

**Office of the Principal  
Clarendon Elementary School  
P.O. Box 7, 84 Grange Hall Road  
Clarendon, Vermont 05759  
1-802-775-5379**

September 2008

Dear School Family,

Welcome to Clarendon Elementary School, home of the Crusaders. I am excited to be back at CES as principal. It is with pleasure that I continue to serve your community in this capacity. My office door is always open. I will value your input, thoughts and feedback throughout the year. I look forward to partnering together with the staff, students and community to best support our children.

Clarendon Elementary School is a fantastic learning environment for all of the town's more than 250 Pre-Kindergarten through Sixth Grade students. We provide a strong academic program designed to meet the needs of all our learners. It is our mission to increase the achievement of all students—Academically, Socially and Emotionally.

The staff of Clarendon Elementary School has very high levels of expertise. They operate in strong grade level and building teams; working cooperatively to provide students with exceptional instructional experiences. The talents and skills of each student and staff member alike are fostered so that learning is maximized. In addition to the regular classroom instruction, students attend classes in art, music, physical education, library and technology. Our special needs program is available for qualifying students as well.

Over the course of the school year there are many opportunities for students to become involved. We have a Student Government, Band and Chorus, and offer after- school soccer and basketball for 5th and 6th grade boys and girls to name only a few. We also participate in supporting local and world needs such as raising money for “Pennies For Patients” and the American Cancer Society, collecting food to be donated to local food banks and sponsoring a Third World child living in poverty. We are proud of our very active student body. We are also fortunate to have a dynamic PTC and supportive community.

Clarendon Elementary School is a wonderful place to be a student. We offer a safe, caring environment, which allows children to experience the joy of learning in a positive place. We pride ourselves in the close working relationship we have with the community. It is our goal to maintain this rapport through timely communication and continued attention to the needs of our families.

You are encouraged to use the handbook as a resource to answer questions you may have about our school. Feel free to contact your child's teacher for additional explanation.

I look forward to meeting or reconnecting with you soon and throughout the school year. If there is anything I can do to help your child, please do not hesitate to call or stop by. The unvoiced problem cannot be resolved, and the missed opportunity rarely offers itself again.

Respectfully,

Ruth Anne Barker; Principal

## **2008/2009 SCHEDULE**

Aug. 25 – 26	RSSU/CES Professional Development Days
Aug. 27	School Begins
Sept. 1	No School/Labor Day
Oct. 23-24	No School/Teachers' Convention
Oct. 31	Marks Close
Nov. 6	Early Dismissal Parent Conferences
Nov. 7	No School/Parent Conferences
Nov. 10	No School/RSSU Professional Development Day
Nov. 11	No School/Veteran's Day
Nov. 26-28	No School/Thanksgiving Recess
Dec. 22-31	No School/December Recess
Jan. 1	New Year's Day Holiday
Jan. 2	No School/CES Professional Development Day
Jan. 19	No School/Martin Luther King Jr. Day
Feb. 16-20	No School/Winter Recess
Mar. 6	Marks Close
Mar. 18	Early Dismissal/Parent Conferences
Mar. 19	No School/Parent Conferences
Mar. 20	No School/RSSU Professional Development Day
Apr. 13-17	No School/Spring Recess
May 25	No School/Memorial Day
June 16	Early Dismissal/Last Day of School (if no snow days)

## 2008-2009 STAFF LIST

### ADMINISTRATION

Superintendent-----Walter Goetz  
Principal-----Ruth Anne Barker  
Director of Curriculum-----Bernie Peatman  
Director of Special Services-----Carol Geery  
Administrative Assistant-----Jean Murray  
Elementary Spec. Ed. Coordinator-----Meredith Voutas

### CERTIFIED STAFF

Grade	Teacher	Room #	Ext
Pre-K	Wendy Bernard	B-5	22
K	Judith Lawry	A-3	204
	Monika Loyzelle	A-4	205
Grade 1	Anne Mero	A-11	213
	Patricia McLaughlin	A-12	214
Grade 2	Neva Pratico	A-10	212
	Theresa Jakubowski	A-9	211
Grade 3	Fran Kelley	A-1	202
	Joan Lind	A-13	215
Grade 4	Janice McCoy	B-3	219
	Christine Redman	B-2	218
Grade 5	Carie Dinnan	C-5	225
	Rebecca Sexton	C-4	224
Grade 6	Kimberly Moore	C-7	227
	Lawrence Schiller	C-6	226
Title 1	Shirley Loomis	A-6	208
LA 4/5/6	Andrea D'Amico	C-8	221
Art	Clare Bornarth	A-2	203
Health	Kathleen Maher	A-5	207
Library	Diane Chartrand	C-1	103
Music	Gretchen Doiron	Music Room	217
	Jennifer Cohen		253
PhysEd	Paula Bliss	Gym	229
Spec. Ed.	Bonnie Pritchard	A-8	210
	Lindsey Coutermarsh	B-1	216
	Susan Mordecai	C-9	228
Guidance	Kevin Kiefaber		105
H/S coord.	Lisa Ryther	A-7	209

Nurse	Deborah Raleigh Cecot,		104
EEE	Delia Bort	B-4	223
SLP	Nancy Jarrosak		201
OT	Amanda Anderson		
G & T	Jennifer Cohen		253

**TEACHER ASSISTANTS**

Linda Adams (107)	Joli Hill (251)
Christine Carlson (248)	Patricia Ingalls (254)
Claire Clarino (241)	Mechelle Kelly (246)
Tracy Fitzgerald (255)	Peg Lane (252)
Kristal Gibbs (256)	Marlene McLellan
Tina Hadley (245)	Kathleen Schiller (249)
Carolyn Hanrahan (250)	Kandy Thomas (257)

**Athletic Directors**----- Jennifer Byrne (Soccer),  
David Pare (Basketball)

**Bus Drivers**-----Buzzy Spencer  
Larry Spencer

Kitchen		
Supervisor	Laurie Sumner	230
Baker	Pam Smith	230
Prep Cook	Christine Lee	230
Supt. of Buildings & Grounds	Mark St. Lawrence	106
Night Custodian	Steve Needham	

## **GENERAL INFORMATION ABOUT OUR SCHOOL**

CES is a public PreK-6 school in North Clarendon, Vermont. One of three elementary school in the Rutland South Supervisory Union(RSSU), CES has over 250 students and approximately 50 adults on the premises. Located in Rutland County, 2 miles south of Rutland City, the Town of North Clarendon is nestled in the Valley of Vermont in the shadows of the Green and Taconic Mountains. Clarendon is considered a bedroom suburban community with some local businesses and farms. Most students who graduate from the 6th grade attend the local public high school, Mill River Union High School (MRUHS).

## **SCHOOL HOURS**

Buses arrive at approximately 8:10am. Classrooms open at 8:20am. School officially starts @ 8:30 am. Students may enter the school building before 8:20 AM but they must go directly to the cafeteria where adult supervision is provided. Students are dismissed at 3:00pm. Students arriving in private cars should get out at the front walk and line up at the main door. Parents bringing or picking up students should enter the school road at the fire station entrance. The school road is a ONE WAY street during school hours. Please do not park in front of the school at any time. In addition, we ask everyone driving into the school yard to please drive slowly at all times and do not pass a school bus unloading students when the lights are flashing. Children may be present and we want them to remain safe.

## **REGULAR DISMISSAL**

Bus students are called from their classrooms at 2:55pm. An adult accompanies each grade to the busses. The students board their bus and leave the school grounds when the bus driver is ready to go. "Riders" are accompanied by a staff member to the gym door to wait until the person picking them up arrives. Drivers picking up students **MUST** wait until all buses have left to pull up to the front of the building and park. Again this year, white ticket will be delayed in the afternoon and students will not board before 3:20pm or later. Supervision will be provided for your child during this time.

## **CEBA**

CES is offering the CEBA Program again this year. Students may be dropped off at 7:00 a.m. in the morning at the school. Afternoon sessions run from 3:00 p.m. – 5:00 p.m. This year if you fail to pick your child up by the 5:00pm deadline 3 times, he/she will not be able to attend CEBA. Patti Ingalls will be supervising the program. For information, call Patti (ext 254) or Jean Murray in the CES office for details.

## **PRE-KINDERGARTEN SCHEDULE**

The CES Pre-Kindergarten offers three separate sessions for 2008-2009. Session 1 meets M W F from 8:30am -12:00pm. Session 2 meets T TH F from 8:30 -12:00am. Session 3

meets T TH from 12:30-3:00pm. Pre-K will have the same schedule as K-6. If there are any exceptions, you will be notified. We are unable to provide bus transportation for pre-school students.

## **SCHOOL CANCELLATIONS**

In cases of severe weather or emergency situations where school must be delayed or closed, announcements will be made on the local TV and radio stations as early as possible. Please listen to your local station for information. School will be in session according to the school calendar unless we have severe weather and we can not safely transport the students to school.

TV: Channels WCAX TV Channel 3, 4, 5,  
Public Access TV Channels 15 and 20 Rutland  
Radio: WJJR (98.1 FM), WSYB (1380 AM), Z97 (97.1 FM),  
WEQX (102.7 FM) & CAT Country (94.5 FM)

## **ENROLLMENT OF STUDENTS**

When a student enrolls at Clarendon Elementary School, the office will ask for the following information:

- Copy of birth certificate
- Copy of social security card
- Original health records indicating immunization history
- Copy of health and academic records for transfer students.

Parents who do not want their child's name or other biographical information made public should indicate that desire in a letter to the principal's office.

## **TELEPHONE**

The Clarendon Elementary School telephone number is 775-5379. The school fax number is 747-7584. If you need to contact the school or speak with a teacher, please call the office and the school secretary, Mrs. Murray, will either put you in contact with your child's teacher or the teacher's voice mail.

## **CHANGES IN STUDENT'S NORMAL DESTINATION**

We must always have a note or phone notification from parents/guardians to allow students to change an after-school destination. We must also have a note if someone other than a parent is to pick up a child. You must call the office before 2:30 pm to change a student's after-school plans. Students are allowed limited use of school telephones only with permission from their teacher in emergency situations.

## **EMERGENCY INFORMATION**

The school must always be kept informed about current numbers (emergency and work) in the event your child becomes ill or is injured and someone needs to be notified. We also need your emergency information on file so that we may reach you in the event of an unplanned early-dismissal. Please notify the school of any change of address or telephone number.

## **ATTENDANCE/CALL BACK**

Clarendon Elementary School supports the philosophy that the instructional program is the vital part of a child's education. To address issues related to excessive absences, Clarendon Elementary School has enlisted the services of the Truancy Project of Rutland County. The focus of this program is to work with families to help them get their children to school on a regular basis and on time, so that students can get the most out of their education. With that in mind, parents/guardians should strive to have their students in school and on time every day that school is in session, except in cases of emergency, illness, or school approved absences. If your child is going to miss a day of school for any reason please call the school between the hours of 7:45 and 9:30 AM. We will contact parents if a child is absent and we have not been notified. A note should also be sent with your child when he/she returns to school stating the reason for the absence. For absences of three days or more, a doctor's note is required. Parents/guardians of a student who has more than 5 days of unexcused absences (to include class time missed due to being tardy) will be sent a letter informing them that we have alerted the Truancy Project Coordinator, and that if their child has 2 more days of unexcused absences (7 days total), there will be a mandatory meeting to be attended by the project coordinator, school personnel, and the parents/guardians to discuss how we can help the student to assure regular attendance. Once again, our goal is to have students attending school on a regular basis so that they can get the most out of their education. Any student who has more than 10 days of unexcused absences (to include class time missed due to being tardy) will be considered truant. The parents or guardians of any student determined to be truant will be informed by phone that their student has more than 10 days of unexcused absences, and that DCF (Department of Children and Families) will be contacted and informed of the number of days of unexcused absences.

## **VISITORS**

To protect our school, we ask all visitors to report to the office and sign in. Please do not go directly to the classroom. If you need to give your child a message, lunch money, homework, etc. please go to the office and the secretary will make sure your child gets any messages and whatever you brought for them.

A parent must submit a written request to the principal to have students from other schools attend class with their child. The request will be considered after consultation with the classroom teacher.

## **STUDENT HEALTH**

Parents are responsible for the well being of their children and need to use their family physician for regular health care. The School Nurse, Mrs. Cecot, is on site 5 days a week and available to students from 8:20 AM – 3:00 PM daily. She assesses the medical condition of all students, provides a quiet place for children to wait if they become ill at school, and conducts head checks for lice. The nurse will only administer prescribed medication in the original bottle with appropriate permission. Mrs. Cecot will also provide immediate care to the students if they are hurt at school and notify parents. Mrs. Maher teaches health education to the students. If you have any questions concerning the health of your child, please call the school nurse.

## **MEDICATION**

No non-prescription medication will be given at school until the School Nurse receives a permission form signed by a parent or guardian. ALL medication brought into the school must be kept in the nurse's office during school hours. Many children are able to attend school because of the effective use of prescribed medication in the treatment of chronic disabilities or illnesses. The families of students who are required to take prescribed medication during the regular school day MUST comply with the following regulations:

1. Written orders from a physician detailing the name of the pupil, the drug dosage, reason for giving, and time medication is to be given must be received by the School Nurse BEFORE the medication can be given. A renewal of the medication order is required each school year.
2. Written permission from the parent or guardian of the pupil requesting that the school comply with the physician's order must accompany the physician's order.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. Medication will be stored in a locked cabinet.
5. The above procedures must be followed for all medication whether prescription or non-prescription.

## **Illness**

### **SIGNS AND SYMPTOMS TO KEEP OR SEND A CHILD HOME**

- Fever – 100 degrees F or above
- Diarrhea or vomiting within past 24 hours
- Persistent sore throat with fever or enlarged tonsils/glands
- Undetermined rash
- Reddened, itchy eyes with drainage

If your child has been ill the night before school or in the morning of school, s(he) needs to stay at home. If your child should become ill in school, s(he) may go to the nurse's office. You will be notified and s(he) will be sent home as necessary. The reason for staying home or being sent home is twofold. A child who is ill finds it difficult to concentrate and s(he) may infect classmates, teacher or others in the building. When a child has a fever at home or is sent home with a fever, s(he) should have a temperature of 98.6 for 24 hours before returning to school.

All contagious diseases need to be reported to school (strep throat, scarlet fever, chicken pox, pink eye, etc.) This also includes nuisance diseases (head lice, scabies, impetigo, etc.). This information is confidential but we need to be able to identify outbreaks and notify parents.

Any time you as a parent or guardian have a question or concern, please do not hesitate to call. Deborah Raleigh Cecot

Money, other than what is needed for lunch or other school programs should not be brought to school. We strongly recommend that valuable items such as baseball cards and other collectibles, CD players, toys, etc. be left at home. Toys, games, comic books, magazines, and playing cards are permitted in school at the discretion of the classroom teacher. Students should be warned, however, of the potential for something being damaged or taken by another student.

### **FIRE DRILL PROCEDURE**

Fire and other emergency drills will be held periodically throughout the school year. Each teacher will familiarize their students with the exits used when leaving the building in case of fire. To provide for the greatest possible level of safety, the following regulations must be followed:

1. Leave the classroom quietly and quickly.
2. Listen carefully to the teacher's instructions.
3. Walk in an orderly fashion to the appropriate exit.
4. Keep the line moving until you have arrived at the designated area to wait for directions.
5. When the all-clear signal is given, re-enter the building quietly.

## **BULLETINS, NOTICES & ANNOUNCEMENTS**

The Clarendon Crusader is sent home every Friday. This newsletter will include information about activities at the school, a preview of upcoming events, and general information about the larger community. Occasionally outside agencies and businesses send us notices of activities which we include as a service to parents and children. Parents, students, or organizations that wish to make announcements through The Crusader should send the announcements to the office one week prior to publication: preferably via e-mail to [RABarker@rssu.org](mailto:RABarker@rssu.org). If you wish to receive The Crusader electronically, please send your email address to Mrs. Barker.

## **SCHOOL DRESS APPEARANCE**

The way students dress when attending or representing the school, affects the opinion of all with whom they come in contact. A Clarendon student is expected to dress in a neat and appropriate manner that reflects pride in themselves and their school. Hats are not to be worn inside the building during school hours.

Students cannot wear shirts with inappropriate slogans (alcohol, tobacco, offensive writing, harmful substances, etc.) or ill fitting clothes that are distracting to the instructional environment. In the event that clothing is deemed inappropriate, students may be asked to return home to secure appropriate attire.

Students should also dress for the weather conditions. During the winter months, students are encouraged to come to school dressed in winter boots, hats, coats, gloves or mittens and also keep an extra pair of shoes or sneakers to wear during the school day. In warm weather, students may wear shorts of appropriate length for school.

## **STUDENT SERVICES**

Clarendon Elementary School offers the following services for the students to ensure a successful and happy education:

Screenings:

Preschool – All children are entitled to an early inventory screening to determine if they need services to prepare them for entrance to school.

Hearing – All students enrolled at CES will have periodic hearing tests

Visual – All students enrolled at CES will have periodic eye tests

## **OPTING OUT OF HEARING TESTS**

16 V.S.A. §1422 requires schools annually to test the hearing of students in the first, second, third, fifth, seventh, and ninth grades. Parents are permitted to opt their children out of such tests. Please call the School Nurse for information regarding the procedure for opting-out.

### **Home/School Outreach:**

The District Home School Coordinator, Lisa Ryther, is available to students to provide small group instruction and individual counseling three days a week. She also provides outreach to families that have questions or are experiencing difficulty with parenting skills and communicating with their children. She assists families in getting extra services that are available from state and federal agencies.

### **Special Education/504/Title 1:**

Some children have learning disabilities and need support services to achieve their highest learning potential. We provide referral evaluations to determine needs. We also conduct a needs assessment to identify and assist students with support in Reading, Writing, and Math.

### **The Arts:**

Students in elementary school express their ideas, feelings, thoughts, and creativity through the arts. Art and music classes are scheduled regularly each week. Clarendon Elementary School also offers Band, Chorus and instrumental instruction for students in Grades 4-6. Students also participate in musical performances during the school year.

### **Physical Education:**

Each child participates in Physical Education classes twice a week. We are fortunate to have a “climbing wall” which students enjoy. During PE, children must wear comfortable clothing and sneakers. There are after school opportunities to play sports like soccer and basketball that are organized and coached by local parents.

### **Health Education:**

Clarendon Elementary School offers a comprehensive school health education program to all students that is developmentally appropriate and consistent with community needs. Some of the areas highlighted are: personal health and fitness, nutrition and healthy eating, disease prevention and control, safety and injury prevention and in the older grades, growth and development. The goal of the program is to help students develop lifetime skills by identifying factors that promote a healthy lifestyle.

## **ELEMENTARY GUIDANCE PROGRAM**

Kevin Kiefaber, Clarendon Elementary School's guidance counselor, offers a comprehensive program based on individual, school and community needs. The developmental perspective recognizes that every student must have sound emotional and social skills in order to achieve optimum benefit from the educational program. Guidance Services include supportive individual counseling and small group experiences. Generally, the focus is on enhancing communication, developing self-esteem, understanding one's self and others, improvement of relationships, and developing other skills that will lead to improved school performance. There is an open door policy for students, teachers and parents.

## **CURRICULUM**

Excellence in education requires constant improvement with new approaches to learning. We have established a curriculum based on best practices for helping children learn. Our program encourages many different learning styles because we know that all children can learn if they are supported in different, appropriate ways. Our curriculum is based on the Vermont Grade Expectations. The GEs provide a guideline that helps schools in Vermont meet goals with improvements in these areas:

- What students learn
- How students learn
- How we measure student learning

The GEs link the 'skills' and 'subjects' with the practices that we know are most likely to lead to success for each student.

## **ASSESSMENTS AND REPORTING**

The primary purpose of assessment is to provide meaningful feedback for advancement of student learning and to improve instruction. Assessing student work is a continuous process. Observation and accurate documentation are fundamental. Anecdotal records, reading logs, running records and teacher checklists are examples of this type of assessment. At times, a simple short answer test is the appropriate tool. Teacher created open-ended tests, which involve students explaining their answers also provide important information. Portfolios of student work and assessment of this work by rubrics are powerful tools. Rubrics provide criteria that describe student performance at various levels of proficiency. A rubric can help teachers score students' work more accurately and fairly; it can also give students a better idea of what qualities their work should exhibit. We encourage parents to discuss student progress at any time.

We currently use the following assessment and reporting tools to measure our student's performance:

- Grades K-6 utilize a trimester reporting system. Specific Grade Level Expectations are included with each report card.
- Progress reports may be issued midway through each of the marking terms.
- Parent conferences are scheduled twice a year.
- Parents and teachers may also hold extra conferences as needed.
- The State of Vermont Developmental Reading Assessment (DRA) is administered in May in Grade 2.
- The NECAP (New England Common Assessment) is administered in Reading/Language Arts & Math in Grades 3-6 and Writing in Grade 5 in October. This May, Grade 4 will be administered the NECAP Science Assessment.
- The Primary Observation Assessment is administered 3 times a year in grades K-1 and in fall and winter for Grade 2.
- The Gates-MacGinitie Reading Test is administered in grades 3-6 in the fall and spring.
- Portfolios in math and writing are kept in all grades and scored locally.

Parents are encouraged to ask questions about student's work and the educational program at any time.

## **AFTER-SCHOOL TUTORING & HOMEWORK CLUB**

This program is intended for students who need help with daily and long term assignments. A certified teacher supervises and assists students who are recommended for the Club which meets on selected days from, 3:00 to 4:00 P.M. Contact Andrea D'Amico for further information.

## BUS ROUTES

Clarendon buses are coded by colored tickets to indicate specific routes.

GRAY – Walker Mountain/Chippenhook

WHITE – Creek Road/Wallingford/RT 7 North/Middle Road

PURPLE – Bump Road/East Street/Airport Road

TAN – East Road/Windy Lane/North Shrewsbury Road

GREEN – East/West Tinmouth Roads

RED – Clarendon Springs/Chapman's Corner

### **TO ALL PARENTS OF PUPILS RIDING ON A SCHOOL BUS:**

Transportation to and from school is provided for students in Grades K-6. Driving a school bus is not easy. The driver must not only pay attention to his/her driving but must always be concerned with the safety of the passengers. If the passengers are noisy, quarrelsome and boisterous, this will interfere with the safe operation of the bus. If an individual student abuses this privilege, then he is responsible for the consequences of his action.

A driver may remove a student from the bus when that student's behavior represents a serious immediate threat to the health and safety of fellow passengers and/or the driver and when removal of the student will not endanger the student's health or safety.

### Rules

1. Kicking, punching, slapping, tripping are strictly forbidden.
2. Talking to your neighbor is permissible if done in a quiet manner. Boisterous or profane language and gestures are forbidden.
3. If you are spoken to and corrected by the bus driver, you are expected to follow those directions.
4. NEVER wave hands, arms, or any objects out of windows or doors. This is confusing to the bus driver and to passing motorists as well as a potential hazard to one's safety.
5. Once the bus is in motion, you must remain seated.
6. Harassing another student is unacceptable behavior.
7. There will be absolutely no littering or vandalism on the bus. Parents will be held financially responsible for any damage done by their child to the bus.
8. Weapons, sharp objects, which can be used as weapons including jackknives, are not permitted.

9. No eating or drinking on elementary school buses.

On the school bus, if a student receives a discipline slip issued by the driver as a result of misbehavior, the following will occur:

First Offense: Warning by bus driver or principal. Copy of School Bus Incident Report mailed to parent, given to teacher and kept on file in the office.

Second Offense: Consultation with involved parties. Student loses riding privileges for 3 days. Copy of School Bus Incident Report mailed to parent, given to teacher and kept on file in the office.

Third Offense: Consultation with involved parties. Student loses riding privileges for 5 days. Copy of School Bus Incident Report mailed to parent, given to teacher and kept on file in the office.

Fourth Offense: Consequences agreed upon by CES School Board in consultation with the administration. Possible loss of bus riding privileges for the balance of the school year. Copy of School Bus Incident Report mailed to parent, given to teacher and kept on file in the office. If your child is suspended from the bus, you will be called to pick him up at school. If you cannot be reached, your child will be allowed to ride the bus home on the day of suspension and the suspension will begin on the following day unless the child is an immediate danger to himself and others. Suspension notifications will be placed in the student's file.

#### DISCIPLINE

Discipline is the training that develops self-control, character, order-liness, and efficiency. It is the key to good conduct and respect for self and others. Clarendon Elementary School is committed to reflect the following two basic beliefs:

- Respect for self and others is the greatest concern in all aspects of living.
- A caring and cooperative environment is conducive to a productive learning process.

**STUDENTS AS WELL AS THE SCHOOL COMMUNITY WILL STRIVE TO MAINTAIN A RESPECTFUL ATMOSPHERE AT ALL TIMES.**

Students can expect:

- A safe environment in which to learn
- Fair treatment by school personnel
- Respect of personal space and belongings
- To be held accountable for academic performance
- To be held accountable for social behavior

School Staff can expect the students will:

- Respect the school facility
- Respect the rights of other students to learn without disruptions
- Be prepared for learning
- Be cooperative with fellow students, teachers and staff

The classroom teachers will be implementing Responsive Classroom techniques that create a respectful school climate.

The staff has established acceptable and unacceptable behaviors.

The consequences for unacceptable behaviors include:

- Verbal warning and reminder
- Time-out in the classroom and conference with teacher
- Time-out out of the classroom and conference with teacher
- Community service around the school

Each classroom will establish Classroom Rules with their students and post the rules in the classroom. The classroom teacher also explains to their students the consequences for unacceptable behaviors. The following list describes those behaviors that will not be tolerated at school:

- Causing physical harm to others
- Harassing or threatening others
- Carrying dangerous items
- Swearing at someone
- Stealing
- Throwing inappropriate objects
- Ruining school property

The process and consequences for engaging in one of these behaviors is as follows:

- Student is immediately removed from the group
- Staff member fills out a blue slip, calls the office and sends the student to the principal
- Principal meets with the student and contacts the parent. It will be determined whether the student can remain at school or must be picked up

- The student, in collaboration with staff and parent, will develop a plan for successful reintegration of the student
- Receipt of four consecutive “blue slips” results in an automatic suspension

We also use the Second Step Social Curriculum that teaches students to learn skills that address Empathy, Impulse Control, and Anger Management. The two curriculums encourage students to be responsible for their behavior in and out of the classroom. Students are expected to conduct themselves at all times in a manner that promotes a safe learning environment.

## **LUNCHROOM BEHAVIOR**

Students are required to enter the lunchroom quietly, get their lunch and sit down at a table. They are expected to stay seated at the table until their lunchtime is over. Children are encouraged to eat their own lunch and not share foods (for healthy reasons) with their classmates. They are expected to display appropriate table manners and wait to be dismissed. The lunchroom is considered a part of our instructional day where learned social skills are applied.

Lunchtime is an opportunity for students to relax, take a break from their schoolwork, and eat lunch. Students are encouraged to talk quietly with their peers during the lunchtime.

## **PLAYGROUND RULES**

The playground at school provides a valuable play area for our students. All children are expected to follow the school rules, the directions of the supervising staff, and respect the equipment. Children will lose their recess privileges if they fail to follow these rules. Please impress upon your children the need to take care of their school grounds, equipment, and building and to report to the school any problems.

## **OUTSIDE PLAY**

All students are encouraged to play outside throughout the school year with their friends but it is important to keep them warm and safe. The best way to protect children from cold temperatures is to dress them in layers. Children should come to school in the winter with an extra set of shoes, socks, underwear and pants because they may have to change their clothing if it becomes wet. Ordinarily, we will limit their outdoor playtime to 20-minute increments in cold weather, and will not allow your children to play outside in extreme conditions. Our basic guideline is to keep children inside if the temperature is below 10 degrees Fahrenheit or if a wind-chill advisory has been issued.

You can help your child prevent cold weather health risks by dressing them properly. Children should come to school with a hat and scarf as well as gloves or mittens. They will also need to wear a warm, water-resistant coat or parka, snow pants and boots. For a child to play on the playground in the snow, snow pants and boots are required. If your child does not bring snow pants and boots with them, they will be asked to remain on the cement walk during recess.

Regardless of the season, young children need exercise daily. Children enjoy being outdoors and fresh air helps keep them healthy and free of communicable disease. We hope you will agree that we need to work together to insure the health and welfare of your child.

## **PARENT, GUARDIAN, FAMILY INVOLVEMENT**

Parent involvement in the school is very important. When schools and families work together to support learning, students benefit through higher grades, higher test scores, better attendance, more positive attitudes, and a sense of pride in themselves as well as their school. The role of parents in their child's education is crucial for success. Clarendon Elementary School welcomes you to become an active participant in your child's school life. Listed below are ways you, your family, and the community can be involved with the school.

Attend Open House

Attend Student Presentations

Attend Parent Conferences

Attend School Board Meetings

Become a PTC member and attend meetings

Volunteer at fundraising events

Volunteer to serve on school committees

Volunteer in the classroom to assist the teacher with various programs

Be a Four Winds volunteer

Coach a sport

Accompany classroom on field trips

Volunteer to read in a classroom once a month

Assist in school-wide events

## **PARTNERS IN YOUR CHILDREN'S EDUCATION**

Children feel a sense of pride when they know their parents are concerned with their educational progress. Teachers feel rewarded and much appreciated when parents support them.

Here are some areas of cooperation that are important:

- Make sure your child attends school regularly
- Support the school in its efforts to maintain proper discipline
- Stay in tune with what your child is learning – ask questions about the day
- Let the school know if any problems outside of school affect your child
- Stay in touch with the classroom teacher and principal
- If the teacher or staff has been helpful, let them know – we all need compliments!

## **HOMEWORK**

At Clarendon Elementary School, we believe that homework is an important part of our students' learning. Not only does homework provide a means of extending the students' classroom experiences; it also helps them develop responsibility, independence and good work habits. Homework provides students with a chance to practice the skills and concepts they have learned during the school day. It gives them the opportunity to complete work not finished in school or to build upon their learning at home through teacher or parent directed projects.

Homework provides parents with an opportunity to monitor their child's progress. Parents and teachers are encouraged to communicate with each other about a child's academic growth throughout the course of the school year. Teachers are asked to provide guidelines and expectations. Parents are asked to provide feedback regarding their child's needs. By working together in this manner as a team, students are better able to succeed.

Classroom teachers send out Homework Guidelines for their classroom at the beginning of the school year. These guidelines will provide examples and expectations for assignments that may be given during the school year. If parents feel their child has special needs in the area of homework, they should notify the classroom teacher.

## **TELEVISION**

Helpful Hints:

Establish guidelines in your home for how much television your child may watch.

Review the TV Guide together and find shows that are appropriate for your child.

Turn off the television during meals and talk about the day.

Turn off the television during homework time.

Find some educational shows your child can watch.

Find TV shows you can watch together!

## **PROCEDURE FOR ADDRESSING SCHOOL, STUDENT, PARENT PROBLEMS**

Problems or questions often arise between the home and school regarding homework, discipline, rules and regulations, procedures, or academics. It is often difficult to know who should be contacted first to get information or to get help solving a problem.

For situations that happen in the classroom, the classroom teacher or specialist teacher working with the class should be contacted during the school day. Call the office at 775-5379. They will direct your call and have the teacher contact you by phone as soon as possible. If the classroom situation has not been resolved or additional assistance is needed, the principal should be contacted at the school. For a situation that needs additional attention and has not been adequately resolved by a teacher or the principal, the superintendent's office should be notified at 775-3264. If the problem or situation has still not been resolved or explained to your satisfaction, the chairperson of the school board should be contacted. The chairperson may arrange a meeting with all concerned to assist and resolve the situation.

For situations regarding buses, playground, or other out of classroom areas, the principal should be contacted.

## **SCHOOL BOARD**

The 5 member Clarendon Elementary School Board is made up of representatives from the community. These elected officials make decisions about the educational program and personnel at the school. They welcome parents and community members at their meetings. Currently, the Board meets the 1st and 3rd Tuesday of the month at 6:30 PM in the CES Library.

## **BUILDING USE**

The Clarendon Elementary School building is available for use by various organizations. We encourage community members to use the school. A request form for the use of the building is at the school office. The form must be filled out in advance and is subject to the conditions and approval as outlined by the school principal.

## **SCHOOL POLICIES**

The following policies are a sampling of the rules, regulations, or procedures that govern Clarendon Elementary School. The policy book is located at the school. You may call the office to make an appointment to view the policy book.

Admission of Resident Students  
Electronic Communication and Data Management  
Student Assessment  
Student Medication

## **Weapons**

### **Hazing and Harassment -16 V.S.A. 565 (d)**

The Vermont State Legislation has revised the harassment law and passed a bullying law. Harassment is defined as conduct that undermines a student's educational performance or creates a hostile environment. Vermont law further states: "harassment means an incident or incidents of verbal, written, visual or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, or disability 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".

Bullying occurs when a student is exposed repeatedly and over time to negative actions on the part of one or more students (Olweus, 1993). Vermont law further states: "bullying means any overt act or combination of acts directed against a student by another student or group of students and which: is repeated over time; is intended to ridicule, humiliate, or intimidate the student; and occurs during the school day on school property, on a school bus, or at a school sponsored activity, or before or after the school day on a school bus or at a school sponsored activity".

Copies of the complete legislation are on file in the office and are available upon request. We will follow the discipline procedures in this handbook when dealing with issues of harassment and bullying.

## **FAMILY RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's educational records.

These rights are:

1. The right to inspect and review the student's educational records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal, a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records if the parent or eligible student believes they are inaccurate. Parents or eligible students should write the principal and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record, it will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personal identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirement of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum, and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful.

## **FIELD TRIPS**

Field trips are an important and integral part of a teacher's classroom program. Therefore, throughout the school year trips will be planned which will expand the classroom program. Students cannot participate in these out of school activities unless we have obtained your written consent. This has posed a number of problems in the past. Students would forget to bring permission slips home or back to school. If the school was unable to contact parents by phone we had no recourse but to keep the child in school. This was disappointing to the student and deprived him/her of a valuable educational experience.

Therefore, to avoid this situation we seek your permission, in advance, to have your child attend field trips planned by the teacher. Prior to each trip you will be notified and receive pertinent information. Mrs. Murray will include a Blanket Field Trip Permission form with the initial packet of forms you receive at the beginning of the school year. Once you have signed this letter, your signature for permission will not be necessary. However, if you have objections to a particular field trip you can write a note revoking your consent for that trip.

We hope this approach will save paperwork, parent/teacher time and also assure that every student will be able to participate in a planned field trip, unless parents have objections.

## **EXTRA CURRICULAR ACTIVITIES**

Clarendon Elementary School offers a variety of extra curricular activities including soccer, basketball, cheerleading, reading/writing and math enrichment. We also have fielded several teams competing in Odyssey of the Mind. These activities and others are available to all students.

## **LIBRARY BOOKS**

Students have library periods and are encouraged to borrow books. It is expected that books will be returned on time. Students not returning books will not be allowed to take out additional books. At the end of the year, students must return or pay for any outstanding books. If these accounts are not settled, final report cards will be withheld.

## **FOOD SERVICE**

This year we have contracted with a new food service program: The Abbey Group who will handle bookkeeping, buying, menu/food preparation, and accounting for the Clarendon Elementary School hot lunch program. During the 2008-2009 school year, the cost for breakfast is \$1.00, for lunch, \$1.75 and \$.50 for juice. Students that qualify for Reduced lunch are charged \$.30 for breakfast and \$.40 for lunch. Students that qualify for Free lunch receive their lunch at no cost. The cost for morning/extra milk is \$.50. This charge is not covered under the Federal School Lunch Reimbursement Program. Morning milk, juice, and extra milk may not be charged.

Anyone with financial difficulty should fill out an application for free or reduced price meals. If you have questions, please call the school for assistance.

The lunch accounting system is computerized. Each student has an account. You may pay for your child's lunch by the week, month, or longer if you would like. It is advised that you pay for at least a week at a time. Please send payment in the form of cash or check. If you are sending a check please put your child's name on the bottom of the check. A single check may be used to pay for more than one child as long as each child's name is on the check. Unless you specify on the envelope, the money will be divided evenly between each child. We will send menus home monthly to inform you of the meals for the upcoming month. The Abbey Group will also be sending a welcome letter to parents explaining their policies.

## **NUTRITION – HEALTHY SNACKS**

A healthy body requires a combination of a well-balanced diet and regular exercise to be ready for learning. Research has shown that good nutrition is directly related to school performance. The Clarendon Elementary School encourages you to send healthy snacks with your child such as fruit, cheese, crackers, pretzels, raisins, peanut butter, carrots, celery, and juices or water.