any students need to be referred for further disciplinary action, counseling, and/or assessment.

## ***Policy on Prevention of Harassment of Students***

### **S.10.R Prevention of Harassment, Hazing, & Bullying**

#### **Prevention of Harassment, Hazing & Bullying- Procedure**

### **S.11 Student Conduct & Discipline**

Northfield Elementary School 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. Northfield Schools have in place a policy to address incidents and/or conduct that occur on school property, on a school bus or at a school-sponsored activity, or incidents and/or conduct that does 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 or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs.

Harassment is a form of unlawful discrimination that will not be tolerated. It is the policy of the Northfield Elementary School 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. In addition, retaliation is a form of unlawful discrimination that will not be tolerated. Consistent with these purposes, the school has designated three employees to receive complaints. Reports should be made to Denise Russell, principal; Carly Humke, school counselor; or Regina Hunt, wellness support.

### ***Bullying***

Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying still may be subject to intervention and/or discipline under another section of the discipline plan.

Students may anonymously report any acts of bullying to teachers or school administrators. Parents/Guardians may file written reports of suspected bullying. Any staff member who witnesses such an act or receives a report of bullying must notify the administrator immediately. Administrators will investigate any written report that is filed and review any anonymously submitted report. The school will notify the parent/guardian of any student who commits a verified act of bullying and of the possible consequences of any further acts. The school will also, to the extent permitted under the *Family Education Rights and Privacy Act of 1974*, notify the parent/guardian of any student who is the victim of bullying and of the action taken to prevent any further acts of bullying. The school will collect data on the number of reported acts of bullying and the number of verified acts of bullying and make that data available.

*Northfield Elementary School is committed to providing a Harassment/Bullying free environment for our students. If you believe your son or daughter has been a victim of bullying, please contact Denise Russell, Principal 802-485-6161 as soon as possible.*

Continuum of Behaviors for Generic Bullying and Harassment

<b>Rude &amp; Disrespectful Behavior</b>	<b>Bullying</b> (legal definition)	<b>Harassment</b> (legal definition)	<b>Criminal Behavior</b>
Ignoring someone Talking down to someone  Making faces at someone  Rolling your eyes at someone  Sneering at someone Laughing at someone	<u>Student to student only</u> for any reason:  Weight, clothes, where you live, height, age, hair, perceived low/high intelligence or socioeconomic status Happens <i>over a period of time</i> and is <i>repeated</i>  Need to look at the intent of the alleged bully. However, if there is overt reference to a student's protected category status, the incident will be treated as possible harassment.	<u>Student to student and between students and adults</u>  Based on <i>actual</i> or <i>perceived</i> student's or student's family member's membership in a <i>protected</i> category: Race, Creed (religion), Color, National Origin, Marital Status, Sex, Sexual Orientation, Disability or Gender identity Happens <i>over a period of time</i> and is <i>repeated</i> or a <i>single severe incident</i>  Look at the impact of the conduct on the target.	<u>Physical or sexual assault,</u> <u>Hate crimes,</u> <u>Cyberbullying</u>  The school may contact the police or advise parents/guardians to contact the police. The school will also conduct its own investigation of bullying or harassment which may have a criminal element.

***Prevention of Harassment, Hazing and Bullying of Students***

**Statement of Policy**

The Central Vermont Supervisory Union (CVSU) and its member school districts Echo Valley Community School and Paine Mountain are 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. Hereafter, in this policy, the term “district” shall also mean the supervisory union.

It is the policy of each of the Districts to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity, disability. Harassment may also constitute a violation of Vermont’s Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

It is also the policy of each District to prohibit the unlawful hazing and bullying of students. Conduct which constitutes hazing may be subject to civil penalties.

Each District shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person - subject to the jurisdiction of the board - who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, or hazing as defined herein, otherwise violates one or more of the board’s disciplinary policies or the school’s code of conduct.

**Implementation**

The superintendent or his/her designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy.
2. Annually, select two or more Designated Employees to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the District that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
3. Designate an Equity Coordinator to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may also be assigned to one or more of the Designated Employees.
4. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying.
5. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the District shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the District's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

### **Constitutionally Protected Speech**

It is the intent of each 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 policy is to (1) prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that has the purpose or effect of substantially disrupting the educational learning process and/or access to educational resources or creates a hostile learning environment; (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

**Definitions.** For the purposes of this policy and the accompanying procedures, the following definitions apply:

- A. **“Bullying”** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
  - a. Is repeated over time;
  - b. Is intended to ridicule, humiliate, or intimidate the student; and
  - c. (i) 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 whether on a school bus or at a school sponsored activity;  
or  
(ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.
- B. **“Complaint”** means an oral or written report of information provided by a student or any person to any employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment or bullying.
- C. **“Complainant”** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or

bullying.

- D. **“Designated employee”** means an employee who has been designated by the school to receive complaints of hazing, harassment and bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school building are identified in Appendix A of this policy.
- E. **“Employee”** includes any person employed directly by or retained through a contract with the District, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes supervisory union staff.
- F. **“Equity Coordinator”** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race- based discrimination) for the District and for coordinating the District’s compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the District’s *Preventing and Responding to Harassment of Students and Harassment of Employees* policies. This role may also be assigned to Designated Employees.
- G. **“Harassment”** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status disability, sex, sexual orientation, gender identity, **or physical characteristics such as body size, or weight** that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment. Harassment includes conduct as defined above and may also constitute one or more of the following:
1. **Sexual harassment**, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations when one or both of the following occur:
    - (i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education, academic status, or progress; or
    - (ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment. A hostile environment exists where the harassing conduct is so severe, persistent or pervasive as to deny or limit the student’s ability to participate in or benefit from the educational program on the basis of sex.

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

Harassment of members of other protected categories, means conduct directed at the characteristics of a student’s or a student’s family member’s actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material,

taunts on manner of speech, and negative references to customs related to any of these protected categories.

H. **“Hazing”** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and

- (1) Which is intended to have the effect of, or should reasonably be expected to have the effect of endangering the mental or physical health of the student.

Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals, provided that:

- (1) The goals are approved by the educational institution; and
- (2) The activity or conduct furthers the goals in a manner that is appropriately contemplated by the educational institution, and normal and customary for similar programs at other educational institutions.

With respect to Hazing, **“Student”** means any person who:

- (1) is registered in or in attendance at an educational institution;
  - (2) has been accepted for admission at the educational institution where the hazing incident occurs;
- or
- (3) intends to attend an educational institution during any of its regular sessions after an official academic break.

I. **“Notice”** means a written complaint or oral information that hazing, harassment or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment or bullying, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment or bullying through other means, for example, if information about hazing, harassment or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school’s response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the district, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful harassment or bullying.

J. **“Organization”** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.

K. **“Pledging”** means any action or activity related to becoming a member of an organization.

L. **“Retaliation”** is any adverse action by any person against a person who has filed a complaint of harassment, hazing or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, intimidation, and reprisal.

M. **“School administrator”** means a superintendent, principal or his/her designee assistant principal//technical center director or his/her designee and/or the District’s Equity Coordinator.

N. “**Student Conduct Form**“ is a form used by students, staff, or parents, to provide, in written form, information about inappropriate student behaviors that may constitute hazing, harassment and/or bullying.

## **APPENDIX A**

### **Designated Employees:**

The following employees of the Schools have been designated by the District to receive complaints of bullying and/or harassment pursuant to this policy and 16 V.S.A. § 570a(a)(7) and 16 V.S.A. §570c(7) and under federal anti discrimination laws;

School	Name & Title	Contact Information
<b><u>Northfield Elementary</u></b>	<b>Denise Russell - Principal</b> <b>Carly Humke- School Counselor</b>	Phone: 802-485-6161 Email: drussell@cvsu.org Email: chumke@cvsu.org

## **LIBRARY/ MEDIA**

The mission of the Northfield Elementary School Library is to support the curriculum of the school and the recreational reading of the students. We encourage students to become independent learners by providing them with the tools and knowledge to effectively and critically search for information to use it accurately and creatively.

During the school year, students will have access to library books at least once a week to check out books and most classes come weekly for literature enrichment and information skills instruction. Students may also check out books at other times with teacher permission.

- Students in grades K-2 may check out one book at a time for a one-week period.
- Students in grades 3-5 may check out two books for a two-week period.
- Parents/guardians are welcome to check out books as well.
- Students may renew an item by bringing it to the library, unless others are waiting to check it out.

Students will be held responsible for materials that they borrow. Students must return overdue books before additional books may be checked out. When a book is lost or damaged beyond repair, the student is asked to reimburse the library so that the item can be replaced or a similar item can be purchased. If a “lost” book is found within one year, any money collected will be returned to the student. A book that has been damaged beyond repair becomes the student’s property once it is paid for.

## **TECHNOLOGY**

### ***Acceptable Use of Computers and Network***

- L3.R Responsible Computer Internet & Network Use
- CVSU 1:1 Device Procedure
- CVSU PreK-5 RUP

It is the policy of the Northfield School District to use electronic resources to support and enrich the curriculum, taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students. NES recognizes the importance of minimizing potential risk of exposure to inappropriate materials and to provide instruction about privacy rights, intellectual property, and copyright infringement. Access to electronic resources shall be available to students who agree to act in a considerate and responsible manner. Violations may result in disciplinary action. Students will be held accountable for any misuse of electronic resources. Students may NOT use CVSU email accounts or google documents for non academic communication.

### ***Telephone Calls***

Students and their families need to make arrangements for after school activities prior to the beginning of the school day. Students should only use the office or classroom phone in emergency situations with adult permission and supervision. If a student is ill, the nurse will call the family.

### ***Student Use of Cell Phones and other Portable Electronic Devices***

Individual teachers in consultation with the principal, students and parents/guardians may develop a plan for the use of cell phones on some occasions. Phones can be disruptive to the educational environment, we also know that they can be a valuable tool.

Students in possession of cell phones that are not being used for an approved school activity will be asked to put them away or at the discretion of the administration the device may be confiscated and returned to the student or parent at the end of the school day. NES cannot take responsibility for lost, stolen or damaged cell phones.

Students may not under any circumstances use a phone or watch to make a video or take photographs at school, on the bus or at a school sponsored event after school. If a student engages in this manner the phone or watch will be confiscated.

## **HOME-SCHOOL PARTNERS**

### ***Parent Teacher Neighbor Organization - Northfield PTNO***

Joining the PTNO is a wonderful way to become involved in your school. Meetings are held 1x/month, location TBD. See the NES Monthly Memo for updates. If you would like to join, please contact a member or just come to a meeting. If you cannot commit to evening meetings but could help out by making phone calls, baking, or other activities, please contact the PTNO at [northfieldptno@gmail.com](mailto:northfieldptno@gmail.com) or [facebook.com/NorthfieldPTNO](https://www.facebook.com/NorthfieldPTNO)

### ***Visitors and Volunteers***

The following details the CVSU volunteering policy which includes chaperoning. The levels of volunteering are listed below:

1. Student Volunteer: A volunteer under the age of 18 who is enrolled as a student within our district.
2. Level I Volunteer: A volunteer whose work does not involve direct contact with school students (e.g. collecting order forms for a fundraising event, performing other clerical or administrative tasks from home, preparing food items for school events/fundraisers, serving on an interview committee;etc.)
3. Level II Volunteer: A volunteer who provides services within the school, on school district premises, or during school events, to assist within the classroom, library, main office, or other departments. Work involves direct contact with students, but typically under the direct supervision of the classroom teacher or other approved school professional (e.g. room parent, classroom volunteer, book fair volunteer, intern, work study student.)
4. Level III Volunteer: A volunteer who provides direct services to students that involves extensive unsupervised contact with school students (e.g. overnight chaperone, volunteer coach/advisor, field trip chaperone, work study students and interns.

Screening Requirements:

*Students and Level I Volunteers:* No formal screening due.

*Level II Volunteers:* (to be completed at the CVSU main office) Must complete the Volunteer Application and Volunteer Authorization Forms Online Vermont Criminal Investigation background check. Upon receipt of the background check, the Principal and associate principal will decide if the results were acceptable.

*Level III Volunteers:* (in addition to the above)



All Level III volunteers will have a Fingerprint Supported Background Check through VCIC and an Agency of Human Services records check. To obtain a Fingerprint Supported Background check Level III volunteers will:

- 1) Contact the CVSU Central Office 802-433-5818 to schedule a day and time to complete paperwork.
- 2) Complete a provided Fingerprint Authorization Certificate (FAC) form for volunteers and a Request for Release of Criminal conviction Information to the Requesting Agency. (The local fingerprinting center locations are in Montpelier and Chelsea.)
- 3) Complete an Agency of Human Services registry check release.
- 4) Schedule a fingerprinting appointment. (There is a \$25 fee due at the ID Center the day the fingerprints are taken. Reimbursement may be requested from the school district.)

Please note, only volunteers that are Level III will be allowed to attend field trips as per the CVSU policy. We will not be allowing Level II volunteers to attend field trips as their student's individual chaperone. Also, a reminder that younger siblings aren't allowed to attend field trips with chaperones. A chaperone's full attention/responsibility needs to be on supervising the students they are assigned to chaperone.

### ***Parent/guardian Questions and Input***

In order to best support student learning and maintain good behavior, it is important that families and the school work closely and positively together. If parents/guardians have questions or input regarding student learning, the educational program, or any classroom issue, parents/guardians should first contact the teacher. The teacher will usually be able to clarify information and answer questions. If questions remain, please contact Denise Russell, NES Principal.

School Emergency Guide [FOR PARENTS AND GUARDIAN](#)

### ***School and Home Communication***

NES we value communication with families but our teachers' primary focus during the school day is student safety and great instruction. Your child's teacher is fully engaged with their students throughout the school day and not checking email or dojo frequently. If you have immediate concerns or time sensitive information to share, please contact the front office. L, the administrative assistant, will gladly get a message to the classroom teacher.

Please be respectful in all communication with NES staff in person, via email and Class Dojo. Disrespectful language and raised voices create a climate of unrest for students and staff and is not the type of communication we condone at NES. The building principal reserves the right to request that email communication be directed through them if the volume or tone of email communication becomes disrespectful or abusive and therefore a distraction to the teacher's ability to perform their job responsibilities.

### ***Family Conferences***

You are encouraged to contact your student's teacher whenever you have a question. We encourage email, phone or written communication between teachers and families.

We have two formal family conference times during the year. In the Fall of 2024 November 8, 2024 is reserved for family conferences. The Spring conference date is March 14, 2025.

### ***Report Cards***

Report cards are sent digitally to families at the end of each trimester.

Trimester 1 (August 29, 2024 – November 26, 2024)

Trimester 2 (December 2, 2024 – March 14, 2025)

Trimester 3 (March 17, 2025 – June 17, 2025 anticipated last day of school)

### ***School- Home Coordinator***

Northfield Elementary School shares a School-Home Coordinator with Northfield Middle High School. The School-Home Coordinator provides an array of services to students and their families who are having social/emotional challenges at home or at school. Services vary depending on a family's needs, but usually include supportive counseling to both students and parents/guardians at school, at home, and in the community. Services may also include identifying, securing and coordinating multiple services to a student, providing support during crises, or lending an ear when parenting becomes difficult. The School-Home Coordinator can also help families access programs that help with daycare, transportation, food, housing, fuel, and special needs. The School-home Coordinator can help parents/guardians advocate for their student's needs, increasing communication by providing a personal bridge between home and school. For more information about this program, please contact Tracy Ferrell [tferrell@cvsu.org](mailto:tferrell@cvsu.org) or contact the school and leave a message.

### ***After School Activities***

Adults hosting afterschool activities will distribute information to families and collect permission slips to ensure communication with families.

### ***NES Family Compact***

It is critical that families and schools work together to help students achieve academic standards. Through a process that includes teachers, families, students and community members, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

As a student I promise to...

- Attend school regularly
- Work hard to do my best in class and schoolwork
- Help keep my school safe
- Ask for help when I need it
- Respect and cooperate with other students and adults

As a student I need...

- Teachers and school staff who believe I can learn
- Schools that are safe
- Respect for my culture and me as an individual
- A family and community that supports me
- Time with a caring adult

As a parent/ caring adult I promise to ...

- Have high expectations for my student
- Help my student attend school and be on time
- Find a quiet space at home for school work to be completed and make sure it is completed
- Help my student learn to resolve conflicts in positive ways
- Communicate and work with teachers and school staff to support and challenge my student
- Respect school staff

As a parent/caring adult I need...

- Teachers and support staff who respect my role as a parent/caring adult
- Clear and frequent communication with school
- Respect for my culture, me, and my students as individuals
- A community that supports families

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As a staff person (teacher, support staff, administration) I promise to...

- Show that I care about all students
- Have high expectations for myself, students, and other staff
- Communicate and work with families to support students' learning
- Provide a safe environment for learning
- Respect cultural differences of students and their families

As a staff person (teacher, support staff, administration) I need...

- Students who are ready and willing to learn
  - Respect and support from students, families, and other staff, and administration
  - Assistance from staff and administration in providing what I need to do my best for students
  - Respect and support from the community
- 

As a member of the NES community I promise to...

- Respect, encourage, and support students, families, and teachers
- Be an active, contributing partner with the schools
- Make our communities safe places for students, families, and teachers
- Support learning regardless of where it occurs
- Work to provide post-high school opportunities
- Assists students in making world connections and participating in service work

As a member of the Northfield Elementary School Community I need...

- Staff, students, families, and community members committed to education and life-long learning
  - A school board that is focused on what students need to achieve
  - Educated and responsible workers and fellow citizens
  - An education system that invites community input and feedback
  - Opportunities to be involved in producing educational results
- 

### ***Connect 5 Computerized Phone and Email System***

NES subscribes to a computerized phone and email system called Connect 5. This notification system allows us to keep in contact with parents with either recorded phone messages or email messages. It allows us to send out information regarding important school events and school cancellations. Parents can decide which phone numbers or email addresses are used and under what circumstances they wish to be contacted by the automated system. In the event of an emergency, school closing, or other important information automated phone calls are placed to all phone numbers in our computer system. Parents can change their Connect 5 status, phone numbers, or email information at any time by contacting the office at 485-6161. The changes will go into effect within 48 hours. Users can also update their information directly into their Connect 5 accounts.

### ***Northfield Elementary School Communication***

Our *NES Monthly Memo* will be sent home via Connect 5 and will also be available to view on our website. All NES teachers use Classroom Dojo to communicate with families. Parents are encouraged to ask students for any notices that have been passed out in students' grade K-5 Friday Folders.

NES PTNO Facebook link is: [https://www.facebook.com/NorthfieldPTNO/?ref=py\\_c&scrlybrkr=dafa9500](https://www.facebook.com/NorthfieldPTNO/?ref=py_c&scrlybrkr=dafa9500)

NES Facebook link is: <https://www.facebook.com/NorthfieldElementary/>

## ***Northfield Elementary School Website***

The NES Website tries to provide you with the information you will find useful: a calendar of events, the NES parent newsletter, school lunch menus, the family handbook, classroom webpages, and other information. The school webpage can be accessed through the CVSU.org website link. Any informational changes to links, phone numbers, etc. will be published on the website. Please refer to the website for the most up to date information.

## **CONTACT US**

We want to hear from you. If you have questions, concerns or suggestions, please let us know. It is most helpful to bring your concerns/suggestions to the person closest to the issue. If you don't know who to call, just contact the main office, let them know your question and they can direct your call to the best person. Here are some guidelines on who might have the answer to your questions/concerns.

***Classroom teachers*** – student academic progress, program or any classroom issue.

***Administrative Assistant L Lakhani*** – Communicate with L via email [llakhani@cvsu.org](mailto:llakhani@cvsu.org) or phone 802 485 6161 about attendance, transportation, child custody,

***Principal Denise Russell*** – Communicate with Principal Russell about discipline, unresolved issues related to classroom concerns, school-wide issues, 504 and special education law, targeted/intensive support, faculty or staff comments and concerns or anything else. **P.10 Public Complaints about Personnel**  
**Public Complaints about Personnel -Procedure**

***Special Education Case Managers*** Communicate concerns or questions related to your child's IEPs.

Kim Chouinard [kchouinard@cvsu.org](mailto:kchouinard@cvsu.org)  
Katy LaPerle [klaperle@cvsu.org](mailto:klaperle@cvsu.org)  
Julie Sippel-Silowash [jssilowash@cvsu.org](mailto:jssilowash@cvsu.org)  
Melinda Schmaltz [mschmaltz@cvsu.org](mailto:mschmaltz@cvsu.org)  
Erin Fifield - SLP [efifield@cvsu.org](mailto:efifield@cvsu.org)

### ***Northfield Elementary School Teacher Contact Information:***

#### **Pre-kindergarten:**

Amanda Rogers [arogers@cvsu.org](mailto:arogers@cvsu.org)  
Cara Collette [ccollette@cvsu.org](mailto:ccollette@cvsu.org)  
Jess Storrs [jstorrs@cvsu.org](mailto:jstorrs@cvsu.org)  
Megan Mucalay [mmacaulay@cvsu.org](mailto:mmacaulay@cvsu.org)

#### **Kindergarten:**

Micah Delvinthal-Saffian [mdsaffian@cvsu.org](mailto:mdsaffian@cvsu.org)  
Libby Hodson [ehodson@cvsu.org](mailto:ehodson@cvsu.org)

#### **Grades 1**

Eileen Bean [ebean@cvsu.org](mailto:ebean@cvsu.org)  
Laurie Parker [lparker@cvsu.org](mailto:lparker@cvsu.org)

#### **Grade 2**

Rebecca Corrigan [rcorrigan@cvsu.org](mailto:rcorrigan@cvsu.org)  
Katina Lambert [klambert@cvsu.org](mailto:klambert@cvsu.org)

#### **Grade 3**

Katie O'Brien [kobrien@cvsu.org](mailto:kobrien@cvsu.org)  
Cassey Rothenberg [crothenberg@cvsu.org](mailto:crothenberg@cvsu.org)

**Grade 4**

Hailey Brickey [hbrickey@cvsu.org](mailto:hbrickey@cvsu.org)  
Susie Maxham [smaxham@cvsu.org](mailto:smaxham@cvsu.org)

**Fifth Grade:**

Joann Clancy-Muller [jcmuller@cvsu.org](mailto:jcmuller@cvsu.org)  
Keturah Marasha [kmarasha@cvsu.org](mailto:kmarasha@cvsu.org)

**Intervention**

Karen Hatch [khatch@cvsu.org](mailto:khatch@cvsu.org)

**School Nurse:**

Chris Matheson [cmatheson@cvsu.org](mailto:cmatheson@cvsu.org)

**Allied Arts:**

Michael Gonneville, P.E. [mgonneville@cvsu.org](mailto:mgonneville@cvsu.org)  
Carly Humke, Guidance [chumke@cvsu.org](mailto:chumke@cvsu.org)  
Nanette Smith, Library Media [nsmith@cvsu.org](mailto:nsmith@cvsu.org)  
Matey Thygesen, Music [mthygesen@cvsu.org](mailto:mthygesen@cvsu.org)  
Julie Carino Art [jcarino@cvsu.org](mailto:jcarino@cvsu.org)

**Special Education:**

Kim Chouinard [kchouinard@cvsu.org](mailto:kchouinard@cvsu.org)  
Katy LaPerle [klaperle@cvsu.org](mailto:klaperle@cvsu.org)  
Julie Sippel-Silowash [jssilowash@cvsu.org](mailto:jssilowash@cvsu.org)  
Melinda Schmaltz [mschmaltz@cvsu.org](mailto:mschmaltz@cvsu.org)

**Speech and Language:**

Erin Fifield [efifield@cvsu.org](mailto:efifield@cvsu.org)  
Jackie Bacon [jbacon@cvsu.org](mailto:jbacon@cvsu.org)

**Northfield Elementary School Office Personnel**

Denise Russell, Principal [drussell@cvsu.org](mailto:drussell@cvsu.org)  
Laraib Lakhani, Administrative Assistant [llakhani@cvsu.org](mailto:llakhani@cvsu.org)

**Northfield High School Office Personnel**

Lee Ann Monroe, Principal [lmonroe@cvsu.org](mailto:lmonroe@cvsu.org)  
Christine High, Assistant Principal [chigh@cvsu.org](mailto:chigh@cvsu.org)  
Kathy Robertson, Administrative Assistant [krobertson@cvsu.org](mailto:krobertson@cvsu.org)  
Amy Klinger, Registrar [aklinger@cvsu.org](mailto:aklinger@cvsu.org)

**Central Vermont Supervisory Union Office Personnel**

NES is also supported by the Central Vermont Supervisory Union. They provide leadership resources and financial management of our school resources. Their offices are located in Williamstown. Their phone numbers is 802-433-5818.

Matthew Fedders, Superintendent [mfedders@cvsu.org](mailto:mfedders@cvsu.org)  
Vicky Hummer, Director of Special Education [vhummer@cvsu.org](mailto:vhummer@cvsu.org)  
Renee Badeau, Director Curriculum [rbadeau@cvsu.org](mailto:rbadeau@cvsu.org)  
Chris Locarno, Director of Finance and Facilities [clocarno@cvsu.org](mailto:clocarno@cvsu.org)  
Cara Sargent, Director Bridges After School [csargent@cvsu.org](mailto:csargent@cvsu.org)  
Alysha Sickles, Admin. Asst. to the Superintendent [asickles@cvsu.org](mailto:asickles@cvsu.org)  
Heather Miller, Payroll/Accounts Payable Associate [hmiller@cvsu.org](mailto:hmiller@cvsu.org)  
Heidi Trombly, Human Resources [htrombly@cvsu.org](mailto:htrombly@cvsu.org)

# **STUDENT RECORDS**

## **Registration Information**

At the beginning of the school year, parents/guardians are asked to record their current address, phone number, and emergency information. Only students whose parent/guardian(s) are residents of the Town of Northfield or Northfield Falls are allowed to attend the elementary school tuition free. If any of this information changes during the year, parents/guardians have a responsibility to notify the school.

Parents//guardians have the responsibility to notify the school of any change in their student's address, phone number, or name. Any legal name change should be accompanied by a copy of the lawyer's letter or legal court documents. It is critical that we have up-to-date emergency contact information in the event the school needs to contact you quickly.

## **Emergency Forms**

Please notify the office if there are any changes to your emergency information during the school year Northfield Elementary School requires that the parent or guardian of every student complete and sign the emergency information form. Returning students will receive a copy of what is currently on record in our system. Please check this information carefully, make any corrections necessary, and sign the form. This is to ensure that in the case of an emergency, the school has accurate information on each student and his or her parents and/or guardians. The information enables school personnel to notify parents/guardians as quickly as possible in the event of an emergency.

## **Enrollment and Transfer of Students to NES**

Every effort will be made to make new students feel welcomed. New students do not attend classes the day they register. New students generally begin attending classes the following day, allowing the school and teacher time to prepare materials for the new student. We want to ensure a successful start at Northfield Elementary. Although it may be difficult for families new to the area, NES needs an emergency contact phone number.

Vermont State Law requires a student to attend school in the town where one and/or both parent/guardian(s) reside. On occasion an issue arises where the residency of one and/or both parents/guardians is in question. School officials are required to investigate these situations and determine the legal residence of the parent/guardian(s). In these situations, the parent/guardian is notified by the administration of the concern and asked to provide proof of residency.

## **Kindergarten Enrollment**

students must be 5 years of age before September 1st to begin Kindergarten. Birth certificate, immunization records, and proof of residency are required for registration. Class assignments of newly enrolled students may change based on the needs of the student.

## **Custody Concerns**

NES makes every effort to keep all parents/guardians involved in the student's education. Both parents/guardians may request outreach information sent by the school through Connect 5. NES will also mail report cards and testing information to each parent/guardian. Both parents/guardians may request family conferences. Paper notices and announcements that are sent home in backpacks are not easily available to both parents/guardians. We encourage parents/guardians to share this information.

Please be sure to provide the school with a copy of any court orders regarding limitations on custody, restraining orders, visitation limitations, or relief from abuse orders. NES has no legal jurisdiction to refuse a biological parent access to his/her student or school records unless we have court orders on file in the office. If a student's

welfare is in question, the situation will be handled at the discretion of the school administrator or designee. Should a situation arise that becomes a disruption to the school, law enforcement will be contacted.

NES will not release a student to any adult that is not listed as an emergency contact without authorization from a custodial parent/guardian.

### **Directory Information**

Directory information is information that would not generally be considered harmful or an invasion of privacy if disclosed. This information is defined at NES as the student's name, town of residence, photograph, grade level, honors, dates of attendance, awards and participation in activities and/or sports. Directory information may be used for web pages, newsletters, newspaper articles, and photo presentations.

Parents/guardians can prevent the release of any directory information by contacting the school at 485-6161, within 30 days of the start of school. We ask permission to post student photos to the website or submit to the newspaper on a general permission slip sent home at the beginning of the school year. You may change your permission status at any time by contacting the office.

### **Transfer of Students to another School**

Parents/guardians should notify the office when moving their student to another school. Necessary paperwork must be completed so that your student's records can be forwarded to his/her new school. Parents/guardians may not hand carry student records to the new school.

### **Student Surveys**

No student will be required to submit a survey, analysis or evaluation that reveals sensitive, personal information (political affiliation, psychological problems, sexual behavior or attitudes, religious practices etc.). All surveys are open to parental or guardian review.

### **Access to Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are: the right to inspect and review the student's education records. Access to student records are not available to anyone. Student records contain personal family, legal and financial information. This information may only be reviewed by staff who have a legitimate educational interest in viewing them.

Parents interested in inspecting and reviewing their student's educational records should notify the office and a time for such review will be made, usually within 24 hours. Those parents who feel that the student records are in error and seek an amendment should submit the request in writing with any information related to the perceived error. The administration will schedule a meeting to discuss the information and proposed changes. If the parent disagrees they may fill a complaint with the Superintendent of Schools.

The right to request the amendment of a student's education records that the parent or eligible student believes are inaccurate or misleading. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes without consent. Records may be shared legally with school officials with a legitimate educational interest. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. A complaint may be made in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave, S.W., Washington, D.C. 20202-4605.

## **EMERGENCIES**

### **School Cancellations, Delays, and Emergency School Closings**

Should inclement weather or emergency situations occur during the school day that would result in the Supervisory Union dismissing school early, the closings will be announced through the Connect 5 broadcast system.

If Vermont weather makes it unsafe for our buses to travel, school will be closed. This determination is made by the Superintendent in consultation with town road departments and the bus company. Local media will broadcast school closings and our Connect 5 automated message system will also broadcast the information.

It is vital that the office has up-to-date contact information. All families should have discussed alternative plans in the event of an emergency early dismissal.

### **School Safety Help with Safety and Security**

- Notify us by 8:30 a.m. if your student is not going to be in school.
- Keep your home, work, and emergency numbers current.
- Use extreme caution when driving in our parking lot or in the surrounding area.
- Provide the office with court documentation if there are any legal restrictions against a spouse or family member having contact with your student.
- Notify the office if you want someone other than a parent or guardian to pick up your student from school.
- We require permission in writing for a student to be allowed to walk or ride a bike/board home without a parent or guardian.

### **Emergency Drills**

Student safety is our first concern. To this effect we practice several types of drills each year. When an alarm sounds or directions are given over the intercom, students will follow the directions of their teachers or supervising adults. We will practice various types of drills throughout the school year so that the staff and students know what to do in the event of an emergency.

Drills are held at the discretion of the administration, as required by state statute and while they can be inconvenient they ensure the safety of all our students. Directions are posted in each room.

## **FACILITIES**

### **Building Use SCR.2 Community Use of School Facilities**

#### ***Some Building Areas Restricted***

Students are not allowed to access certain areas within the building unless accompanied by an adult: food preparation, storage areas, boiler rooms, custodial rooms, or any other area not specifically designated for student use.

#### ***Lost and Found***

All articles found at school are kept for a short time at the crescent entrance to the school. This is where students may claim personal belongings. Please clearly mark all items so that they can be promptly returned to their rightful owners. Items that are not claimed will be disposed of.

#### ***Alcohol and Tobacco***

There is no smoking or use of alcohol on school grounds. This includes students, staff, parents, guardians, and visitors to the school. School grounds include the playground, parking lots, and area in front of the building.



**Firearms** The Gun-Free School Zones Act (GFSZA) of 1990 prohibits anyone from knowingly possessing a firearm in a school zone, which includes the grounds of a public, private, or parochial school, as well as public property within 1,000 feet of the school. The law also applies when schools are not in session.

***Facility information***

We continue to upgrade our facility to increase its ability to serve our students' learning needs and provide a healthy, secure and inviting place to be. In the last few years we have added a number of security upgrades: security cameras, and a controlled entry system, interior window blinds and exterior window blinds or privacy film.

***Asbestos Notification***

The Asbestos Hazard Emergency Response Act (40CFR 763.93,G.\*4) requires that written notice be given that Northfield Elementary school has a Management Plan for the safe control and maintenance of asbestos-containing materials found in its building. Copies of the Management Plans are available and accessible to the public. They are located in the Superintendent's office at: 111 Brush Hill Rd Williamstown, VT or 10 Cross Street Northfield, VT.

## **SCHOOL BOARD INFORMATION**

***Paine Mountain School District Board***

The Paine Mountain School Board holds regularly scheduled meetings on the first and third Wednesday of each month at 6:00 p.m. You can find the agenda for the meeting as well as the location on the district's website.

The agendas are posted for all meeting at the Town clerk's Office, Common Cafe, Brown Public Library, the Superintendent's office, and the main lobby of each school building. Northfield residents are encouraged to come to school board meetings to learn about our school governance.

**Board Members**

Jessica Van Deren - Chair (Williamstown) [jvanderen@cvsu.org](mailto:jvanderen@cvsu.org)

Will Eberle- Member (Northfield) [weberle@cvsu.org](mailto:weberle@cvsu.org)

Horace Duke - Member (Williamstown) [hduke@cvsu.org](mailto:hduke@cvsu.org)

Sarah Path- Member ( Northfield) [spath@cvsu.org](mailto:spath@cvsu.org)

Dan Morris - Member (Northfield) [dmorris@cvsu.org](mailto:dmorris@cvsu.org)

Mike Macijeski - Member (Northfield) [mmacijeski@cvsu.org](mailto:mmacijeski@cvsu.org)

Matt Sullivan - Member (Northfield) [msullivan@cvsu.org](mailto:msullivan@cvsu.org)

Danielle Moffatt - Member (Williamstown) [dmoffatt@cvsu.org](mailto:dmoffatt@cvsu.org)

Josh Dobrovich - Member (Williamstown) [jdobrovich@cvsu.org](mailto:jdobrovich@cvsu.org)

***Public and Family Concern and Complaint Procedure***

On occasion parents/guardians or members of the community may have a concern/complaint. It is our schools'

intent to offer a structure to formally respond to these concerns/complaints. The steps outlined below will help us respond effectively and efficiently with concern/complaints.

By utilizing a concern/complaint procedure, it clarifies the “Chain of Command” through which concern/complaints are received and responded to. Generally, the concern/complaint is directed first to the individual closest to the issue of concern. If not satisfied, the next level would be their immediate supervisor or administrator. The third step is the Superintendent. The School Board is the final level of appeal.

## **Board Operations**

- ❖ BO.1.R Board Member Conflict of Interest
- ❖ BO.2 Public Participation at Board Meetings
  - Public Participation at Board Meetings-Procedure
  - Parent/Guardian/Community Member Concerns-Protocol
  - Submitting a Notice of an Open Meeting Law Violation
- ❖ BO.4 Board Meetings, Agenda Presentation & Distribution
- ❖ BO.5 Notice of Nondiscrimination
  - Notice of Nondiscrimination -Procedure
- ❖ BO.8 Role & Adoption of School Board Policy

### ***Board Procedures for Hearing Appeals Referencing Their Policies***

Please submit your appeal in writing to the board chair;

**Step 1:** The Board Chair confirms the complainant followed procedure steps 1-5.

**Step 2:** The review is placed on the warned agenda and copies of the written concern/complaint or appeal are distributed to the Board. If allowed by law the review may take place in the executive session.

**Step 3:** At the proper time, the chair recognizes the complainant and asks for a verbal summary of the concern/complaint and the complainant’s rationale for why they believe Board policy was violated.

**Step 4:** Board members are then invited by the chair to ask clarifying questions of the complainant. Board members should refrain from giving opinions.

**Step 5:** The Superintendent presents to the Board the actions taken by the district in addressing the concern/complaint within procedures.

**Step 6:** The Board reviews (1) relevant procedures and Board policies, (2) the Superintendent’s interpretation of the policy and (3) the actions taken by the district.

**Step 7:** Unless there are unforeseen circumstances, the Board makes a decision regarding policy compliance.

If there is a determination by the Board that a policy violation occurred, the Board shall direct the Superintendent to regain compliance and may give a timeframe for doing so. If there is no violation of policy, the matter is closed. In either case the Board may consider policy revisions for the future. Board decisions are final.

## **NOTICES**

### **Non-Discrimination and Title IX**

Northfield Elementary School does not discriminate on the basis of race, color, religion, national origin, place of birth, sex, sexual orientation, disability, or age, in the administration and implementation of its educational policies, programs, and activities. Any person having inquiries concerning the Northfield School District’s compliance with the regulations implementing Title VI, Title IX, Section 504 or other state or federal non- discrimination laws or

regulations is directed to contact Vicki Hummer at 433-5818.

### **Protection of Pupil Rights Act**

Northfield Elementary School follows the provisions of the Protection of Pupil Rights Act. The intent of the act is to protect students from participating in and divulging information to third parties, including marketing organizations. ACS does not release personal student information to outside organizations, other than the federal and state departments of education. ACS does not have students participate in surveys from private organizations. Parents/guardians have the right to inspect curriculum materials. Please ask your student's teacher, or the school principal, for more information on materials used in your student's class.

### **Elementary and Secondary Education Act**

Parents/guardians should refer to the information published in the annual town report to see the school's academic scores in comparison to other schools in the state. Parents/guardians have the right to obtain information as to whether their student's teacher has met state qualifications and licensing criteria, whether the teacher is working under a waiver or provisional license, and what the major of the teacher was in his or her baccalaureate degree. If the student works with a paraprofessional, the paraprofessional's qualifications will be furnished upon request. Parents/guardians also have the right to obtain information on the achievement levels of their student in each of the state's academic assessments.

### **The Family Educational Rights and Privacy Act (FERPA)**

Parents are eligible to review and inspect their student's records, seek an amendment of the student's records that the parent believes is inaccurate, misleading, or otherwise in violation of a student's privacy rights, consent to the disclosure of personally identifiable student information and may file a complaint with the U.S.D.O.E. if they believe the school has failed to comply with the act.