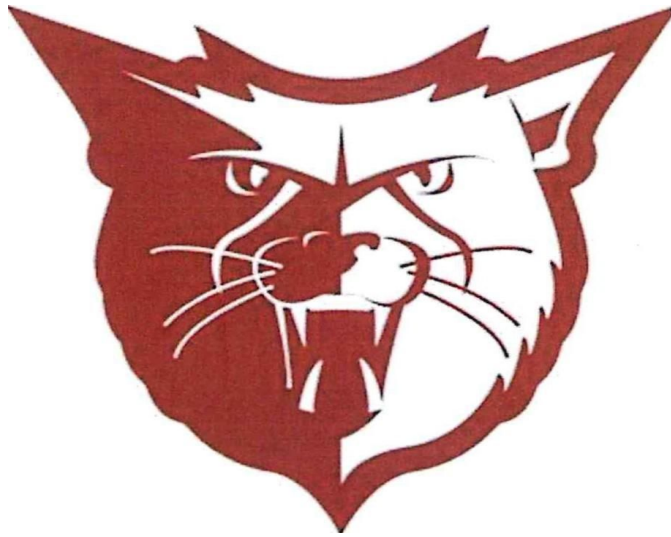


# Brighton Elementary School

PO Box 419  
825 Railroad Street  
Island Pond, VT 05846  
Phone: 802-723-4373 - Fax: 802-723-4114



## Student and Parent Handbook

**2017 - 2018**

*We believe our mission at Brighton Elementary School is to engage students in acquiring skills that promote lifelong learning, engaged and responsible citizenship, critical thinking, communication and appreciation for diversity. We commit ourselves to the collective responsibility of upholding high, attainable, and consistent expectations in a learning environment that supports the academic and social-emotional development of all students.*

## **Administration**

Dr. John Castle, Superintendent of Schools 802 334-5847 Ext. 2025

[john.castle@ncsuvt.org](mailto:john.castle@ncsuvt.org)

Ms. Denise Russell, Principal 802 723-4373

[denise.russell@ncsuvt.org](mailto:denise.russell@ncsuvt.org)

Susan Vera, Administrative Assistant 802 723-4373

[susan.vera@ncsuvt.org](mailto:susan.vera@ncsuvt.org)

## **School Board**

Katie Mientka - board chair [katie.mientka@ncsuvt.org](mailto:katie.mientka@ncsuvt.org)

Melanie Yasharian - Vice Chair [melanie.yasharian@ncsuvt.org](mailto:melanie.yasharian@ncsuvt.org)

Dave Pepin - board member [dave.pepin@ncsuvt.org](mailto:dave.pepin@ncsuvt.org)

Jeanne Gervais - board member [jeanne.gervais@ncsuvt.org](mailto:jeanne.gervais@ncsuvt.org)

Cass Lyons - board member [cass.lyons@ncsuvt.org](mailto:cass.lyons@ncsuvt.org)

## **Contact Us:**

- Brighton telephone 723-4373
- Brighton FAX 723-4114
- Web site: [www.bes.ncsuvt.org](http://www.bes.ncsuvt.org)

## **Daily Schedule:**

- 7:40 a.m. school building opens for students (no early arrivals)
- 8:00 a.m. school begins
- 2:45 p.m. school ends

## **School Closing Information**

In the event that the school has to be closed or delayed due to bad weather, an announcement will be made on WCAX prior to 6:00AM. We will also be using the SCHOOL MESSENGER emergency notification system. Families will receive a recorded phone message on their primary phone. If school is to be closed early due to bad weather, parents or emergency contacts will be notified.

## **Student Registration**

North Country Supervisory Union utilizes the PowerSchool Parent Portal to perform Student Registrations online.

To register a new or returning student visit <https://ncsuvt.powerschool.com/public/>

Note: You will still be required to provide proof of residency, immunization records and a copy of your student's birth certificate to the school if you have not already done so in the past.

## **Contact Information Changes**

Please notify the school secretary if there is a change of address, phone number, after school child care provider, child custody, or a change in emergency contact information.

### **Non-discrimination and Equal Educational Opportunities**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions and professional organizations holding bargaining or professional agreements with the North Country School District are hereby notified that this District does not discriminate on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, gender identity, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning North Country Schools 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 the Principal and/or Superintendent's Office.

## Principal's message 2017-2018

Welcome back!

Wow! Brighton School gets a makeover. The hallways and vaulted ceiling have received a much needed paint job. I am told it has been 20 years of blue. New carpet tiles throughout the hallways and library are a show stopper. You might not notice, the roof restoration project, phase 1, happened. A special thanks to the custodial crew for their good work this summer. There is a lot of sweat that goes into stripping and waxing the floors, cleaning windows and walls, paint touch-up, and the like. Please take a moment to thank the custodial crew: Roger O'Keefe, Garret Letourneau, and Kyle Hackett for a job well done.

Please join me in welcoming several new staff members to the school: McKenna Swett –4/5 grade teacher, Patty Jones - special education interventionist, Katie Sawicki - humanities teacher, Kristie Carter and Jennifer Bergeron - paraeducators, Melissa Baraw - behavior interventionist, and Bridget Carbonetti - library media specialist. I am thrilled to have such highly-qualified, enthusiastic people joining us here at Brighton.

The best learning environment is one that supports student behavioral needs in a positive and respectful manner. Brighton Elementary is a Positive Behavioral Interventions and Support (PBIS) school. That means that we have a research based behavioral response system in place to help support students to make appropriate behavioral choices. When PBIS is working well, students who need behavioral support spend more time in the classroom with their peers and less time leaving class because of inappropriate behavioral choices. The result is fewer disruptions for all students. Please review with your children what it means to *Be Safe, Be Respectful and Be Responsible* at school.

It makes such a difference in promoting a positive educational experience for children when parents talk about their child's school experience daily and communicate regularly with their child's teachers. It continues to be a pleasure for me to work with such a caring community of families and educators.

Please do not ever hesitate to call on me to assist you in your efforts to do what is best for your child.

Respectfully yours,

Denise Russell  
Principal

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## **Absences**

An absence will be considered excused under the following circumstances:

- Student illness
- Medical or dental appointment
- Family emergency or funeral
- Religious obligation

Brighton Elementary follows the NCSU policy regarding attendance and truancy prevention. Here is a summary of those procedures:

- Parental notification at 3, 10 and 15 days
- Possible parent conference
- After 15 days of unexcused absence the principal will file a report with the State Attorney's Office. A report of educational neglect must be made to the Department of Children and Families.

For more information, see [F.11 ATTENDANCE, ABSENCE, AND TRUANCY PREVENTION](#) in the NCSU policy manual available on the NCSU website.

## Tardiness

It is very important that students arrive at school at 8:00, on time and ready to learn.

- Sign in at the front desk
- Late arrivals are counted as tardies
- Multiple tardies will result in parent contact and a plan to assist in getting the student to school on time.
- The principal will address chronic tardiness

## Early Dismissal

Students should not leave school early, before 2:45

- Parent/guardian should send a note to their child's teacher stating the student's departure time.
- When parent or guardian arrives at school to pick up their child, s/he must sign the student out at the front desk.

## **Academic Honesty/Cheating**

Academic dishonesty such as cheating, plagiarism (presenting the ideas, arguments, facts or phraseology of another as one's own work), or misrepresentations in any way of one's own work will not be tolerated. This applies to homework, papers, reports, quizzes, tests, exams, and any other assigned work. Violation of this rule will result in a grade zero, disciplinary action, and parent conference. These consequences will also apply to students who help other students cheat. It is important that all incidents of suspected cheating are documented and reported to the principal.

## **Attendance**

Parents or guardians are requested to send a note or call the school (723-4373) and explain the nature of a student's absence, tardiness or early dismissal. Please try to make this call as soon as you know your child will be absent.

The school shall call the parent or guardian to confirm an absence or tardiness if a phone call is not received.

It is very important for students to come to school every day but if a child is feeling sick s/he should stay home. Here is a list of warning signs that mean a child is too sick to come to school:

- Child is tired and can't stay awake.
- Child has a fever of 99 degrees or more.
- Child has a bad cough.
- Child has diarrhea.
- Child has thrown up within the last 24 hours.
- Child has a rash with a fever.

## **Bicycles**

Bicycles must remain outside and must be parked at the bicycle racks. Helmets are required. They are to be worn while riding to and from school.

## **Books and Equipment**

Classroom and library books and equipment should be treated with respect. If books or equipment are ruined, the student will need to pay to replace them. If a library book is ruined,



the student might be restricted from taking any more books home.

## **Building Use**

The use of the school is available to community organizations or individuals, providing certain standards are maintained and costs absorbed. A copy of the building use policy, procedures and cost may be obtained at the front desk.

## **Bus Privilege – See NCSU Common Board Policy I.1 School Bus Transportation**

Brighton Elementary provides bus transportation for students. Bus transportation is a privilege and can be revoked at any time. Continued use of the bus is based on appropriate behavior on the bus. If a student ignores rules and endangers the safety of his/herself and others, bus-riding privileges will be revoked. If the school learns of identified students causing disruptions at the bus stop, parent(s)/guardian(s) will be contacted.

While riding on a school bus, students are under the authority of the bus driver and are expected to comply with his/her requests regarding behavior. Students may be assigned seats at any time at the discretion of the driver, Mrs. Kinney or Ms. Russell. Students are expected to be at the designated bus stop when a bus arrives, and bus drivers are expected to follow the time schedules. Buses will not wait for individuals. Caretakers or parents of children in Kindergarten, 1st, and 2nd grades should be waiting for their child at the bus stop after school. If an adult is not present to receive the child, the child will remain on the bus and return to school.

### **The following behaviors are not acceptable while riding the bus:**

1. Littering
2. Making loud and boisterous noise and/or using inappropriate language.
3. Vandalizing a bus.
4. Standing and/or moving around while the bus is in motion.
5. Hanging out of and/or throwing objects out of bus windows.
6. Using emergency exits unless for drill purposes and/or at the direction of the bus driver.
7. Intimidating and/or fighting with other students.
8. Throwing any object within or outside a bus.

Bus rules are strictly enforced to ensure the safety of the students while traveling in the school bus. Nothing will be allowed that distracts the attention of the driver. Students may lose the privilege of riding the bus by demonstrating any of the inappropriate behaviors listed above. The driver and principal will address behavior infractions. Disciplinary action will be communicated directly to the student, parent, and/ or legal guardian and may include any of the following consequences:

- Warning and/or one-day minimum suspension of busing privileges.
- Five-day minimum suspension of busing privileges
- Busing privileges suspended for the remainder of the trimester and/or a minimum of 45 school days.
- School suspension

## **Chaperones and Volunteers**

- Chaperones for field trips are to be organized by the classroom teacher. Chaperones must have a Criminal Background Check on file. Contact the front desk for more information.
- Volunteers are a valuable resource of time, knowledge and support for students and teachers. If you have an interest in volunteering please contact the principal. It is necessary to have a Criminal Background Check.
- All volunteers and chaperones are expected to support the schoolwide and classroom expectations and maintain the confidentiality of the students they are working with.

## **Communication Procedures**

### 1. Emergency Contact Information

The information sheet you complete or revise at the beginning of the school year is our way of contacting you. If any information you provide changes, please notify us. Address, phone, work, emergency contact and family changes are especially important. A failure to make these changes could make it difficult to reach you when your child is sick or has a problem at school.

### 2. Communication with teachers

Check Your Child's Backpack and Folders Daily. Important messages (notices, homework, calendars and permission slips) are sent home with the students. A bi-weekly bulletin is sent home every other Friday.

Parents/guardians can leave a message for their child's teacher with the secretary from 7:30am to 3:30pm. Teachers will return your call as soon as possible, likely after the school day.

### 3. Messages

Parents /Guardians may call the office if they need to leave a message for their child. We cannot connect you with your child during class-time, as it is a distraction to the learning environment. The school secretary will assist you by getting a message to your

student at an appropriate time. If it is an emergency, you are welcome to come to the school, and we will get your child for you so that you may handle the emergency in an appropriate and discreet manner. Please do not text your child in class. Please refer to the NCSU Board Policy F.47. 5

#### 4. Telephone use at school

Students may use the telephone with permission granted by an adult.

#### 5. Transportation Changes

If parent(s)/guardian(s) want to make a change to their child's after school plans, it would be appreciated if a note that indicates the change be sent to school. In the event that last minute changes occur, please make every effort to call the school before noon and report those changes to the school secretary.

### **Controlled Substances**

Brighton Elementary School maintains a drug-free workplace (Policy D.8). Possession or use of alcohol, tobacco or other drugs by a minor is illegal. The school's Substance Abuse Team is comprised of the principal or designee and guidance counselor; other school or supervisory union staff may be involved. The team is available for student, parent, or teacher referrals and will be involved in all drug related disciplinary proceedings.

Possession or use of any controlled substance at school or any school related activity would invoke a suspension. Referral to substance abuse counseling services will be made. Legal authorities may also be contacted.

A copy of the policies (C.10; C.13; D.8; and F.9) related to tobacco, alcohol and drug use and abuse may be obtained by contacting the principal or on the NCSU website.

### **Complaints and Grievances**

Any student, parent or guardian having a complaint or grievance concerning a school issue should discuss the issue with school personnel observing proper school channels. Persons concerned should first discuss the issue with the teacher/ staff member involved. If dissatisfied, they may then go to the principal, and if still dissatisfied, they may go to the superintendent and finally the school board.

## Computer Use

Students will have many opportunities to use laptop computers at school. It is important that students use the computers correctly and for the purpose the teacher has assigned.

## Counselor

Mrs. Castonguay, is the school counselor. Students are referred for counseling services through the Educational Support Team (EST). Your parent, teacher, or the principal may request a meeting with the EST to establish the need for counseling services.

## Dances

- School dances may be held during the school year for Brighton students and their invited guests.
- Dances will be held providing there are enough staff and parent chaperones. It is required that three adult chaperones supervise the event in addition to the class advisor in attendance. A minimum of two of the adults must be staff members, four total.
- A student must be in attendance at school on the day of a dance in order to attend the dance.
- No smoking or drinking of alcoholic beverages on school property or at any school sponsored event.  
*Note: A student may be subject to suspension or legal prosecution for non-compliance with this rule.*
- The group that is sponsoring the dance will be responsible for cleaning up the MPR before leaving for the evening.
- The building principal must approve the event no less than 10 days prior.
- Dances will run from 7 p.m. to 9 p.m. Students may only leave the dance with parents, and they may not return.
- There will be a review of dance behaviors and transportation issues to determine student eligibility for future dances.
- All rules of the current Student Handbook will be enforced at dances, including dress code and use of cell phones.

## Directory Information

Student names, addresses, telephone numbers and photographs/videotapes are considered to be Directory Information and may be released as public information at the discretion of the school administration. Examples of the use of this information include identifying students in a photograph of a school activity. Parents or guardians provide permission as part of the yearly Student Information Request Form. If you do not want directory information to be provided, please inform the school secretary no later than September 11.

## Dismissal Routines

It is important that students follow these guidelines at dismissal:

- Students who are riding the bus go immediately to the bus.
- Students who are to be picked up by a car will go to the front of the building and wait for the bus to leave.
- Parents may not pick children up anywhere near the school bus.
- Students are to leave the school area once school ends, unless they are part of an organized after school activity.

## Dress Code See NCSU Common Board Policy F.12

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. Flip-flops are unacceptable if students are going to play on the playground equipment during recess. Also pack a pair of shoes on days that students wear winter boots. Students will not be allowed to wear winter boots in the classroom. Remember to pack a pair of sneakers on the days students attend Physical Education classes. In the event that a student forgets to bring indoor shoes, boots, or outdoor clothing; the nurse's office is well stocked with cold-weather clothing and gym shoes.

Students are expected to dress in an appropriate and safe manner at all times. When questionable, the determination of what is acceptable attire will be made by the school principal.

Guidelines:

- Skirts, dresses, and shorts must be appropriate for the school setting. Garments that are see-through and plunging necklines are not allowed. Modesty not measurement is the criteria.

- Clothes should provide sufficient coverage of back, belly, and, underwear.
- Headwear such as sunglasses, hats, hoods, etc. may not be worn inside the school building.

## **Electronic Devices**

In accordance with School Policy F.47, cell phones, iPods, MP3 players, and other electronic devices are not allowed in school, except when being used for a class assignment. Teachers reserve the right to grant permission for students to use electronic devices for specific projects. If a student brings an electronic device to school, the device will be taken away and returned to a parent. The school is not responsible for lost or stolen devices at school.

## **Educational Support Team (EST)**

The State of Vermont Department of Education requires that every Vermont public school must offer Education Support Team (EST) services to children at risk of failure. Responding to this requirement, schools have developed procedures, which would provide teachers, specialists, parents and the school community access to a multi-disciplinary team. The team will use problem-solving techniques to assess needs, identify resources, and follow the Multi-Tiered Student Service (MTSS) model. This is sometimes known as a Response to Intervention Model (RTI). The purpose is to assure each child's success in a general education classroom setting. The team will continue their involvement and support by developing a follow-up plan which may recommend further adjustments, modifications, supports and additional resources.

## **Extra-Curricular and Co-Curricular Activities**

Throughout the year, various activities take place which supplement school programs. Sports for Grades 6 through 8 include soccer and basketball, The Encore After School Program and various other activities some of which may even occur during the school day such as skiing at Burke Mountain, Siskin Outdoor Program. These opportunities are offered to students in the hope that they will find fulfillment and personal satisfaction as a result of participation. They are intended to assist in the healthy physical, emotional and social development of our students and complement academic activities that address the Vermont Framework of Standards.

## **Family Events**

On occasion, there will be evening activities that will be scheduled for families. All students attending these events will need to be accompanied by an adult. Students are expected to remain with that adult

during the event. Please call the school administration if you have questions or concerns about a specific family event.

## **(FERPA) Notification of Parent and Student Rights Regarding Education Records**

As a parent or eligible student enrolled in the Brighton Elementary School, you have certain rights concerning the education records that the school district maintains. These rights are afforded by the Family Education Rights and Privacy Act (FERPA), the Education of the Handicapped Act (P.L. 94-142), and the policy (F.6) and procedures of the Brighton Elementary School, copies of which are available upon request. Parents have the right to:

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

Contact the principal to exercise any of the aforementioned rights.

### **Field Trips**

Field Trips are an integral part of the Brighton educational experience. Trips serve as essential components to the curriculum, and therefore should not be missed. The school tries to cover the fees for these activities but there are times when we need to collect a modest fee. Funds are available for families for whom these fees would be a hardship.

Parents will receive notification of field trips shortly before the actual date. If a parent/guardian does not want their child to attend a particular trip, arrangements for that child will be made to remain at the school.

It is the policy of Brighton Elementary School to make every reasonable effort to include all students in field trips. In the event that a student's participation poses significant risk to the health, safety and well being of that student, alternative educational opportunities will be made available. Participation in field trips, including winter programming activities, is contingent on appropriate behavior. Students who have two minor or one major infraction of the school rules

one week prior to the scheduled activity will not be allowed to participate. Arrangements for that child will be made to remain at the school. A student not attending a field trip should not miss school that day.

## **Food Service**

All students enrolled at Brighton School are eligible to receive breakfast and lunch at school at no charge through the Community Eligibility Provision (CEP). Your children will be able to participate in these meal programs without having to pay a fee.

## **Gum and Soda**

Brighton is a gum and soda free school.

## **Health Services**

### Injury

- A student injured in school should report the injury immediately to the teacher. If no teacher is supervising at the time of the injury, the injury should be reported to the nurse.

### Substance Abuse

- Students who are suspected of being under the influence of any substance will be screened by the administration with a second staff member present. Results of the screening will be communicated to parents immediately.

### Medication

- Only the school nurse or her designee can administer medicine to students. Parents/guardians must clearly label all medicines and bring them to school in the original containers.
- NO STUDENT IS TO BE IN POSSESSION OF ANY MEDICATIONS OR ITEMS THAT APPEAR TO BE MEDICATION WHILE AT SCHOOL, ON THE BUS OR ON SCHOOL TRIPS.
- Medications (both prescription and non-prescription) will be given at school only with signed parental permission. All prescription medications must also have a signed doctor's order. If prescription medication needs to be given at school, you will receive a form outlining when, why, what, and time given. Forms are available from the Health Office or the physician can give you a handwritten order. A new Doctor's order is required at the beginning of each school year or anytime the medication is changed.
- Only medications that must be given four times a day or those specifically requested by a physician will be given at school. Medications given three times a day should be given at home before school, immediately after school and at bedtime.
- All medications must be in a properly labeled container and kept in the Health



Office.

- Please ask your pharmacist to label two containers one for home and one for school. A parent, guardian, or responsible adult needs to bring all medications to school. Please bring in additional medication before it runs out.

Screenings

- Below is an outline of the screenings done at school. You receive a notice only if your child needs further follow up or testing. If you have concerns about your child's hearing or vision at any time during the year, please call the nurse to do a check or recheck.

Screening	RQ = required													
	PK	K	1	2	3	4	5	6	7	8				
Hearing	RQ	RQ	RQ	Do not screen	RQ	Do not screen	RQ	Do not screen	Do not screen	Do not screen				
Visual Acuity	RQ	RQ	RQ	Do not screen	RQ	Do not screen	RQ	Do not screen	RQ	Do not screen				
<table border="1" style="width: 100%; height: 100%;"> <tr> <td style="width: 100px; height: 30px;">Height</td> <td rowspan="3" style="width: 900px; vertical-align: top;">No population based screening</td> </tr> <tr> <td style="width: 100px; height: 30px;">Weight</td> </tr> <tr> <td style="width: 100px; height: 30px;">Blood Pressure</td> </tr> </table>	Height	No population based screening	Weight	Blood Pressure										
Height	No population based screening													
Weight														
Blood Pressure														
Scoliosis	Do Not Screen													

Immunizations

- When your child receives his or her Kindergarten DTP, MMR, and Polio Booster, please send in the information so it can be recorded on your child's Health Record. Each child's immunization record will be reviewed to ensure it meets the State law for immunization requirements. If your child's immunizations do not meet State requirements, you will be contacted.

**Healthy Snacks and Food Allergies**

We are providing to all students, a healthy snacks for break time. **This year we are a tree nut free school.** Please do not send snacks made with these. **Common tree nuts: almond, cashew, coconut, hazelnut, macadamia nut, pecan, pine nut, pistachio, and walnut.** Snacks brought from home should be healthy ones. Some healthy snacks are: popcorn, carrots

and dip, raisins, granola bars, yogurt, fruit, cheese and crackers. Classroom teachers may restrict the types of snacks that children can bring, if a student in your class has a food allergy.

## **Harassment, Hazing, and Bullying**

### **Bullying**

**Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.**

**Here are some examples of what bullying is:**

- Teasing someone when they do not find the teasing funny
- Calling someone names
- Threatening someone
- Taking or damaging someone's things
- Playing 'unkind' practical jokes on someone when they don't find it funny
- Making someone feel uncomfortable or scared
- Ignoring someone or deliberately leaving them out of games
- Spreading rumors by saying or writing nasty things about someone
- Hitting or kicking someone
- Making someone do things they don't want to do
- Making someone give you money or things.

### **Harassment**

Harassment is saying, writing, or acting in a hurtful way to others because they are different from you. If the comments or actions are about someone's race, religion, color, national origin, disability, sex or sexual orientation, then it is harassment. Denise Russell, Cathy Kinney, and Judy Castonguay are the designated employees, for receiving harassment, hazing and bullying incident reports. Please contact Denise Russell, Cathy Kinney, or Judy Castonguay to report any incidents.

**What you should do if someone is harassing or bullying you or someone else:**

- Tell the harasser/bully to stop.
- Tell an adult what is happening.
- Tell a friend what is happening.
- Don't give up.
- Ask your parents to call the school.

An investigation will take place to determine if harassment and/or bullying have taken place. We will talk with the students involved and any adults who may have seen what happened.

## **Consequences for Bullying and Harassment**

If it is determined that you were engaged in bullying or harassing behavior then the following may happen:

- Your parent/guardian will be called and likely meet with the principal
- You will complete a Behavior Plan
- You will lose the opportunity to be with other students during lunch and/or recess
- You will meet with the school counselor to discuss your behavior
- You will be suspended from school
- You will not be allowed to participate in field trips, winter programming and/or school celebrations until your harmful behavior stops
- Other loss of privileges

### **North Country Supervisory Union Common Board Policy Manual**

#### **STUDENTS**

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### **F.23 Policy on the Prevention of Harassment, Hazing, and Bullying of Students**

#### **a. Statement of Policy**

The Brighton School District (hereinafter "District") is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

It is the policy of the District to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or 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 the District to prohibit the unlawful hazing and bullying of students. Conduct which constitutes hazing may be subject to civil penalties.

The 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.

The Model Procedures are expressly incorporated by reference as though fully included within this Model Policy. The Model Procedures are separated from the policy for ease of use as may be required.

## **II. 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. (See Model Procedures on the Prevention of Harassment, Hazing and Bullying of Students)
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 be also be assigned to one or both 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.

### **III. Constitutionally Protected Speech**

It is the intent of the District to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this 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.

**IV. 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 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 information provided by a student or any person to an 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, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

Harassment includes conduct as defined above and may also constitute one or more of the following:

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

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 appropriate, 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:

- (A) is registered in or in attendance at an educational institution;
- (B) has been accepted for admission at the educational institution where the hazing incident occurs; or
- (C) 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.



### Designated Employees:

The following employees of Brighton School 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;

Denise Russell, Principal  
Contact Information: 802 723 4373

Judy Castonguay, School Counselor  
Contact Information: 802 723 4373

Cathy Kinney, Behavior Support Staff  
Contact Information: 802 723 4373

### **Home & School Association**

The Home & School Association provides a forum for families to become involved in their community school. The association meets regularly to plan activities and to organize fundraising events. Your ideas are welcome! Announcements of meetings are sent home in the *Bearcat Bulletin* and are posted on the website. Any parent/guardian or friend of the school is invited to participate in these activities. Please feel free to contribute in any manner and to whatever extent you are able, and know that your contribution is appreciated. Please contact the front desk to volunteer.

### **Homeless Education Act – See NCSU Common Board Policy F.24 Homeless Education Act Children and Youth in Transition**

This school district will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our schools. This district will also follow the requirements of the McKinney-Vento Act. Under federal law, children and youth in transition must have access to appropriate public education, including preschool, and be given a full opportunity to meet state and local academic achievement standards. Our school will ensure that children and youth in transition are free from discrimination, segregation and harassment.

### **Homework Club**

Support staff members are available after school to provide homework assistance from 2:45 – 3:30 Monday through Thursday. Homework club is available to all students. Parents are responsible for arranging transportation at 3:30. Students will be required to complete their homework assignments. Any student who does not turn in homework when due may, at the discretion of the teacher, be required to stay after school. Students may receive partial credit for

the late assignment.

## **Lockers**

1. Middle school students will be provided with a hall locker in which to keep books and personal possessions
2. Brighton School is not financially responsible for items damaged, lost or stolen.
3. Students may not decorate the outside of their lockers.
4. Photos or pictures hung in the lockers need to be appropriate for school.
5. The administration reserves the right to inspect student lockers and contents if deemed necessary. See NCSU Common Board Policy F.4 Search and Seizure.
6. All backpacks, book bags, purses, jackets and hats need to be stored in lockers during the school day.
7. Items left in lockers at the end of the school year will be disposed of.

## **Lost and Found**

Lost and Found is located in the hall outside the Health Office. Please label all clothes, backpacks and shoes. Any unclaimed clothes at the end of the school year will be given away to a charity.

## **Make-up Work**

We know that there will be times when students miss school. When a child returns to school they must check with their teachers and make arrangements to complete missed assignments.

## **Mandated Reporting**

School personnel are required by Vermont law to report suspected abuse or neglect to the Department of Children and Families (DCF). Suspected child abuse/neglect shall be reported within 24 hours. As educators and mandated reporters, it is our duty to help protect students from abuse and neglect. Act 60 of 2015 provides that any mandated reporter who reasonably suspects abuse or neglect of a child shall report in accordance with the provisions of Section 4914 of this Title within 24 hours of the time information regarding the suspected abuse or neglect was first received or observed. 33 V.S.A. § 4913(c). Review the joint memo from VDH and AOE regarding Mandated Reporting.

<http://education.vermont.gov/documents/memo-mandated-reporting-law>

## **New Americans**

We have a responsibility to ensure that all of our students feel safe and supported. This occurs when we create school cultures that are responsive to the needs of the children in our care, and our families. Under Federal law, undocumented children and young adults have the same right to

attend public primary and secondary schools as do U.S. citizens and permanent residents [Plyler vs. Doe, 457 U.S. 202 (1982)]. And, under state law, all Vermont children, including undocumented children are required to attend school until the mandated age of 16. Meeting this obligation means going beyond telling families to enroll their student(s). It includes working proactively to ensure they feel safe, supported and welcomed.

Public schools may not:

1. Deny or terminate a student's enrollment on the basis of actual or perceived immigration status.
2. Treat a student differently to verify legal residency in the United States.
3. Engage in any practices that have the effect of discouraging students from enrolling or attending school based on their immigration status.
4. Require students or their parents to disclose their immigration status or inquire of students or parents in ways that may expose their undocumented status.
5. Deny or terminate a student's enrollment due to the student's or parent's failure to provide a social security number.

See the letter on the State's responsibility to protect the rights of undocumented Vermont students:

- Letter Regarding Undocumented Vermont Students

<http://education.vermont.gov/documents/letter-regarding-undocumented-students>

- Letter Regarding Undocumented Vermont Students (Spanish)

<http://education.vermont.gov/documents/letter-regarding-undocumented-students-spanish-version>

## **Parent Conferences**

Parents/guardians are urged to contact the school if there are any questions or concerns about their child's report card. We welcome the opportunity to discuss your child's progress at school. Formal conferences are held in the fall and spring to report on your child's growth. Should you wish to discuss your child's school performance at any other time, please contact the classroom teacher. The following suggestions might be of use to you as you prepare to attend a parent-teacher conference:

Before the Conference: talk to your child about any concerns he/she may have about school; think about what questions you might want to ask at the conference; plan to discuss any concerns you might have about your child or about his/her educational program.

At the Conference: ask questions about anything you don't understand; find out about your child's work habits, attitude and behavior in school; ask to see samples of your child's work; and find out specifically how your child is progressing in the core academic areas.

After the Conference: talk to your child about the conference; praise your child for their accomplishments; set goals; follow through on any decisions you and the teacher make.

## **Participation in Sports and ENCORE After School Program Activities**

If a student is absent from school or suspended from school for disciplinary reasons, they will not be allowed to participate in any after-school functions such as sports practice/games, concerts, nor will those students be allowed to participate in the ENCORE After School Program.

## **Party Invitations**

If a student is going to have a party, s/he cannot distribute invitations at school or on the bus unless the entire class is invited.

## **Passes**

Students must obtain a pass whenever they leave the classroom to go to the Restroom, Guidance, Art, Music, Technology, Nurse, Front Desk, Principal, or Student Support Room.

## **PBIS: Positive Behavioral Interventions and Supports**

### Appropriate Behavior

We are implementing a program called **Positive Behavioral Interventions and Supports** or commonly known as **PBIS**.

*The purpose of BES PBIS is to teach expected behaviors using positive language. We do this by creating a safe, predictable environment where everyone is valued, respected and held accountable.*

This program is being used across the country, Vermont and now the North Country Supervisory. It is a process and approach to creating a safe and productive environment where teachers can teach and students can learn. **PBIS** is a team based school-wide approach to teaching and supporting positive behaviors. It is a proactive model. It includes acknowledging students who are able to model these behaviors. There are systems in place to support students who have a difficult time modeling positive behaviors.

This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn. This handbook contains many of the expectations and rules that we feel are important to the successful operation of the school. Appropriate behavior is a shared responsibility involving parents, teachers, staff and students

### PBIS Foundation at Brighton Elementary

The three building-wide expectations are:

**Be Safe**  
**Be Respectful**  
**Be Responsible**

In addition to our behavior expectations, **PBIS** has four components:

A **behavior matrix** which explains behavior expectations in each school setting;  
**Direct teaching** of the expectations;  
**Recognition** for following the expectations;  
**Behavior tracking** to record and address inappropriate behaviors.

The PBIS Process

Schools can create a calm and nurturing environment that increases the likelihood that students learn and behave. Traditional discipline is usually defined by procedures that focus on control with punishment consequences. It pays little attention to the development and support of appropriate behaviors. Punishment by itself is ineffective in achieving the long-term goal of appropriate behavior and good citizenship.

The following are explanations of the four components of **PBIS**:

- **The Behavior Matrix** is a detailed description of expected behavior in different settings of the school. For example in the cafeteria it is respectful to say "please" and "thank you." It is responsible to clean your space... The different matrices will be posted throughout the school.
- During the year, teachers will **teach the three behavioral expectations**. Students will learn what the expectations "look" and "sound." like. They will be re-taught and reinforced throughout the school year, and become a part of our instructional program.
- Students are **recognized** for following the expectations. Periodically, we will celebrate as a school our success on following the expectations.
- Even with clear expectations and positive reinforcement, children will sometimes misbehave. To address misbehavior, a **behavior referral** sheet was designed. Discipline issues are divided into major and minor infractions.
  - **Major infractions** are those behaviors that result in being sent to the Planning Room or the Principal.
  - **Minor infractions** are those behaviors that are disruptive to the learning environment, but are handled by the teacher.
  - **Classroom/School-wide infractions** are minor rule violations that result in an immediate verbal correction and re-teach by any adult school employee.

When behaviors become repeated, then teachers, parents, and the principal will meet to build an effective intervention plan.

## Procedures for Misbehavior

If a student misbehaves the following procedures are used:

A **General Reminder** will be given.

An **Individual Reminder/Redirection** will be given regarding the appropriate behavior.

The student goes to **Take a Break** and may complete a reflection form.

The student is sent to the **Student Support Room/Principal** to complete a Behavior Referral Form.

Teachers, Planning Room Personnel, or the principal may give a **consequence** for a repeated inappropriate behavior.

Parents will be **notified** of repeated or major infractions.

## Chronic Student Misbehavior

For students who are consistently in the Student Support Room, a meeting will be scheduled with some or all of the following EST team members: principal, guidance counselor, behavior specialist, parent(s), teacher(s), and student to review the EST Plan for the purpose of addressing student behavior and a plan for change. Other options to be considered may be home tutorial and alternative placement.

## Benefits of PBIS

There is an increase in attendance.

Students and teachers report a more positive and calm environment.

There is a reduction in the number of students engaging in behavioral disruptions.

There is a reduction in the total number of behavioral disruptions.

## How can parents be involved?

To be successful, our behavior program needs to be a partnership between home and school. Throughout the school year we will send updates and information about PBIS. We invite your comments, concerns and ideas to make PBIS successful. Please support PBIS at Brighton by:

Learning the expectations

Reviewing behavior expectations with your child

Using the three expectations at home

Providing positive reinforcement (rewarding good choices with compliments or quality time) at home

Sharing with us your comments or asking questions about PBIS.

# BRIGHTON SCHOOLWIDE BEHAVIOR EXPECTATIONS

2017

HALLWAY	EXPECTATIONS
BE SAFE	Use walking feet Safe hands and feet Keep to the right
BE RESPECTFUL	Personal space Hands down Appropriate voices
BE RESPONSIBLE	Go directly to your destination Use a hall pass

CAFE	EXPECTATIONS
BE SAFE	Use walking feet Safe hands and feet Stay seated (while eating) Report spills
BE RESPECTFUL	Use your manners No belching Calm tone of voice
BE RESPONSIBLE	Clean up after yourself Take care of your own stuff

BUS	EXPECTATIONS
BE SAFE	Remain seated (your bottom on cushion) Keep aisles clear at all times Safe hands and feet
BE RESPECTFUL	Use low voices No food or drink on the bus.
BE RESPONSIBLE	Listen to the bus driver

FIELD TRIPS AND EXTRAS	EXPECTATIONS
BE SAFE	Follow school rules Look out for each other Be aware of dangerous situations
BE RESPECTFUL	Obey all chaperones Respect: location, grounds, staff, rules, and equipment Listen carefully to the speaker or instructor Use your manners
BE RESPONSIBLE	Be prepared with Materials and Equipment Be on time Represent Brighton well



FIRE DRILL	EXPECTATIONS
BE SAFE	Stay calm Be quiet Exit the building rapidly in a orderly way Stay single file If in another part of the building: exit the building, go directly to your class
BE RESPECTFUL	Be quiet Safe hands and feet Listen to directions
BE RESPONSIBLE	Know what to do Know where to go Follow the teacher's directions Ask if you don't know what to do or where to go Stand quietly single file Be ready to be counted

LIBRARY	EXPECTATIONS
BE SAFE	Walking feet Use a chair to reach the upper shelves
BE RESPECTFUL	Others have the right to learn One person speaks at a time Honor body space
BE RESPONSIBLE	Be responsible for your actions Books are for reading Return materials in good condition and in a timely manner

RESTROOM	EXPECTATIONS
BE SAFE	Report Spills
BE RESPECTFUL	Be aware of other's privacy  Be clean: <ol style="list-style-type: none"> <li>1. Flush!</li> <li>2. Wash!</li> <li>3. Trash!</li> </ol>
BE RESPONSIBLE	Be Timely

CORE CLASS	EXPECTATIONS
BE SAFE	4 + 2 on the floor  Walking feet  Permission to leave the room
BE RESPECTFUL	Honor personal space (hands and feet to self)  Appropriate discourse (honor others right to to speak) (active listening)
BE RESPONSIBLE	Take care of the classroom and materials  Do your personal best

ASSEMBLY	EXPECTATIONS
BE SAFE	Honor Personal Space Walking Feet Stay Seated in Your Spot
BE RESPECTFUL	Demonstrate Appropriate Audience Behavior
BE RESPONSIBLE	Active Listening

### **Middle School Morning Routine**

#### **Be Safe \* Be Responsible \* Be Respectful**

1. Lunch Signup/Attendance
2. Agenda/Homework - needs to be checked
3. Are you ready for your day?
  - Phone check - deliver to a member of the school staff voluntarily
  - Health Office
  - Homework Help
  - Guidance
  - Bathroom
  - Paper, pen and pencil
  - Check-Ins
4. Breakfast - Middle School students may enjoy breakfast in the MPR, remain

there, or go outside until 7:55.

## **Personal Space**

Respecting one another's personal space is important. There is a no contact rule in place at Brighton School, which includes the following: hugging, slapping, pinching, touching another person's body. These actions may make students feel unsafe and be interpreted as a sign of aggression, harassment or bullying. Policies – Local, State and Federal policies can be found on the NCSU website: [www.ncsuvt.org](http://www.ncsuvt.org)

## **Phones, Toys, Valuables, and Personal Belongings**

Toys, money, and personal belongings should remain at home unless a teacher has granted permission to bring them to school. The school is not responsible for items brought from home that are lost at school.

## **Public Privacy Rights: Student Surveys See NCSU F.20**

It is the policy of the North Country Supervisory Union to comply with the provisions of the federal Pupil Privacy Rights Amendment (PPRA) governing the administration of certain student surveys, analyses or evaluations funded in whole or in part by the U.S. Department of Education. No student shall be required, without parental consent, to take part in a survey, analysis, or evaluation funded by the U.S. Department of Education that reveals protected information.

## **Recycling Law Act 148**

The Vermont Legislature passed the Universal Recycling Law in 2012, which bans disposal of recyclable materials (metal, glass, plastics #1 and #2 and paper/cardboard). Students are expected to utilize recycling bins in classrooms and the cafeteria to assist with this effort in compliance with the law.

## **Response To Intervention (RTI)**

**RTI** is a process designed to help schools focus on high quality interventions that are matched to student needs and that are monitored on a frequent basis. Screenings are done in Reading and Math three times a year. The information gained from the screenings is reviewed by an academic team and the classroom teacher to determine which students are doing well in the standard classroom reading program, those who may need supplemental instruction and others who need individual instruction.

## What are the benefits of RTI?

- All students are screened three times a year.
- When needs are identified, assistance and interventions are initiated quickly.
- Students are monitored during the period when assistance or interventions are being used.
- Students continue in the standard classroom Reading program.

## What is the RTI Process?

After students are screened, the **RTI** team reviews the results to determine who will need additional assistance.

When the data shows that a student is not making satisfactory progress in the standard classroom program, small group supplemental assistance or interventions are provided.

Some students may receive supplemental assistance or interventions individually. Student progress is frequently monitored.

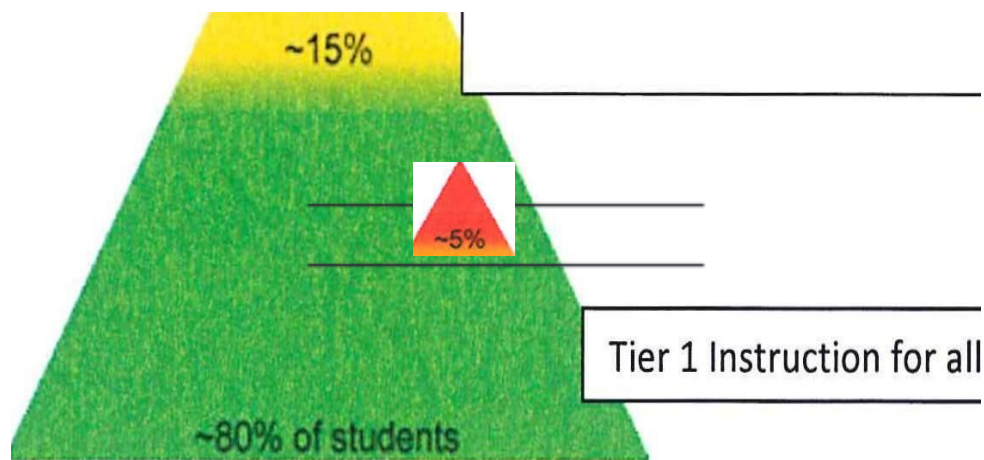
Parents will be informed of any assistance or interventions.

If a student makes limited progress after receiving assistance or interventions, we may ask parents for permission to conduct an evaluation to help identify the possibility of a learning disability.

## What is the RTI Model?

The RTI Model can be shown visually using a three-tier intervention model as illustrated below:

- **Tier 1:** Provides all students with whole group instruction using a core curriculum that is scientifically based. The core curriculum should meet the needs of 80-90% of all students.
- **Tier 2:** Provides supplemental interventions to small groups of students performing below the grade level benchmarks. These interventions are in addition to the core curriculum and when combined with Tier 1 should meet the needs of an additional 5-10%.
- **Tier 3:** Provides customized interventions to individual or small groups of students, in addition to Tier 1 and 2 interventions. These interventions are designed for the neediest 1-5% of students.



### What if my child is referred?

- After a universal screening is completed, the team will review the results and make recommendations for additional interventions if necessary.
- You will be notified if additional interventions are needed.
- Be sure to ask questions if you do not understand the interventions being used.
- Ask when you will be contacted about progress.
- Be sure to praise your child.

### How can parents be involved?

- Talk frequently with your child about school.
- Communicate with your child's teacher about any issues that might affect your child's progress.
- Know what your child has for homework every night and provide assistance as needed.
- Help your child organize for the next day.
- Discuss your concerns with your child's teacher.
- Discuss with your child any suggestions the teacher may have to help.
- Ask the teacher if RTI might help your child.
- Be positive.

## To Parents and Guardians

We would like to thank you for reviewing the **Student Handbook** with your child. It is important for your child to understand and be familiar with our academic and behavior expectations here at Brighton Elementary School to:

Be Safe

Be Respectful

Be Responsible

We seek to create a school that encourages all students to reach their academic potential by offering excellent and quality programs. Working together we can help each student have a positive and successful school year.

### **Seclusion and Restraint See Common Board Policy F.3 Restrictive Behavioral Intervention**

State Board Rule 4500 defines the appropriate use of seclusion and restraint. Rule 4500 also sets forth the reporting requirements relative to any use of seclusion or restraint in school (e.g. – teacher to administrator, administrator to superintendent, and school to parent/guardian of affected student).

It is the policy of this school district/ supervisory union that students not be subjected to the unreasonable use of restrictive behavioral interventions, and that there be a common understanding within the District/Supervisory Union of appropriate interventions by District staff. Frequently asked questions about Rule 4500 are available online:

<http://education.vermont.gov/documents/restraint-and-seclusion-incident-documentation>

- Every effort is made at Brighton to avoid restraining a child. Only NCSU employees and staff who are certified in Crisis Prevention Intervention (CPI), nonviolent crisis intervention, perform restraints.
- The school nurse is responsible for monitoring the student after a restraint for conducting a physical/medical assessment.
- Use of restraint must be reported to the building administrator no later than by the end of the day.
- A written report of the restraint is submitted by the building administrator to the superintendent.
- The superintendent files a report with the Commissioner of Education
- Attempt to report restraint is made to parents of the student by the end of the day and a written report sent to the parents within 24 hours.
- Complaints should be directed to the building administrator in writing or verbally if the person making the complaint is unable to put it in writing.
- Investigation and written findings will be completed within 30 days of the receipt of

the complaint. Unresolved complaints will be directed to the Superintendent of the Supervisory Union in which the student resides.

## **School Board**

The school board meets regularly on the second Wednesday of each month, beginning at 6:30 PM. Meetings are open to the public, all are encouraged to attend.

## **Search and Seizure see NCSU Common Board Policy F.4. Search and Seizure**

The policy on Search and Seizure (F.4) is intended to insure the safety of all students, school employees and the general public. To carry out this policy, the school retains the right to search a student and /or personal effects: purse, backpack, lunch bag, and the like. School property may also be searched: students lockers, desks, computers, textbooks and the like.

## **Smoking on School Grounds Prohibited**

State law prohibits smoking on public school grounds. This prohibition includes all school and non-school activities at all times in the school and on school grounds including ball fields. All visitors are expected to comply with this law.

## **Special Education and Section 504**

Brighton Elementary works to be in compliance with the Federal Individuals with Disabilities Act (IDEA). Classroom teachers, special educators and paraprofessionals support student accommodations within various settings as dictated by individual student needs in the least restrictive environment.

We also identify students eligible under Section 504 of the Rehabilitation Act of 1973 and provide a continuum of services in and out of the classroom.

## **Student Insurance**

The school does not carry accident insurance for students. Accident insurance is available to students at a low rate through an independent insurance agency. A letter outlining the availability of insurance is provided at the beginning of the school year. Applications for this insurance are available at any time during the school year upon request through the Health Office.



## **Student Records**

All of our students have cumulative school records that are kept securely in a locked filing cabinet. A child's cumulative folder is a formal record of his/her school needs and progress. Teaching staff, the administrative assistant and the principal have access to records. All other individuals must have signed parental permission to review a student's records. This record system is designed to comply with federal regulations concerning privacy, confidentiality, and special education. If a file is removed from the cabinet, it may not leave school property and must be promptly returned.

Parents should be familiar with the contents of their student's file. Under the FERPA (Family Rights and Privacy Act), parents have a right to the following. *See Common Board Policy F6 Student Records:*

1. To examine a child's cumulative school record upon request and have it explained and interpreted.
2. To challenge inaccurate or misleading portions of a child's record.
3. To appeal unsatisfactory decisions made by school officials about a child's records.
4. To expect that information in a child's file will be treated confidentially by all school personnel.

## **Student Support Room**

Deliberate failure to respond to school expectations will result in a student referral to the Student Support Room. The student will be helped by an adult to look at nonproductive behaviors and develop a contract for change. Mrs. Kinney will send a note home explaining what happened and a copy of the plan they wrote to help your child correct their behavior. Students are responsible for any missed work while in the Student Support Room and may be referred to the Homework Club.

## **Suspension - External**

When externally suspended, students are not allowed on school property during school hours. Students who come on school property during external suspensions will have their suspension extended. They also cannot participate in or attend school activities. Students are responsible for initiating arrangements to make up all work and tests missed.

## **Suspension - Internal**

When a student's inappropriate behavior reaches a serious level such as bullying, harassment, or disrespect to adults, the student will spend time in the Planning Room doing schoolwork. If a student cannot work appropriately in the Planning Room s/he will need to have a parent come

to the school and take the child home.

## **Report Cards**

Report cards are issued three times a year. Parent/teacher conferences are scheduled twice per academic year. If you feel that there is an issue, please call to request a meeting.

## **Assessments**

As part of Response to Intervention, students in Kindergarten to Grade 6 will be assessed three times a year using AIMSWEB and Fontas & Pinelle. Students receiving additional support will be assessed more often to verify that interventions and supports are being successful.

As part of the state assessment program, students in grades 3 through 8 take the Smarter Balanced Assessment Consortium (SBAC) in Reading and Math.

## **Theft**

Theft of personal property is a concern in a school environment. Involvement in theft may lead to criminal charges. According to Vermont Law (2561), a person who buys, receives, or aids in the concealment of stolen property shall be punished as if they had stolen the property. Brighton School is not responsible for lost or stolen property.

## **Threats**

There are many television shows and video games that use inappropriate language and show violence. Many children think it is no big deal to use phrases like "I'll kill you," "I'm going to beat you," or "I wish I had a gun." We do not allow students to say these things even if they are only joking. In school, students cannot express anger or frustration like on television or in the movies. There are serious consequences for making threats at school. See *Common Board Policy E7 School Crisis Prevention and Response*

## **Transgender and Gender Nonconforming Students**

All students need a safe and supportive school environment to progress academically and developmentally. Many questions arise for students and school staff when considering the best supports for transgender and gender nonconforming students. The Continuing Best Practices for Schools Regarding Transgender and Gender Nonconforming Students are designed to provide direction for schools to address issues that may arise concerning the needs of transgender and gender nonconforming students.

## **Trips and Family Vacations**

Brighton Elementary recognizes the educational benefits of connecting with family members and traveling outside the area. We appreciate the efforts that are taken to schedule your vacations during breaks in the school calendar. In order for a trip to be considered an excused absence, the office needs to be notified in writing at least 10 days in advance. Due to the importance of the annual SBAC assessments, please avoid trips during those days.

## **Visitors**

- Parents/guardians are encouraged to visit classrooms with 24 hours' prior notice. Please check in at the front desk to get a visitor's pass.
- All parents and visitors must use the front entrance during school hours. Anyone wishing to stay after dropping off their student must sign in at the front desk and wear a visitor's pass.

## **Weapons**

Any item that can be harmful or dangerous is not allowed on the school grounds and will be taken for the safety of others.

- Toy weapons are not for school. Many companies that make toys have made them look very real. The color or size of your toy knife or gun doesn't matter; it should not be brought to school. If your family rules allow for using water guns and play swords, that is perfectly acceptable at your home. No toy weapons are allowed at school.
- Weapons can mean more than knives and guns. Bullets, arrows, and lighters shaped like missiles can be considered weapons, do not bring them to school.

## **Wellness Programs**

The updated list of wellness programs collected by the state can be accessed through the following link: <http://education.vermont.gov/student-support/healthy-and-safe-schools/health-services>

## **Winter Dress**

We recognize the importance of physical activity and independent play during the winter.

Therefore we want students to go outside for recess as often as possible. In order to leave the blacktop, a student needs to wear winter boots. In order to play in the snow, a student needs to wear snow or ski pants. Students are expected to follow these guidelines:

<b>Outside Temperature</b>	<b>Clothing Guidelines</b>
Below 50°	Wear something with long sleeves
Below 40°	Wear one outer layer
Below 30°	Wear a winter coat, hat, and gloves
Below 0	Remain Inside, wind chill considered

## **Home School Compact**

### **Students, for your success you are encouraged to:**

- Respect others,
- Attend school daily,
- Come ready to learn,
- Bring all tools needed for learning,
- Strive to do your best,
- Cooperate with teachers,
- Know and follow school and classroom rules and expectations,
- Be active and positive in school,
- Accept responsibility for your behavior and actions.

### **Parents, for your child's success you are encouraged to:**

- See that your child attends school regularly and arrives on time,
- Ensure that your child gets plenty of sleep, a good breakfast, and is dressed appropriately,
- Establish and maintain open lines of communication between home, school and teachers,
- Participate in school activities including parent-teacher conferences,
- Regularly discuss school with your child,
- Promote high expectations for your child's behavior, school achievement, and homework,
- Assist your child in being responsible for his/her behavior and actions,
- Read with your child.

**Teachers, staff and principal, for our students' success we will:**

- Provide a safe and effective learning environment,
- Establish and maintain lines of communication between school and home,
- Comply with district and state policies and regulations,
- Promote high expectations for student behavior and academic achievement,
- Provide opportunities for every student to be successful,
- Promote student responsibility for behavior and actions,
- Work collaboratively with one another.

## BES 8th Grade End-of-Year Field Trip Guidelines 2017-18

### Fundraising:

- Students set fundraising goal and destination early in Fall
- All fundraising will be approved through principal
- All students are expected to participate in fundraising activities
- Fundraising participation and dollar amount will be tracked per student and deducted from student's individual balance for trip according to budget/goal. Families will then be responsible for paying the difference before the due date
- There will be no refunds for cancelling or losing permission to attend unless for medical or emergency
- Excess funds will be returned to the 8<sup>th</sup> grade trip fund, not distributed as spending money.

### Location, Content, Giving Back:

- Trip needs to have a balance of some academic components and some "just fun"
- Location and itinerary needs to be approved through principal. Location by November.
- Duration of the trip should not exceed two overnights.
- The trip must occur prior to graduation.
- Option to collaborate with other schools is possible upon approval through principal
- The 8th grade class will create opportunities to "pay it forward" and "give back" to the community through services and appreciation events throughout the year.

### Chaperones and Guests:

- At least one school employee on trip
- Trip advisor can be certified or noncertified school staff member who will act as travel agent and oversee fundraising. Travel advisor will receive a stipend of \$200.
- Staff to student ratio- 1:10
- All parent/guardian guests will need to pay their own way.
- Parents/guardians must be on school chaperone list with complete background checks on file.
- Parents/guardians must sign an agreement to follow school rules and expectations while on class trip.
- Parent liaison will be appointed to help with communication between school and home.

### Cancellation:

- It is important to note that the 8th grade trip is a privilege not a requirement. The expectation is that all 8th graders will maintain high academic and behavioral status throughout the school-year by practicing respect, responsibility, and safety. If at any point it is determined that a student or student(s) are not meeting school expectations this trip may be warned and, if necessary, revoked.
- In the event of an unexpected family emergency, illness or other special circumstances, consideration will be taken.
- In either case the fundraising balance of any student not attending will enter the 8th grade general fund.