

**WELCOME TO
SHELDON ELEMENTARY SCHOOL
Family and Student Handbook**

Home of the Sheldon Bears!



SHELDON ELEMENTARY SCHOOL MISSION STATEMENT

The Mission of Sheldon Elementary School is to have our students become lifelong learners who will maximize their ability to learn, think and solve problems to be prepared to meet future challenges. In partnership with parents, our goal is for students to become effective, responsible members of society.

Using Sheldon Elementary School's Social Media to SHARE Our Story

Living in today's world, it is clear that social media is everywhere. This is not only for the students that our school serves, but for all people. People are connected through social media such as Facebook, Twitter, Instagram, YouTube, and more. The Sheldon school community is truly committed to using social media to celebrate and tell the story of our school, our learning and even our daily operations.



FaceBook: Sheldon Elementary School or @SheldonBears once you are on FaceBook!



Twitter: @SheldonSchoolVT



Instagram: sheldon.elementary.school

ABOUT OUR SCHOOL

Sheldon School is part of the Franklin Northeast Supervisory Union and Northern Mountain Valley Unified Union School District. There are 9 schools in the supervisory union: Bakersfield Elementary and Middle School, Berkshire Elementary, Cold Hollow Career Center, Enosburg Elementary, Middle and High School, Montgomery Elementary, Richford Elementary, Richford Junior-Senior High School, and Sheldon Elementary.

Sheldon Elementary School is a preK-8 school with over 300 students served by over 60 staff. As a member of NMVUUSD, students have high school choice and after graduating from eighth grade, are tutioned to public high schools.

Sheldon School recognizes the unique learning opportunities available to us in our rural setting and is committed to place-based learning. The school grounds include multiple playground spaces, a tennis court, a low ropes course, and an 80-acre forest full of trails maintained by a community-school partnership committee. We are in proximity to both the Rail Trail and the Missisquoi River. We are a short drive away from Jay Peak Ski Resort, which has become an integral part of our winter program. We participate in Vermont's Farm to School Programs. Above all, Sheldon School values each individual as a unique person with a special contribution to make to the school, the community, and beyond. It is our desire to maintain an atmosphere that is safe, challenging, and promotes the best in each one of us as learners and caring, responsible citizens.

Jessica Ochs, Principal

Kirstan Alexander, Assistant Principal

Dear Sheldon Families,

It is with excitement that I welcome you all to a new school year!

Our 2022-2023 Family handbook is designed to ensure that adults and students have all the information about our school and procedures you will need to have a happy, safe and successful school year. Please take time to review this handbook and keep it as a reference for future questions. Other important information will be available on our school website, www.sheldon.fnesu.org. The school website is where you will find the school calendar, Friday folders (which contain weekly messages from teachers) and School Board Minutes.

Please note, we have very active social media pages and love to announce all of the exciting work and events that are happening each day at school. IF you do not wish to have your child's photograph and/or name included in our social media or website postings please be sure to fill out the form in the Parent Signature Packet that will be sent home the first week of school or call us at 802-933-4909.

This year brings many changes for staff members, for the building and for our students. Change provides an opportunity for new beginnings and new adventures in learning. I welcome you all to visit our school. Meet our new team members and reconnect with the school and all of those within it.

I always welcome feedback, questions, concerns and suggestions for our school environment. Please feel free to contact me at jessica.ochs@fnesu.org.

I look forward to getting to know all of you!

Be well,

Jessica Ochs, Principal

*All of Sheldon Elementary School's Professional Staff Meet the
Federal and State requirements to be determined
"Highly Qualified."*

PARENTS ARE OUR PARTNERS

As a component of our Parental Involvement Policy, a **School and Home Agreement** has been written to serve as an important guide to describe and continuously improve the partnership among parents, teachers, and our learners in an effort to improve student achievement.

We ask parents to discuss the compact with your child(ren), if you feel they are old enough to understand it, and to use it to guide your relationship with the school, as it is used by us. **The School and Home Agreement** is also available on the school's website under the Title I link.

SHELDON ELEMENTARY SCHOOL AND HOME AGREEMENT

It is important that families and schools work together to help students achieve important learning outcomes. The Sheldon Elementary School-wide Title I Program is designed to include parents as partners as students work toward making continuous progress in those outcomes. This School-Home Agreement outlines a commitment on the part of all of us to support a student's continuous progress in essential learning.

The Student's Role:

- I understand that my education is important because it helps me develop the tools I need to become a happy and productive person.
- I also understand that my parents want to help me do my best in school.
- I know I am responsible for my own success.
- I will work hard to have a positive attitude.
- I will be responsible for my own behavior, and my own work.
- I will be respectful to the adults and classmates that are trying to help me.
- I will cooperate with others in order to learn and grow.
- I will interact with teachers and classmates in a positive way.
- I will talk with friends and family about what I learn in school.

The Parent's Role:

- I understand that my participation in my child's education will help him to develop the tools necessary to have success in school and in life.
- I will ensure that my child attends school regularly.
- I will provide a place and time at home for my child to study/complete work.
- If my child receives Title I support, I will communicate regularly with my child's teacher and the Title I teacher by attending meetings and also by sharing any concerns or questions about my child's progress.

- I will make an effort to talk, read and/or write with my child every day.

The Classroom Teachers' and Supporting Staffs' Role:

- We understand the importance of the school experience to every student and our role as teachers and models. • We will motivate our students to learn.
- We will have high expectations and help every child develop a love for learning.
- We will communicate regularly with families about Title 1 students' progress.
- We will provide a warm, safe, and caring learning environment.
- We will facilitate interesting and challenging lessons and activities to promote student achievement. • We will collaborate and consult regularly with each other to discuss student progress.

Parent and Visitor Code of Conduct

In order to maintain a safe, orderly, respectful, and secure educational environment for the students and staff of Sheldon Elementary School, it is essential that all parents and visitors of our buildings be aware of their responsibilities and adhere to an expected code of conduct as set forth below.

Parents are expected to:

- Recognize that the education of children is a joint responsibility of the parent and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, civil, orderly environment.
- Ensure that children bring only items appropriate and related to the instructional program at school.
- Know school, classroom, and bus transportation rules and help their children understand them.
- Convey to their children a supportive attitude toward education and our school staff.
- Build good relationships with teachers, other parents, and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed in a manner consistent with the school's Dress Code.
- Review the contents of this Handbook with their child and sign it.

Public Conduct on School Property

Schools are a place of work and learning. Certain limits must be set for parents and other adults who visit our school and classrooms. All persons on school property or attending a school function shall conduct themselves in a safe, civil, respectful, and orderly manner. The building principal or his/her designee is responsible for all persons in the building and on the grounds. The following expectations apply to anyone visiting our school:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must report to the front office upon arrival at the school. They will be required to sign the visitor's log and will be issued a visitor's badge if going beyond the front office area (with permission), which must be worn at all times while in the school or on school grounds. The visitor must return the badge to the office and sign out before leaving the building.
- Visitors attending school functions that are open to the public, such as open meetings, public gatherings, or school-wide daytime or evening events are not required to register.
- Parents who wish to observe a classroom while school is in session are required to arrange such visits with the Principal.
- Teachers will not take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the Principal or his/her designee. Unauthorized persons will be asked to leave. Law enforcement may be called if the situation warrants.
- Any visitor whose conduct is deemed by the Principal or his/her designee not to be safe, orderly, civil and respectful will be asked to leave. Law enforcement may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school properly contained in this Code of Conduct.

Conduct Prohibited on School Property

No person shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school or bus property or the property of a student, teacher, administrator, other school employee, visitor, or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of the school environment including but not limited to parking lots, entrance, hallways, offices, classes, school programs, co-curricular activities, or other school events.
- Use profanity, vulgar, or obscene language when addressing school personnel, other visitors, or our students. • Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass, bully, or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, or disability.
- Enter any portion of the school premises without authorization or remain **in** any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this Code applies.
- Violate the traffic laws, parking regulations, or other restrictions of vehicles, including bicycles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers.
- Loiter on or about school functions.
- Refuse to comply with any reasonable order of identifiable school personnel performing their duties. • Willfully incite others to commit any of the acts prohibited by this Code.
- Violate any federal or state statute, local ordinance, or board policy while on school property or while at a school function.

Persons in Violation of the Code of Conduct

The authorization of a visitor, to remain on school grounds or at any school function, shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection which may involve law enforcement. The school district reserves its right to pursue a civil or criminal legal action against any person violating the Code.



COMMUNITY FOREST

The Sheldon Community Forest is just across the road from Sheldon School and is open to the public. We encourage you to come and take a hike. Each fall and winter a festival is held with activities planned in the forest. Rock-Tenn Corporation, owners of the Sheldon pulp mill, generously donated these 82 acres of land to Sheldon School in 1995. The land is a mixture of hardwood and softwood forest, with some very large trees, hills, rock ledges and a stream. Five trails are maintained and marked with different colors and several trails have been given specific names. One trail, the Nature Trail, is marked with green and white tree tags. Maps of the forest and its trails are available at the front desk in the school. A kiosk at the main entrance displays forest information and has a large color-coded display map.

The goal of Sheldon Community Forest Committee is to support and encourage the use of the forest for educational and recreational uses by people of all ages, as well as working to preserve and conserve the forest and its wildlife. The committee oversees the maintenance of the forest and frequently holds work days. Meetings are held four to six times a year. Please come and enjoy this forest in any of the four seasons!

The mission of the forest committee is to support the exploration of the natural world for all ages, with place-based, project-driven learning opportunities. We envision this forest and its natural setting as a vehicle in bringing learning opportunities through a wide range of activities, to learners of all ages, resulting in daily connections to and immersions in the natural environment.

PROGRAM STATEMENT

1. Act as stewards of the natural habitats and environment of the Sheldon Community Forest as well as provide education in the appropriate usage of its natural resources.
2. Provide safe access to unique flora, fauna, and environs by maintaining trails and providing trail maps and guides that highlight the special features.
3. Increase public awareness, use and participation through various media outlets and community events.
4. Establish traditions through annual festivities celebrating the change of seasons.
5. Forge close ties with the school district by providing expertise and guidance for forest excursions that supplement curricular and extracurricular learning.
6. Provide professional development in outdoor environmental education and its cross-curricular application.
7. Provide summer camps, educational outreach, and outdoor immersion for all ages.
8. Facilitate recreational use and physical well-being through the provision of equipment and facilities.
9. Support, encourage and deliver outdoor learning opportunities based in the forest ecology, its resources and its topography.

Guidelines for Sheldon Community Forest

Community members are welcome to use the forest for hiking, snowshoeing, cross-country skiing and geocaching.

- Parking available at Nature Center.
 - Maps available in the school's office.
 - Kiosk displays forest information, like acreage, trail distances, boundaries, and forest guidelines.
- Carry in and carry out.
- Preserve the forest's natural beauty, leaving all vegetation undisturbed.
 - Notify the school of hazardous trees and any other safety issues.
 - No unauthorized fires.

HANDBOOK A TO Z

A

Absences

When a child is absent from school, the parent/guardian is responsible to call school and notify the administrative assistant Kalen Kane at kalen.kane@fnesu.org or 802-933-4909.

Excused absence

An excused absence would be when your student has an illness, attends any school sponsored activity or activities of an educational nature with advance approval by the administration, religious observances, and funerals. Make up work can be provided for all excused absences.

Unexcused absence

An unexcused absence is considered when there is no contact with the parent/guardian of the student regarding the absence.

Please review the steps established by the Franklin County Truancy Response Project:

School Interventions:

- **Daily:** Please call the school every day your student is absent. If we do not hear from you, we will contact you each day your child is absent. (If your child is ill, hospitalized, traveling on a vacation, or has an extended family emergency, please notify the school.)
- **5-10 Day Steps:** If student absences are impacting school performance and/or communication between school and home is a problem a letter will be sent home. A school meeting may be held, and a plan may be developed as necessary.
- **10-15 Day Steps:** A home visit or a mandatory meeting with parents or guardians will occur. The superintendent is notified. Together, a plan is made to resolve attendance issues, discuss next steps, including referrals to other agencies or services. A referral to the Franklin County Truancy Project will be made.
- **20 Day Steps:** A report to the Department of Children and Families (DCF) will be made and a letter will be mailed to the States Attorney's office.

AFTER-SCHOOL PROGRAMS -- LEAPS

Sheldon Elementary School offers a quality after school program for all students in grades K-8. The program coordinator is Deb Bovat. The program is largely staffed by paraeducators and teachers who are paid through local funds and a 21st Century School grant to provide fun and enriching activities for our students. Students are provided with a nutritious snack. Our after-school programs are supported by local budget funds and the Vermont Agency of Education 21st Century Community Learning Centers grant that requires and monitors the program to meet high quality standards.

- All programs are free and offered during different periods of the school year, with a healthy after school snack.
- Children may choose to attend one day a week or more days depending upon space.
- After school programming includes a variety of hands-on projects and activities exploring science, math, literacy, fitness, recreation, arts, nutrition and technology.
- More information will be coming home concerning our after-school programs in September.

ALCOHOL, TOBACCO AND OTHER DRUG ABUSE POLICY

It is the philosophy of the Sheldon Elementary School that the school will do everything possible to see that the Sheldon students do not engage in either the abuse of drugs and alcohol or the distribution of such substances. Our Student Assistance, Joanna Jerose, is trained to provide education, intervention, assessment, brief counseling and referral to appropriate agencies as well as follow up care after treatment. A copy of our Drug, Alcohol, and Substance Abuse Policy is available on the school website under Policies.

Tobacco

In accordance with Vermont State Law, all tobacco products are prohibited anywhere on public school grounds.

ARRIVAL and DISMISSAL

School Hours: 7:30 am to 3:00 pm

Arrival

- Students may report to their classrooms at 7:45. Students who arrive before 7:40 may wait in the gym area, or when weather allows, outside.
- Parents are welcome to drop off their child/ren in the lobby area **any time after 7:45**.
- Important note: *There are very few staff in the building before 7:30 and students may not be able to enter the building. Please be sure no student is dropped off before 7:30 when the school opens.*

Dismissal

- Students that ride the bus will be dismissed first in order to load the buses by 2:45.
- When the buses have departed, all remaining students (walker/riders/sports/after school programs) will then be dismissed.
- If you wish to pick up your child, please wait in the front lobby or outside until they have been dismissed. We will not dismiss pickups until after the buses leave the parking lot.
- A signed note will be required from a parent/guardian to adjust any dismissal routine. Please share the note with the front office.

After School Supervision

The school does not provide supervision for students after 2:45 unless enrolled in after school program or has a scheduled appointment with a staff member.

Walkers/Bike Riders

Students are expected to obey all pedestrian, riding rules and laws. *Students must wear a properly fitting bike helmet to and from school when riding.*

Late Arrival, Early Departure

- Parents, please sign students in or out of the front office for late arrivals and early dismissals.
- Please make every effort to notify the school in writing when dismissal conditions change, or call before 12:00 p.m.

Younger siblings may NOT remain at school without parental supervision while older siblings are engaged in an activity.

ATHLETICS INFORMATION

- Please call the school to contact the athletic director.
- Concussion information is located on the school's website.
- An interscholastic sports program is offered for grades 5-8 for Soccer and Basketball and in grades 7 and 8 for Baseball and Softball.
 - Sports are offered on a sign-up basis.
 - A signed permission slip is required prior to participation along with a signed copy of the Parent Code of Conduct for Sports.
 - A physical within the last 24 months is required in order to participate. Evidence must be provided to the athletic director.

- Forms are distributed to all students prior to the start of the season.
- The goals of the Sheldon School Sports Program are:
 - Support good sportsmanship and to develop physical skills.
 - Encourage the acquisition of experience rather than competition.
 - Build student enthusiasm and willingness to work on a team.
- The Coaches Conduct and Ethics Statement is located on the school website under Athletics.

Extracurricular Eligibility

Disciplinary Conditions

- A student who is absent on the day of a game may not participate in the game unless approved by an administrator..
- A student receiving a suspension from school may not participate in any after school events during the corresponding days of suspension.
- A student with a serious infraction may be subject to suspension from any after school activity.
 - Students with repeated infractions may be subject to suspension from any after school activities.
 - The length of any suspension will be determined by the Extracurricular Disciplinary Committee.

Academic and Conditions and Supervision

- Although participation in these programs is important, our primary mission is to help students succeed in all of their school subjects. If a student is not meeting essential academic standards in class(es), he/she may be placed on a plan. After one week, their academic progress will be reevaluated to determine further eligibility to play.
- In a continuing effort at maintaining a safe and welcoming environment during after school hours, please note the following:
 - Sports include after school practices and/or games.
 - **NO ATHLETES WILL BE ALLOWED TO STAY UNSUPERVISED**

ATTENDANCE

- The daily attendance of your child is required and critical to academic and social growth.
- Students that are absent for a school day are not eligible to participate in after school activities on that day unless they receive approval from an administrator.



BICYCLES

Students may ride bicycles to school. Parents should go over the appropriate safety rules with their children. Helmets are required. Bicycles are to be left in the bicycle rack outside of the building. Sheldon Elementary is not responsible for lost or stolen bicycles.

BUILDING USE

Sheldon individuals and groups may apply to use our facilities. Fees and certain restrictions may be part of the agreement if the application is approved. Please contact our office (802-933-4909) for an application that includes

the use agreement. Restricted materials (alcohol, tobacco, marijuana, etc.) are still prohibited during the private use of the school building.

BULLYING AND HARASSMENT

- The Sheldon School District is committed to providing all students and staff with a safe and supportive environment. Members of the school community are expected to treat each other with mutual respect.
- Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the severity, will warrant corrective action and/or discipline. Behaviors that do not rise to the level of bullying may still be subject to intervention and/or discipline under another section of the discipline plan or policy (See Bullying Policy).
- Harassment is a form of unlawful discrimination based on or motivated by a student's or a student's family member's actual or perceived: race, color, religion (creed), national origin, marital status, sex, sexual orientation, gender identity, or disability. An act of harassment does not have to be repeated over time to warrant investigation (see Harassment Policy).
- The Sheldon School District will not tolerate acts of bullying and prohibits, without qualification, unlawful harassment. All reported and observed bullying and harassment complaints will be recorded and investigated, and appropriate action will be taken against any member of the school community who is found to have violated the safety and/or the rights of others.
- Copies of both policies are located on the school website under Policies.

Bullying.

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

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

Examples of bullying include:

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

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

- The Sheldon School recognizes that students must have a safe, orderly, civil and positive learning environment and that bullying, and harassment will not be tolerated in school.
- Sheldon School shall:
 - Include the prohibition against bullying and harassment in the Handbook and in other ways make students aware of the prohibition against bullying and harassment, the penalties for engaging in bullying and harassment, and the procedures for reporting bullying and harassment.
 - Develop strategies and procedures for school staff to prevent, intervene, and report bullying and harassment.

- Ensure a clear and accessible process for reporting acts of bullying and harassment.
- Sheldon School has established the following methods for such reporting:
 - Principal or their designee shall receive, record, investigate, and document all reports of bullying and harassment. Based on the investigation, if bullying or harassment is found, appropriate actions and follow-up will take place to ensure the student's safety and appropriate consequences for the offender. Even if bullying or harassment is not found, disciplinary action may be necessary.
 - Teach students to report to teachers, the Principal, Assistant Principal, the Guidance Counselor, and/or any trusted adult acts of bullying or harassment (any student, who knowingly makes false accusations regarding bullying or harassment, may be subject to disciplinary action).
 - School employees must report acts of bullying or harassment they witness or those that have been brought to their attention to the Principal or their designee.
 - Teachers and other school staff who witness or receive student reports of bullying or harassment must promptly notify the Principal or their designee.
 - Students and parents/guardians may report bullying or harassment to the Principal or to any staff member who will notify the Principal or their designee of the complaint.
 - As with any other disciplinary action, the Principal or their designee will notify the parent or guardian of the complaint against their child and the response to any verified act of bullying or harassment by the school. Parents/guardians shall also be notified of consequences levied and those that may result from further acts of bullying or harassment.
 - To the extent permitted under the Family Educational Rights and Privacy Act (FERPA), the school shall notify the parent or guardian (of a student who is a target of bullying or harassment) of the action taken to prevent any further acts of bullying or harassment, and develop safety plans as needed.
- Sheldon Elementary delegates the responsibility of data collection of such incidents to the Principal or their designee, who shall document the number of reported incidents of bullying and harassment and to make such data available to the Secretary of The Vermont Agency of Education.
- To prevent and address bullying, Sheldon School:
 - Uses a variety of curricula to teach preventing bullying behaviors, supporting each other, and reporting behaviors to adults;
 - Educates students about cyber bullying;
 - Highlights bullying and harassment school-wide;
 - Engages student leadership groups in awareness and prevention efforts.

Bus Regulations Franklin Northeast Supervisory Union

Riding a school bus is a PRIVILEGE, not a right. If you do not meet our Safe, Kind, and Responsible expectations you may lose the PRIVILEGE of riding the bus.

If you make an unsafe, unkind, or irresponsible choice on the bus, or exhibit unexpected behaviors the following responses will occur:

Note that Bus Incident Reports accumulate through the entire school year. If you earn a bus write up in September, and not again until May, you still will still receive the second level of response (suspension from the bus).

SCHOOL BUS DISCIPLINE PROCEDURES:

These consequences may be adjusted depending on the situation, as per principal discretion. If your child is suspended from the

bus, it is your responsibility to get them to school.

Be Safe	Be Kind	Be Responsible
<ul style="list-style-type: none"> • Sit and stay in your seat • Hands, feet, and materials to yourself 	<ul style="list-style-type: none"> • Use kind words • Quiet voice level 	<ul style="list-style-type: none"> • Keep your area clean • Help others

Bus offense #	Action Taken
First offense	<ul style="list-style-type: none"> • Student warned • Parents contacted
Second offense	<ul style="list-style-type: none"> • Student suspended from riding the bus for up to three (3) days • Parent notified and bus plan developed

Third offense	<ul style="list-style-type: none"> • Student suspended from riding the bus for up to two (2) weeks • Parents notified • Bus meeting will need to happen before the student can ride the bus again
Fourth offense	<ul style="list-style-type: none"> • Student suspended from riding the bus for up to one (1) month • Parents notified • Bus meeting will need to happen before the student can ride the bus again
Fifth offense	<ul style="list-style-type: none"> • Student suspended from riding the bus for the remainder of the school year*

*Appeals to the Superintendent for bus offenses/consequences will only be heard on this level. Only one appeal is allowed per student, per year.

Bus Incident Report

Franklin Northeast Supervisory Union

Student Name _____ **School** _____

Incident was reported to bus driver

Grade _____ **Date** _____ **Bus Driver** _____

Incident was witnessed by bus driver

The following school bus safety violations have occurred:

<input type="checkbox"/> Continuous minor incidents	<input type="checkbox"/> Changing seats	<input type="checkbox"/> Physical Fight
<input type="checkbox"/> Continued annoyance of others	<input type="checkbox"/> Standing while bus is moving	<input type="checkbox"/> Destruction of property
<input type="checkbox"/> Excessive noise / shouting	<input type="checkbox"/> Profanity/Obscenity	<input type="checkbox"/> Drugs/Alcohol/Tobacco
<input type="checkbox"/> Disrespectful communication	<input type="checkbox"/> Throwing Objects	<input type="checkbox"/> Possession of a Weapon
<input type="checkbox"/> Misuse of Technology	<input type="checkbox"/> Refusal to sit in assigned seat	<input type="checkbox"/> Object/Body part out window
<input type="checkbox"/> Other: See Comments	<input type="checkbox"/> Eating/Drinking	

Comments: _____

Actions taken by bus driver BEFORE write-up:

Incident number/consequence:

<input type="checkbox"/> 1st Offense: Written warning	Date of Warning: _____
<input type="checkbox"/> 2nd Offense: Suspended from bus for three days	Dates of suspension: _____
<input type="checkbox"/> 3rd Offense: Suspended from bus for two weeks	Dates of suspension _____
<input type="checkbox"/> 4th Offense: Suspended from bus for one month	Dates of suspension _____

[] 5th Offense: *Suspended from bus for school year* *Dates of suspension* _____

The school bus is considered an extension of the school and school rules apply on the school bus. These rules have been adopted to ensure the safe transportation of all students. The driver is responsible for the safety of students, maintaining order at all times and the students are under the authority of the bus driver. The daily transportation of pupils is a privilege, not a mandatory statutory requirement. Terricel will provide bus transportation.

In order to ensure the comfort and safety of all students, as well as to represent our school positively, the following code of behavior will be observed by all students on buses. Please review the following rules with your students to ensure safe transportation to and from school.

Cell Phones and Electronic Devices on the Bus

Students who are using their cell phone or other electronic device in a way that disrupts the driver or other passengers will be required to hand their device to the bus driver. The bus driver will give the device to the principal.

The principal will determine the next appropriate consequence.

Prior To Loading

- Be on time at the designated school bus stop.
- Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
- Wait until the bus comes to a complete stop before moving toward the loading zone and attempting to enter the bus.
- Get on the bus in a single file, leaving enough personal space between you and others loading the bus.

While On The Bus

- Be seated right away and remain seated while the bus is in motion. Leave your seat only when the bus reaches its destination and comes to a complete stop.
- Be courteous to fellow pupils and the driver.
- Students are expected to speak quietly. Yelling, inappropriate language, pushing, shoving or any other behavior of this nature will be considered inappropriate bus behavior.
- Bus aisles must remain clear of books, feet, musical instruments and lunch boxes.
- Keep the windows closed unless permission has been granted by the bus driver to open them.
- Animals or pets, any explosive items or weapons are not allowed on the bus.
- Always keep your hands, arms, legs and head inside the bus.
- Never tamper with the bus or any of the equipment.
- Bus drivers cannot allow items to be thrown on the bus or out of the bus windows.
- In case of a road emergency, remain in your seat until directed by the bus driver.
- Food and beverages will not be permitted on the bus.
- All students must get on and / or off the bus at their respective stops (i.e., elementary school, home or child care setting) only.

Failure To Follow Bus Rules

Students who misbehave on the school bus will lose the privilege of riding the bus and parents/guardians will be responsible for the transportation to school during the suspension time. The loss of bus riding privileges is not an acceptable excuse for absence from school. The bus driver will report any misconduct to the Principal of the school the student attends. Upon the

report of misconduct on the school bus, the school bus driver will complete a school bus incident form.

SCHOOL BUS PROCEDURES

1. The school bus driver will decide when a student has committed an infraction that warrants a disciplinary report to the school principal.
2. He/she will report the incident to the principal in the form of a "School Bus Incident Report" within 24 hours of the occurrence of the incident.
3. The principal will inform the student's parents by telephone or by mail that the incident has occurred and what the consequence(s) will be. (See **School Bus Discipline Policy**)
4. If the misconduct is of such a nature, as in the opinion of the bus driver, that it is jeopardizing the safety of the other students on the school bus, the driver may require that the student not ride either home from school or to school the next day. The bus driver will inform the principal of the incident immediately upon arriving at school in the morning or before his/her pick-up the following morning. The principal will immediately inform the parents of the bus driver's decision.
5. If either the bus driver or the principal feels that the student's behavior warrants immediate and/or long-term expulsion from riding the bus, he/she may move to the final stage of the discipline policy. At that point the parents of the student may request a meeting with the Superintendent, the principal, and the bus driver to determine the student's status. If the incident involves vandalism to the bus, the owner of the bus will be invited to attend the meeting. The child will be asked to pay restitution.
6. At any time that the student loses his/her privilege of riding the school bus a hearing may be requested by the parent, the principal, or the bus driver. Such a hearing will be scheduled as soon as possible after the request is filed.
7. **Since students are on school property while riding the bus, consequences as outlined in the School Discipline Policy supersede those outlined above.** EXAMPLE: Fighting on the bus is considered to be fighting on school grounds and will be treated as such.



CELEBRATIONS

- We enjoy the opportunity to celebrate together as a school community. Each class establishes goals for cooperating with behavioral expectations and together decides on a celebration when they meet their goal. As those goals are met, each class will contribute to meeting a schoolwide goal, our school wide **PBIS** incentive. Celebrations for all students occur each time the school has met the goal.
- In accordance with our Wellness Policy, we limit the number of sweet treats served for celebrations in order to help our students make nutritional choices and understand the concept of a "treat" . We follow our school nutrition policy and promote our healthy choices.

CELL PHONES AND OTHER ELECTRONIC DEVICES

In an effort to promote appropriate use of technology while keeping the integrity of the classroom instruction intact, Sheldon School cell phone policy allows students to use personal electronic devices before and after school or at times designated in the classroom for instructional purposes.

- Students are allowed to use their cell phones, on campus, before 7:30 a.m. and after 2:45 p.m.
- Cell phones may not be visible at any other time during the day and must be turned off completely. Phones "off and away" will not be visible in hallways, bathrooms, the lunchroom and outside the building except under the supervision of an instructor and for instructional purposes.
- Any phone communication during the instructional day will take place on school telephones with permission from office personnel. Parents should continue to **call the school for any emergency situation.**
- Students participating in after-school athletic events/practices may use their cell phones with the permission from their coach.
- **Possession of a cell phone by a student is a privilege and may be forfeited by any student not abiding by these expectations.** Students shall be personally and solely responsible for the security of their cell phones and personal electronic devices. Sheldon School does not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone or other electronic devices.

CHANGE OF ADDRESS

If your address, phone number, email, emergency numbers, or other contact information on your registration forms changes during the school year, the **OFFICE MUST BE NOTIFIED.**

CHILD CUSTODY

Please contact the administration if you have information regarding child custody. Custodial and non-custodial parents have the same rights of access to their child's records unless specifically prohibited by a court order.

COMPLAINTS OR CONCERNS

- Questions, concerns, or problems should be brought to the appropriate personnel.
- If a student or parent has a concern about a school policy or an employee, the following steps should be followed in order to resolve the problem as quickly as possible:
 1. Contact the person you have a complaint about to discuss concerns.
 2. If the problem still exists, contact the Principal.

3. If still unresolved, contact the Superintendent at the Central Office.
4. Finally, if unresolved, ask the Superintendent to notify the School Board of your concern.
5. The district Complaint Policy is located on the school's website.

CONFIDENTIALITY

A necessary part of a sound educational program is the keeping of accurate and appropriate education records on students. The information contained in students' educational records belongs primarily to the student and/or their parent or guardian. The school, a trustee of this information, maintains these records for educational purposes to serve the best interest of its students.

D

DENTAL PROGRAM

The Tooth Tutor Dental Access Program is a statewide program set up by the Department of Dental Health. The purpose of the program is to promote dental health through education and by aiding families in finding a dental home for their children in grades K through 6. It also focuses on the prevention of dental disease and injuries. If your child needs dental care, please contact our school nurse.

DISCIPLINE INFORMATION OVERVIEW

- The School Behavior Plan is reviewed and updated annually.
- The school has a responsibility to ensure that a physically and emotionally safe learning environment is established. All individuals will be treated with dignity, preserving self-esteem and relationships.
- Due Process Rights
 - In all investigations, due process rights will be upheld.
 - Students will be informed of any allegations against them by the Principal.
 - Students will have the right to provide a statement regarding the incident/situation.
 - No decision regarding a consequence will be made without proper investigation.
- Parent Involvement in Disciplinary Procedures
 - In situations where a multi-day or extended out of school suspensions are possible consequences, parents will be notified and offered the opportunity to be present when the consequence is administered and to meet with the principal(s) regarding the results of any investigation.
- Re-entry Meeting-Out of School Suspension
 - When a student is suspended from school, the student and parent/guardian may be required to meet with the Principal prior to returning to classes.

DISCIPLINE PROCEDURES

We believe that everyone has a right to learn in a safe, caring, and positive environment. In order to achieve that environment, everyone at Sheldon Elementary School is expected to cooperate, show respect, and

be responsible for his/her role in the school. We believe that the following three rules are true for all:

- Be kind.**
- Be responsible.**
- Be safe.**

We believe that our discipline policy is well planned, realistic, and designed to benefit all members of our school community. Our rules are consistent and appropriate for all, and they foster self-discipline. Because we believe that each individual is responsible for his/her own behaviors, our policy focuses on those individual behaviors which: deprive other individuals of their rights, place the offending individual and/or others in an unsafe environment, or are disrespectful to other members of the school population.

In order to provide a healthy and positive learning environment, inappropriate behaviors will not be tolerated. In general, most behavior problems will be handled with best practice classroom management techniques. The goal of the **Universal Behavior Plan** is to support students in developing the social-emotional learning strategies to effectively navigate the school environment. The Universal Behavior Plan enables teachers to provide multiple opportunities for students to identify, develop, and practice those strategies. These strategies are to be proactively implemented by teachers, early, often, and for everyone.

Note that the focus of this plan is to enable teachers to provide responses to aberrant student behavior in a manner that empowers the student and improves student-teacher relationships, so that we minimize the loss of learning for all students and maintain a safe and positive learning environment. If a child is not meeting the school or classroom expectations, multiple steps will be taken to support the child in meeting those expectations including but not limited to: proximity control, redirection, logical consequences (like an assigned seat, or loss of a privilege), use of a thinking spot, use of a buddy room, use of the planning room, in school and after school call-backs (detentions), in school suspensions, use of the student support room, Student Support Team meetings, Behavior Support Team meetings, Parent-Teacher Meetings, Parent-Administrator Meetings, strengths based behavior plans, and/or positive reinforcement plans.

Early Childhood Program

We strongly believe that children are not “bad;” although, their behavior may be inappropriate or unacceptable. We also believe that discipline should be a learning experience, not a humiliating one.

Our goal is to help children develop self-control and to be able to balance their own needs and wants with those of others in the classroom. This needs to happen while they are also gaining confidence, self-esteem, and self-direction. We want children to own their behavior and realize they have many chances to make exceptional choices throughout their day.

We are never punitive at this level: there is no “time-out” in our early childhood classroom.

- Model- Show the child what the expectations are.
- Guided Practice- do the activity together
- Independence- allow the child to do the activity alone (or in small groups)

If necessary, Reteach:

- Review expectations
- Model again
- Do together again
- Have child do independently while supervised
- Give positive feedback

If the child still struggles with following guidelines:

- Move the child to a different activity
- Allow the child to try again at a later time, repeating the teaching cycle

K-3 Discipline

Classroom discipline will be handled by the classroom teacher. The office should not be used as a place for students to “take a break.” Please read the following procedure so that we reserve the office for severe infractions and/or

when other methods have not been effective in redirecting the student's behavior:

1. FIRST INFRACTION: Teacher-led redirection; parent contact may be involved
2. SECOND INFRACTION: Parent Teacher Conference
3. THIRD INFRACTION: Office Referral

**Severe infractions (e.g. fighting, swearing at the teacher, etc.) will result in an immediate office referral

4-8 Discipline

Classroom discipline will be handled by the classroom teacher. The office should not be used as a place for students to "take a break." Please read the following procedure so that we reserve the office for severe infractions and/or when other methods have not been effective in redirecting the student's behavior:

1. FIRST INFRACTION: Teacher-led redirection; parent contact may be involved
2. SECOND INFRACTION: Parent Teacher Conference
3. THIRD INFRACTION: Office Referral

**Severe infractions (e.g. fighting, swearing at the teacher, etc.) will result in an immediate office referral.

DRESS CODE

Student dress should not interfere or disrupt the learning environment. Clothes that pose a health or safety hazard, are excessively tight, short or baggy, exhibit sexually charged language or innuendo, reference drugs, alcohol, tobacco, violence, the mistreatment of others or offensive language are not appropriate for school nor school activities. Students will be required to change if clothing causes distraction.

Hats are allowed for our students in grades 7 and 8 during the regular day. During times of respectful observance (the national anthem, a guest speaker, the Pledge of Allegiance) or certain classroom activities students will be asked and expected to remove their hats. Hats and hoods may not be worn covering the face and must be worn appropriately.

Multiple dress code violations will be treated and recorded as of ice disciplinary referrals

E

EDUCATIONAL PLACEMENT GUIDELINES

Each year the teaching staff, guidance counselors, and the Principal determine the coming year class lists. A tremendous effort is made to place each child in an educational setting that best serves the total needs of that *child while creating a class which reflects a balance of student needs, strengths, readiness, gender, age, and learning styles.*

EDUCATIONAL SERVICES TEAM (EST)

- Sheldon provides Multi-tiered Systems of Support (MTSS) for our students who struggle academically, behaviorally, socially and for students whose families may be in transition.
- The Intervention Team and Grade level teams meet regularly. A student may be referred to a team at any time. The team meets with the referring teacher or other party to discuss concerns, makes

recommendations, and plans intervention strategies. Follow up meetings are scheduled as needed to monitor progress.

- EST is staffed by members of the School Leadership Team and coordinated by the Principals and school Guidance Counselor.

EMERGENCY DRILLS

- Fire and lockdown drills are held on a schedule established by the Vermont Agency of Education.
- Students practice following the directions required for safe participation.

F

FIELD-LEARNING TRIPS

- A field trip is an exciting educational experience that enlarges understanding of curriculum content and enriches learning through relevance. In order to participate in these trips, students must have parent permission. Permission slips need to be signed, returned, and will be on file in the office or classroom. No student will leave the school without a signed permission slip on file.
- Parents will be notified, in advance, of trips to be taken and may be asked for additional permission, if necessary. Students will be transported by bus unless otherwise notified.
- Parent chaperones may be requested to accompany field trips. Teachers will apprise volunteers of their role as a chaperone. Questions regarding field trips should be directed to your child's classroom teacher. All chaperones must fill out a Volunteer Form and undergo a criminal record check and sign an agreement to abide by school rules.
 - It should be understood that all chaperones are expected to refrain from using tobacco, alcohol or illegal drugs while on field trips. They should also model appropriate behavior and dress. Chaperones on overnight field trips will be expected to sign a contract agreeing to the above.
- Classrooms are allocated a yearly budget for field trips. In order to take advantage of many learning opportunities in the community, teachers may ask parents to voluntarily contribute towards transportation expenses.

FRIDAY FOLDERS

All notices that need to be sent home to families will be included in a Friday Folder in grades K-8. The notices can also be accessed on our school website by selecting the link with the Red Friday Folder icon.

G

GUIDANCE AND COUNSELING SERVICES

- Sheldon Elementary has one K-8 Guidance Counselor and a Student Assistance Counselor, both of whom are here to help support students in their academic and social development. Our counselors work closely with parents, teachers, and the Principal to understand the needs of all students and provide resources and services that meet student needs and help make school a successful experience.
- Please feel free to contact our counselors any time you have questions or concerns about your child or to share significant family changes or other difficulties that may be impacting your child. Working together, we want to help provide the best environment at Sheldon Elementary for children to grow academically, socially, and emotionally.

H

HAZING

Hazing in connection with any school-sponsored activity is prohibited. View the policy on the school website, under Policies.

HEALTH SERVICES (also see Medications)

- A full-time nurse is on duty in the nurse's office during the school day. The nurse provides a variety of services such as first aid, dispensing medications, periodic vision and hearing screenings for grades K, 1, 3, and 5 (and vision screening for grade 7), and supporting classrooms in which students have health needs, including those related to life-threatening allergies or chronic illnesses.
- **Immunization**
 - Vermont Immunization Law requires all students to have immunizations in accordance with the Vermont Department of Health's recommended schedule. The Principal may exclude any student who does not show proper documentation of immunization or exemption. If your child received immunizations at any time, please send written notice of the date and immunization to the School Nurse.
 - Reminder to parents of 7th grade students: Vermont law now requires that every student entering 7th grade has begun the Hepatitis B vaccine series -- a series of three (3) shots, varicella (chickenpox) - two (2) doses or verification of having had the chickenpox, and TDaP (tetanus and pertussis).

K

KINDERGARTEN

- Children must be 5 years of age on or before August 31st to enter Sheldon Elementary kindergarten for the school year, There are no exceptions.

L

LIBRARY/ MEDIA CENTER

Our school library is open during regular school hours. Library classes are scheduled weekly for students in grades **K-5**. Students are encouraged to use the library to access information and research and to borrow books from our diverse collection.

We enjoy a strong partnership with our local library program. The Sheldon Municipal Library, located at 1640 Main Street in Sheldon Creek, is open on Monday from 3:00 to 8:00; Tuesday from 9:00 to 5:00; Thursday from 1:00 to 3:00 and 6:00 to 8:00; and Saturday from 8:00 to 12:00.

LOST AND FOUND

Any items found on campus will be placed in the school's lost and found, please check it from time-to-time. At December and April break unclaimed items will be donated to charity.

LUNCH

- Students are expected to participate in the school's composting program to make use of food scraps in an environmentally friendly manner. Students are expected to remain seated, calm, and follow adult directions in the lunchroom. Students who throw food or do not follow the lunchroom expectations will have lunch in an alternative location.



MEALS: BREAKFAST, LUNCH, AND SNACK

Sheldon Elementary will have universal free break and lunch for all students.

- In contracting with the Abbey Group, Sheldon Elementary offers an excellent breakfast and hot lunch program. It is expected that all children will eat hot or cold lunch. Free and reduced breakfast/lunch applications are given to each student at the start of the school year and are important to grants and programs our school accesses.
- Milk is available at both noon time (for cold lunch) and at breakfast.
- A copy of our lunch/breakfast menu is sent home with each child at the end of each month for the following month. Occasionally, an item needs to be substituted due to unforeseen circumstances. We apologize in advance for any inconveniences that this may cause.

MEAL: FOOD ADVISORY COMMITTEE

Students, parents, administration, and kitchen staff meet three times per year to review menu selections, student suggestions and kitchen needs.

MEDICATIONS

Sheldon Elementary School believes it is more desirable for medication to be given in the home. However, if a child is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication, only the School Nurse or the School Nurse's designee will administer the medication in compliance with medication procedures.

MEDICATION PROCEDURES

Prescription Medications

The school shall assure in the administration of prescription medication that the following are provided:

- Written orders from a physician detailing the name of the drug, dosage, time interval the medication is to be taken, and diagnosis and/or reason for giving the medication.
- The first dose of any prescription medication shall be administered at home.
- Written permission from the parent or guardian requesting the school district comply with the physician's order.
- **Medication brought to school in a container appropriately labeled by the pharmacy or**

physician.

- A locked cabinet in the designated area is available for storage of medications. An exception to this would be to allow inhalers, and/or other pertinent medications, to be accessible to students when /where designated by the School Nurse.
- Opportunities for communication with the pupil, parent, and physician regarding the efficacy of the medication administered during the school hours.
- **Delivery of all medications to elementary schools is the responsibility of the parent/guardian or any other designated adult. Medications should not be transported to and from elementary school grounds by students.**
- The school retains the discretion to reject requests for administration of medicine.
- Administration of medication shall be recorded in a log (indicating time and dosage) by school personnel administering the medication. The log shall note the student's name, medication, time, dosage, and initials of the person administering the medicine.
- Parents/ Guardians or other designated adults responsible for elementary school children need to pick up unused medication within three days following the termination date of administration. The school retains the right to discard unused medication following this three-day period.

Non-Prescription Medications

The school requires the following steps before non-prescription medications can be administered to a student that the following are provided:

- Written permission from parent or guardian detailing the name of the medication, dosage, time to be administered, and the reason for giving the medication.
- No non-prescription medication will be given at school until the school receives the "Parent Permission Form."
- The first dose of any medication will be administered at home.
- The medication should be transported in its original container.
 - Regulations for prescription medications will also apply for all non-prescription medications.



NONDISCRIMINATION

Sheldon Elementary School recognizes its obligation to respect the legal rights of all students, parents, employees, applicants for admission or employment, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the school district. The board will seek to comply with all applicable federal and state non discrimination laws. The board will not unlawfully discriminate against any person or group on the basis of race, color, religion, and national origin, place of birth, sex, sexual orientation, disability or age.

- The following Notice of **Nondiscrimination** will be given to appropriate recipients as required by law: •
Notice of Nondiscrimination
Applicants for admission and employment, students, parents, employees, sources of referral of

applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Sheldon 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, disability, age, or marital status in admission or access to, or treatment or employment in, its programs and activities.

A person has been designated by the Sheldon School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, and other non-discrimination laws or regulations. The designated coordinator is identified in the procedure accompanying this policy along with information on how that person may be contacted.

Persons having inquiries concerning the Sheldon School District's compliance with the regulations implementing Title VI, Title IX, Section 504 or other state or federal nondiscrimination laws or regulations are directed to contact the Principal.

P

PARENT CONFERENCES AND PROGRESS REPORTS

- The school year is divided into three trimesters.
- Conferences are scheduled at the end of the first and second trimesters. Report cards are available for parents at this time. Additional conferences may be scheduled, if needed, at the teacher's or parents' request.
- A mid-term progress report may be sent indicating areas of concern or commendation for a student's progress.
- All teachers are available through e-mail and voice mail. If you have any questions, please contact your child's teacher.

PBIS

PBIS, Positive Behavior Interventions and Supports, is a three-tiered system approach we use in Sheldon for establishing a positive learning culture and individualized behavior supports needed for schools to be effective learning environments for all students. The behavior expectations are taught, modeled, acknowledged, monitored, and then retaught as necessary.

- At Sheldon School, we consistently:
Teach, Recognize, and Reinforce positive behaviors so that school is a positive environment that promotes success for all students.
- Our school-wide behavior beliefs are:

We **B**elong

We are **E**ngaged

We **A**ct kindly

We are **R**esponsible

We stay **S**afe

PRESCHOOL PROGRAMS

Any child that will be the age of 3 by August 31" at the start of each school year can enroll in the Preschool Program. To enroll your child, please call the Early Education Office at 868-4457.



SCHOOL DELAY, CLOSING, OR CANCELLATION

Emergency

The Franklin Northwest Superintendent and the Principal may order the closing of the school when the operation on a short-term basis would pose a serious threat to students and staff. Such emergencies may be caused by weather conditions, equipment failure/breakdowns, or health problems.

Non-Emergency

The Franklin Northwest Superintendent and the principal shall also have the authority to delay school opening (by one or more hours) or dismiss early due to weather and/or other emergencies.

Notifications

- School Messenger is our school's automated notification system. Parents/Guardians will be alerted by phone calls, text messages and/or emails when there is a delay, closing or cancellation.
- School closings due to weather are announced over local radio and TV stations as well as through our **School Messenger** system.
- Sheldon Elementary will also post announcements on social media accounts, Facebook, Instagram, and Twitter.

Cancellation of school or early dismissal means the cancellation of all activities at the school and activities sponsored by the school.

SCHOOL and HOME-COMMUNITY OUTREACH

Sheldon Elementary employs a Student Assistance Counselor to enhance a student's educational experience by carrying out necessary communications between home and school and carrying out other activities that promote positive home-school relations, so the student can benefit fully from his/her experience.

In addition, the coordinator assumes responsibility for serving as a liaison between the home and the school, facilitating the involvement of community businesses, organizations and agencies in the school program and involving parents and community persons in meaningful relationships with students and the school staff.

SECURITY

- To ensure the safety of your students, during the day, the school doors are locked. Visitors, including parents, will be buzzed into the building after hitting the outside buzzer. Please see the Parent and Visitors Code of Conduct to become familiar with our procedures
- During the hours the school is closed, our building is monitored by electronic security and surveillance systems. If someone were to break into or vandalize our school, it would be detected immediately, and the proper authorities would be notified.
- The Franklin Sheriff's Department and the Vermont State Police provide security for our school.

SECTION 504

Section 504 is part of the Rehabilitation Act of 1973. School districts that receive federal assistance are prohibited from discriminating against students and staff members under Act 504. Section 504 regulations require that every public school in the United States have procedures for identification, evaluation, and provision of appropriate services. A copy of our 504 procedures may be obtained from the Principal. The Principal serves as the school's 504 Coordinator.

SHELDON PTO

The PTO (formerly Sheldon Cares) works closely with our school as a partner in education. The mission is: To promote and enhance, through financial and/or voluntary support, the school's efforts to create a safe, active learning environment; to encourage parent and public involvement in our schools endeavors to achieve academic excellence, a sense of community and prepare our children for the future.

- Parents, community members, students, and teachers are invited to join.
- Supporting the PTO is an opportunity for everyone to be involved with the education of our community's children. There are no membership dues.
- Meetings are held the first Wednesday of each month at 5:30 in the school Library.

SPECIAL EDUCATION

Special Education, as defined by Vermont State law reads: Special Education means specially designed instruction, at no cost to parents or guardians, to meet the unique needs of a handicapped child, including classroom instruction, instruction in physical education, home instruction and instruction in hospitals and institutions. The term includes "related services as defined in federal law."

An IEP is an individual education plan. An IEP is an education plan for a child who has been found eligible to receive special education services. The IEP is developed by the parents and the school.

STUDENT RECORDS - FAMILY PRIVACY

Keeping accurate and appropriate education records on students is a necessary part of a sound educational program. The information contained in a student's education records belongs primarily to the student and/or his or her parent, parents, or guardians. The school, as trustee of this information, maintains these records for educational purposes to serve the best interest of its students and subscribes the the following:

Confidentiality Statement

The principle of confidentiality underlies all policies and procedures for the collection, maintenance, disclosure and destruction of educational records. Education records entrust information to others and as such obligate those others to safeguard and to protect the confidentiality of any personally identifiable information.

• Family Educational Rights and Privacy Act (FERPA) Notification

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, with the juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTO

bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN {1-800-872-5327} (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact the following address: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520

The FNWSU Superintendent of Schools is responsible for the consistent procedural implementation of this policy on education records for all students in the district. The procedures shall abide by all federal and state laws and regulations governing the collection, maintenance, disclosure and destruction of education records.

• PUPIL RIGHTS

Sheldon School continues to follow the following Protection of Pupil Rights Act (**PPRA**) requirements:

- The rights of parents to inspect surveys created by a "third party" (meaning not federally funded)
- Procedures for such inspection of surveys
- Arrangement to protect student privacy with respect to surveys on sensitive matters,
- The right to inspect any instructional materials used as part of the educational curriculum,
- Procedures for inspecting the instructional materials
- The administration of any physical examinations or screenings
- The collections or disclosure of student information for marketing purposes; and
- The right of a parent to inspect any instrument used in the collection of personal information for marketing purposes before such information is collected or disclosed, and procedures for obtaining access to such instruments **in** a timely fashion.



SCHOOL WIDE TITLE ONE

- TITLE 1 federal funds help to provide additional instructional interventions and support in Reading and Math for all students.
- Selection of students is based on academic need and/or teacher recommendation.
- More information about **Title 1** is available for parents by contacting the Principal or on the school website



VISION AND HEARING SCREENING

Periodic hearing and vision screening of school-aged children shall be conducted by school districts and primary care providers pursuant to research-based guidelines developed by the Commissioner of Health in consultation with the Secretary of Education. School districts and primary care providers will attempt to avoid duplicating services provided by the other and will share information as practicable and allowable by law.

VISITORS AND ENTRY TO THE SCHOOL

- For safety reasons, the school doors are locked and visitors will be buzzed in.
- Parents and other visitors must sign in at the office.
- Please see our Parent and Visitor Code of Conduct.

VOLUNTEERS

Please stop in at the Front Office if you are interested in volunteering. According to Vermont State Law, all volunteers, including chaperones, must pass a criminal background check prior to volunteering.



WEAPONS

- The Sheldon School Principal and Board of Directors have prepared a policy on weapons which addresses the definition of weapons and the consequences for bringing weapons to school. Students are not permitted to bring any type of weapon to school.
- It is the intent of the Board of School Directors to comply with the federal Gun Free School Act of 1994, and Act No.35 of the 1995 session of the Vermont General Assembly requiring school districts to provide for the possible expulsion of students who bring guns or weapons to school.