

Benson Village School



Student and Parent Handbook
2009-2010

Benson Village School
32 School Street, Benson, Vermont 05743
802-537-2491
....a place to grow....

Benson Village School Faculty and Staff 2009-2010

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Secretary: Debra Robbins

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2nd: Lynne Komraus
3rd: Susan Corey
4th: Jacquelyn Nichols
5th: Wendy Paterson
6th: Linda Heitkamp
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7/8th: Ron Savageau
7/8th: Laura Steere

Spanish: Janelle Pease
Special Education: Gail Hunt
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Speech Language Pathologist: Leslie Goodrich
Molly Fitzpatrick

School Wide Teacher: Arlene Disorda
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Art: Ann Vale

Music: Francine Broughton
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Athletic Director:

Food Services: Colleen Howard
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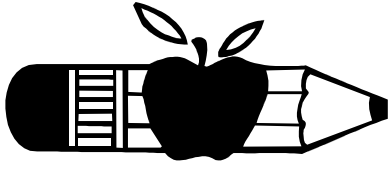
Dear Parents and Guardians,

Welcome to Benson Village School! This 2009-2010 handbook has been developed to help you become more familiar with our school and to help you understand some of our procedures and programs. There are a few additions and changes to the handbook this year.

We anxiously await the start of another successful school year. Communication between home and school is vital in ensuring student success. This handbook is designed to assist us in that communication between home and school, but it is only a starting point. Please talk with your child about the details in this handbook and return the signature page at the end to the school. Together, we can help our students become confident and competent readers, writers and mathematicians, as well as productive and respectful school citizens.

Thank you for your commitment to the highest quality education for our students. I look forward to becoming a part of the learning community here in Benson consisting of students, parents, staff, board members and community members. If you have any questions or concerns, please do not hesitate to call me at 537-2491.

Kim E. Doty
Principal
Benson Village School



Welcome to Our School

Benson Village School is known as a caring school environment, because of our wonderful students, dedicated professionals and staff, and the great support of parents and guardians like you!!! Excellence in education cannot be achieved alone. The Benson community is supportive and committed to achieving the very best for our students. After all, it takes a whole village to raise a child.

This handbook is designed for parents/guardians and students to help ensure understanding of and commitment to our expectations here at Benson Village School. Please feel free to contact the school whenever you have a question or a concern.

Benson Village School is a caring and nurturing school where all students and parents/guardians are valued as important members of our school community. Parents/guardians are encouraged to become involved in their child's education and are welcome to visit the school. We welcome parents/guardians to volunteer or assist us as chaperones, aides, and helpers! Please let us know if you are interested, and we will make the arrangements.

In order to ensure the safety of our students and to assist emergency workers in the event of an emergency, **ALL** people visiting the building are required to sign in at the Main Office when you enter the building. Please sign out when leaving the building. We know how important safety is, so therefore we must have everyone's cooperation in this procedure. Thank you for your understanding.

Mission Statement

The purpose of Benson Village School is to provide a safe educational setting and quality educational services. Programs will be designed to support each student's needs in order to assist them in reaching their full potential academically, socially, and emotionally. The teachers strive to build upon each student's natural curiosity to become a self-motivated, life-long learner, who will be a contributing member of society.

Benson Village School Board Statement

It is the intent of the board to comply with the Vermont Education Law related to the Instructional Support Systems. The district shall have as its goal the success, to the greatest extent possible, of all students in regular classroom settings.

A copy of the Benson Village School Policy Manual is available in the Principal's office and at the Superintendent's office. Parents/guardians are encouraged to review School Board Policies. The policies are also available online at <http://benson.arsu.org>.

General Information

What, Where, When, How

Achievement Tests

Standardized achievement testing will occur during the school year in grades 1-8. Academic assessment is an important aspect of curriculum planning. Parents/guardians and student will be given prior notice to all standardized tests.

Attendance

Regular attendance is essential and is required of all students. The development of the desirable habits of punctuality and attendance are very important in a child's life. Students are expected to be in attendance every day that school is in session. Time lost from class has an adverse effect on the educational progress of a student. Students have an obligation to contribute as well as receive in the context of the classroom.

When a child is going to be absent:

Parents/guardians are expected to call the school to report all absences before 8:00 am or the secretary will call your home to verify the absence.

The school takes attendance by 8:00 am daily. All absences from school must be excused absences. Unexcused absences are considered 'truancy' and will be handled under the provisions of Vermont laws. When a child has been absent from school, a note signed by the parent or guardian verifying the absence is required. Students who have been absent must provide the school with a note that includes current date, date of absence, reason for absence, and a parent/guardian signature. All students' absences must be excused. Excused absences are for illness and/or medical appointments that cannot be scheduled after school hours. *All other absences are discouraged.* If your child has an early dismissal, the secretary will summon him/her to the office.

Questions regarding school attendance procedures should be directed to the principal.

Benson Village School Library

The school library program is closely coordinated with the classroom curriculum. Children are introduced to a variety of literature, both fiction and nonfiction. Library skills focus on enabling students to become successful library users. Benson Village School library has resources of all types of media including printed text, computer access to library resources, and other forms of communication. People who can find and use information and materials in a library are more likely to use libraries and continue learning throughout their lives.

The school library is open whenever the school is open. Students in grades EEE through sixth are assigned regular library classes with the school librarian.

Library books are checked out for two weeks. Students in kindergarten through second grade may borrow only one book at a time. Two books at a time are permitted to students in grades 3 through 8. Books may be returned at any time.

If a student needs more time to read a book, and no one else has requested it, it may be renewed. The full replacement price is charged for books that are lost.

Breakfast and Lunch Programs

Benson Village School is fortunate to have wonderful, healthy breakfast and lunch program for our students. The daily menu will be available in advance. Breakfast is offered before school and the lunch period is during the day. The cost of student meals will be posted.

Benson Village School's Nutritional program is self supporting. The meals must be **paid for in advance** either on a weekly or monthly basis. Since the menu is available in advance, students may choose what meals they wish to purchase. If a student does not pay for a meal, none will be available. Students who have not remembered their lunch money or a bag lunch will be provided a lunch of peanut butter and jelly and milk for **one** day only. After that, no lunch services will be offered. **Remember, there is no charging of food services.**

	<i>breakfast</i>	<i>snack milk/juice</i>	<i>lunch</i>
Student full price	\$1.25	.40	\$2.00
Student reduced price	.00	.40	.40
Adult price	\$1.75		\$3.00
*prices are subject to change			

When applying for free and reduced lunches, only one application per family is required to determine eligibility. Remember snack, milk/juice is not a part of the federal free and reduced lunch program. These are full prices for everyone. Applications are available throughout the year in the Main Office. If you have any questions, please call the school.

Bus Stops

Parents/guardians and students are reminded that bus stops are unsupervised situations and therefore, it is the responsibility of the parent/guardian to ensure that their child is loaded safely on the bus and picked up safely from the bus when arriving at the bus stop location. Students are expected to be at the bus stop 5 minutes before the arrival of the bus. Please see the attached bus discipline procedures for more important bus information.

Cell Phone/Electronic Devices

Cell phones/electronic devices are not allowed in school. Any calls students need to make should be made from the Main Office only. Cell phone/electronic device usage is prohibited during school hours. Any exceptions to this rule can be granted only by the principal with parent request and extenuating circumstances. Students will be subject to disciplinary action should usage be deemed inappropriate or disrespectful. Benson Village School is not responsible for lost or stolen cell phones/electronic devices.

Eligibility (Grades 5-8)

Two failing grades on a progress report or report card makes a student **ineligible** for all extra-curricular activities and in-school duties until the next progress report or report card.

Students ineligible to participate in extra-curricular activities (athletics, clubs, student council, dances etc) may not ride the school buses to activities governed by eligibility rules.

Extra-Curricular Activities

Extra-curricular activities involve all sports and clubs offered by the school. Sportsmanlike conduct at athletic events and extra-curricular activities is expected by participants and spectators. The school encourages eligible students to participate in the many activities offered at Benson Village School.

All students must have a completed permission form submitted to the office prior to participation in sports and other extra-curricular activities.

Fire and Building Evacuation

Safety of students is our primary concern. An evacuation plan is posted in each room and hallways. Students should study the plan and become familiar with it. Remember to always follow the directions given by the classroom teacher.

Students are not permitted to talk during an evacuation drill and are to remain at least 50 feet away from the building until the signal is given to re-enter.

Fundraising

Fundraising is offered as a way for students to help raise money for various activities within the school such as field trips and other special activities. Each class has chosen some specific projects to work on with their peers. All fundraising activities must be pre-approved by the administration. At Benson Village School, your child does not have to participate in fundraising activities for any purpose.

Junior High Dance Rules

The sixth, seventh and eighth graders are invited to district-wide dances during the school year. There are established guidelines for attendance at these dances.

Dress code: same as school day

Guest List: students must sign up on a school dance list prior to attending

Eligibility: same as extra-curricular activities

Behavior: Students who present a behavior problem at a sister school will be dealt with at their home school. The host school will notify the school that the student attends and report the problem and the home school will discipline accordingly. All students will be held to the standards of their school.

Parent Conferences

Parents/guardians are welcome to contact the school and arrange a parent conference anytime during the year. The school schedules a formal conference day during the fall for all grade levels. An Open House is held during the fall to offer an opportunity for families to visit the school. There are numerous events during the academic year that enable parents/guardians and families to visit the school. Please join us during these events!! We encourage active parent/guardian and community involvement.

Procedures for Addressing Problems

Parents/guardians are encouraged to bring school-related questions or concerns to the attention of the appropriate school personnel. For classroom and specials (art, music, Spanish, physical education, library), the teacher should be contacted first to address concerns or issues. If a call is made during instructional time, please leave your name and number where you can be reached and you will be contacted as soon as possible. For situations involving buses, playground, lunchroom or any other part of school routine and procedures, the principal should be contacted.

Progress Reports

Students in grades 5-8 will receive progress reports for each failing subject midway through each marking period. Progress reports inform parents/guardians of progress at the mid-point of the marking period. By receiving a progress report midway through the marking period, a student is able to make changes in his/her study habits and to improve his/her grade. Students may seek additional help from their teacher or make other necessary changes. It is possible for a student to be passing at the mid-point and then do poorly enough in the remaining weeks to receive a failing grade. *(Not receiving a progress report does not guarantee a passing grade.)*

2009-2010

Report Card Schedule

GRADE EEE.....3 TIMES A YEAR

November 30th

March 12th

June 7th

GRADES K - 8.....4 TIMES A YEAR

October 30th

January 22nd

April 2nd

June 7th

Reports close on these dates and are sent home one week later.

Reminder: Progress reports are available by request throughout the academic year.

Student Appearance

Students are encouraged to dress in a neat and attractive manner that reflects pride in themselves and their school. We rely on the good judgment of adults as to what students should wear. Generally, students should wear clothes which are safe, do not disturb or distract other students, and are appropriate for learning.

- Shoes must be worn at all times. Proper shoes for physical education should be worn.
- Hats should be removed when in the school building, (both boys and girls) including bandannas or triangle bandannas, hoods, and other head gear.

- Students who wear shirts with inappropriate language or innuendo will be requested to change or turn the shirt inside out. This includes shirts with obscene words, prohibited substances such as alcohol, tobacco or illegal drugs or shirts that promote violence.
- Students who practice good personal hygiene and cleanliness feel better about themselves and consequently have higher achievement in school.
- No chain wallets are acceptable at school.
- Students will not be allowed to wear their coats during classes.
- Shorts may be worn when appropriate. Shorts and skirts must be at an acceptable length.
- Bare midriff tops, tank tops, short shirts, and mesh shirts are not allowed in school. Shirt straps need to be at least 1” wide.
- No undergarments should be showing.

What a student wears to school often dictates his/her attitude and behavior while at school. Parents/guardians should be aware of what their child wears to school. The school, like the workplace for adults, has acceptable criteria for student dress.

If a child is inappropriately dressed, the teacher will send the student to the principal’s office where the problem will be addressed.

School Arrival and Dismissal

Classes begin at 8:00 am each morning. The school is open for early arrivals starting at 7:45 am. Students arriving before 8:00 should report to their classroom, with the exception of Mondays, where they will report to the gym for the morning opening of school and stay there until dismissed by their teacher. Students late to school **must** report to the office before going to their classroom. No student is to leave the school building or school grounds without parent/guardian and office permission. If a student leaves the school grounds without permission, the parent/guardian will be notified immediately and law enforcement will be contacted. Student safety is a priority.

School buses will begin boarding at 2:25 pm each afternoon. Bus riders are dismissed from their classrooms in an orderly fashion. All car riders may be picked up by their parent/guardian or designated person after the busses leave the school or about 2:30 pm.

In order to reduce the number of distractions in the classroom, please avoid early pickups whenever possible. Students **will not** be dismissed between 2:00 and 2:25 in order to maintain order. If your child is leaving with another person, a written note must be submitted to the office in the morning identifying the person or the bus route to be taken. This is for the safety of all students.

Due to the limited space in the building, parents are asked to remain in their cars for dismissal. If you have any questions, please call the school.

School Closing

Each child will bring home an emergency closing procedure form for the parent/guardian to complete. This information is very important!!! The contact numbers will be used for the Alert Now system and the emergency directions will help us to get your child home safely should we be forced to close school before 2:30 pm. Also note the ‘Main Road’ only bus schedule to be used in the event of poor road conditions. Please discuss these school closing procedures with your child so that he/she understands there may be changes in various schedules.

Should there be a delayed opening of school; the announcement will be on the radio early in the morning and the Alert Now System will be activated. The delay would be for two hours and the bus schedule would be adjusted accordingly. School would start at 10 am.

The following radio stations will be notified in the event of an emergency school closing or delayed opening:

WVNR 1340-AM
97.1-FM

WJJR 98 –FM
K101-FM

Student Council

Student Council is for grades 5-8. The purpose is to encourage student participation at Benson Village School, to give students a voice, and to encourage community service.

School Office Hours

The school office is open during the school year on Monday through Friday from 7:30 a.m. to 3:30 p.m. The office phone number is 537-2491.

Visitors

We encourage parents/guardians and community members to visit our school. **Please call first to arrange a time.** This includes visits with teachers before and after school, as well as visits during the day. Students need to be engaged in learning during the school day, and teachers need to be focused on teaching during the school day. Unplanned visits are a distraction to valuable learning time. When you do visit, you must report to the office as you enter the building. It is important for us to know who is in the building at all times. The secretary will ask you if you have made prior arrangements for your visit. **If you have not, you may be unable to visit at that time.** If your visit is unplanned, the principal will determine if we are able to accommodate you.

School Discipline Philosophy:

The primary goal at Benson Village School is to create a safe and nurturing environment in which we seek to build within each student a life-long love of learning, a sense of responsibility, self-discipline, a positive self-image, and respect for others. Emphasizing these character traits, which include strong social skills, good manners and positive decision-making skills at an early age, will lay the foundation for the building of a confident and productive community member.

To achieve this goal, cooperation between the home and the school is essential. Both home and school must share in assuming the responsibilities that are necessary to assure the rights of all students in order to provide an instructional environment of the highest quality. **Children must be held accountable for their behaviors.** Benson Village School's discipline procedures will focus on helping a child learn from his/her misbehaviors and mistakes to understand the logical consequences of his/her actions.

We believe discipline is a clear, consistent and concise learning process that is respectful, positive, and safe for all human beings. Adults and children have the right to be treated with dignity and respect, even when they need to experience the consequences of their choices. The entire school

community, both adults and children, will participate in and support the discipline procedures. Families and the community will play an active role in promoting the discipline philosophy.

Rights and Responsibilities

The rights and responsibilities for everyone at Benson Village School include:

1. The right to a safe environment and the responsibility to act in a safe manner.
2. The right to be treated with respect and courtesy and the responsibility to behave respectfully and be courteous toward all others in the school including students, staff, faculty, parents, and visitors.
3. The right to an education without interference from others and the responsibility to conduct oneself in a manner which avoids interference with another's education.
4. The right to a quality education and the responsibility to conduct and prepare oneself in a manner that allows one to learn at the highest level capable for one's self.

Teachers are expected to:

1. Invite students to participate in the formulation of rules.
2. Help students to understand and follow the rules by consistently reinforcing the school policies.
3. Respond to communication from student's home/family.
4. Seek conferences with families and other school personnel in an effort to help those students who have discipline problems to resolve them effectively.

Parents/guardians are expected to:

1. Instill in their children a respect for rights, property and safety of other people and themselves.
2. Respond to communication.
3. Send their children to school regularly, on time and prepared to work. Communicate with the school when your child will not be attending or will be late regardless of the reason.
4. Assist their children in understanding and supporting school rules and policies.
5. Cooperate with the staff to help solve discipline and academic, social, emotional and behavioral problems.

Students are expected to:

1. Understand and obey the rules of the school.
2. Participate in the development of school and classroom rules.
3. Attend school regularly and arrive on time.
4. Fulfill their academic and behavioral responsibilities.
5. Follow the directions of all staff at school and on the bus.
6. Earn the privilege of attending field trips and other special school functions both inside and outside the school building by conducting oneself appropriately at all times.

School-Wide Rules and Expectations:

Each child has the right to learn in a safe and healthy environment. Rules are necessary and important. To ensure this, we expect that adults will enforce the school rules. Rule infractions will be dealt with according to their severity.

The following school-wide rules will be observed:

1. Everyone will treat each other with respect.
2. Everyone will speak to each other in a courteous manner.

The following school-wide expectations will be observed:

1. Students will be on time and prepared to learn.
2. Students will keep hands, feet, and objects to themselves.
3. Students will conduct themselves in a safe manner.
4. Students will be honest and truthful.
5. Students will cooperate, support each other, and demonstrate good sportsmanship.

Disciplinary Procedures

The Benson Village School utilizes the **Three Level System of Discipline**. The system recognizes that consistent adult responses to low level challenging behaviors (non-compliance, disruption, teasing) produces positive school climate in which more serious infractions will be minimized. Built on the prerequisite adult skills and system of support, the **Three Level System** is a protocol to be used by adults when reacting to student misconduct.

Level 1 Behaviors	Level 2 Behaviors	Level 3 Behaviors
Primary Responsibility Teacher or Supervising Adult	Primary Responsibility Teacher and Behavior Support Staff	Primary Responsibility School Administration
Student Behaviors Off-task behaviors Minor or moderate disruptions Inappropriate verbal interactions Non-responsive to teacher directions Unprepared for class	Student Behaviors All Level One behaviors which continue or escalate in intensity and frequency with teacher or support staff intervention	Student Behaviors Chronic violation of school or class rules Serious damage to property Serious verbal aggression, bullying, harassment or threat Serious physical altercation Drug and/or alcohol possession or use Weapons possession, threat to use, or actual use
Teacher Interventions Supportive guidance back to task Redirection Interaction (eye contact, proximity) “What are you doing? What are you supposed to be doing?” Give choices Reflective/empathic listening Use of “I” statements Teacher shifts from supportive to directives	Teacher and Support Staff Interventions All teacher interventions for Level 1 Referral out of classroom space Working with school supports including: <ul style="list-style-type: none"> • Collegial support • Time out • Other school wide supports Referred to Benson Educational Support Team (BEST)	Teacher Interventions Referral to administration Seek help of behavior support team and other school wide support Provide work for in-school suspension Participate in parent conferences and re-entry meetings
Consequences Failure of lesson or activity In-class time-out Restitution/Apology Work completed during free time Loss of privileges Parent notification by teacher for parent involvement	Consequences Create individual plan Loss of privileges Parent notification by teacher or support staff for parent involvement Restitution/Apology Reevaluate existing behavior plan Consultation from outside resources	Consequences Short-term suspension Restitution/Apology Home/school coordination and support Interagency referral and planning Long term suspension Expulsion Consideration of placement in alternative program School failure

School Bus Disciplinary Procedures:

Students who violate school bus rules and regulations while waiting to board, riding the bus or departing from the busses will be subject to disciplinary action. There are digital cameras installed on each bus. Riding the bus is a privilege. **Benson Village School is not required to provide transportation for students, and parents/guardians are still responsible for getting their child to school.** The administration can suspend a student immediately from riding the bus if the severity of the incident dictates suspension. Upon the notification of a bus incident, the administration will make every effort to investigate the incident and the student(s) may be subject to the following disciplinary action:

1. Written warning to parents of the possible suspension of bus riding privilege if behavior persists and appropriate consequences for student (loss of privilege, apology, etc.).
2. Temporary suspension from bus riding privilege for up to 10 days.
3. Suspension from bus riding privilege for the remainder of the school year.

Bullying

Bullying is any overt act or combination of acts directed against a student by another student or group of students which:

- Is repeated over time,
- Is intended to ridicule, humiliate or intimidate the student,
- Occurs during, before and/or after the school day on school property, on a school bus, at a school-sponsored activity, or in cyberspace during, before, and/or after the school day.

Benson Village School recognizes that bullying is dangerous and disrespectful. Bullying is a violation of our school-wide rules and values of treating each other with respect and speaking to each other in a courteous manner.

Students of Benson Village School are encouraged to report bullying anonymously to teachers and school administrators.

Harassment

Harassment is not acceptable at Benson Village School. Harassment is verbal or physical conduct by one person directed toward another person because of race, national origin, disability, religion, sex or sexual orientation, or any personal distinguishing factor. Harassment creates a hostile environment which interferes with a person's ability to perform routine tasks.

Sexually harassing behaviors/abusive behaviors may include but are not limited to:

- unwelcome sexual advances,
- requests of sexual favors which have the purpose or effect of interfering with a student's school performance or creating an intimidating, hostile, or offensive school environment,
- any conduct that is repeated after a person has been asked to stop which can include offensive language, coarse or demeaning jokes, and unwanted physical contact.

It is the obligation of all students and staff to be aware of and confront all types of harassment, and to follow through to ensure they are not repeated. Students who believe they have been harassed should report it to the teacher, principal, guidance counselor or any staff member. Any teacher or staff member with information about possible harassment of a student is expected to inform the principal

Support Systems for Students

Guidance and School Based Clinician

Benson Village School has guidance services available to all students. Services are available to students for academic and personal concerns. The school also has a school based clinician who is able to work with students and families on issues affecting academic achievement and social behaviors at school.

School Nurse

Benson Village School provides the services of a certified, registered nurse during half of the school day. Students who need to see the nurse must ask permission from their teacher. By law, it is the parent's responsibility to ensure that their child is properly immunized and that these immunizations are kept up-to-date. Various health screenings (height, weight, vision etc) are done for all students throughout the school year.

Parents/guardians are encouraged to keep the school nurse and office informed of pertinent health information for their child.

Medication

Students are NOT allowed to have or carry medication of any kind (prescription or over-the-counter) on their person or in their desk at school. All medications for students must be under the direction and control of the school nurse or other designated person. Even "simple" aspirin can not be carried or kept by any student. This policy is strictly enforced to maintain the safety of all children in the building.

Computer Use

All students will be required to sign the *Acceptable Use Policy* prior to using computers at school. This policy will be sent home with students to be read by each parent/guardian and signed by each student. Students should not use their last names while on the Internet or email systems. Games are not permitted on the computer. A copy of *Acceptable Use Policy* is available upon request.

Tooth Tutor Dental Access Program

The Tooth Tutor Dental Access program will continue this fall. A registered dental hygienist will be here to screen children with parent/guardian permission and then will help to find a dental home for each child if they do not have a dentist. The goal is to establish a dental home for each child.

Homework Guidelines

Homework is an extension of the learning process initiated at school. It is an opportunity for the student to implement skills previously taught or developed in the classroom. Homework should help encourage independent thinking and student responsibility. It also provides an opportunity for the family to become involved in the child's educational process. Hopefully, it will help shape the child's sense of self-worth and define values. Through well planned homework assignments, the student will experience the treasures held by reading, writing, and thinking.

Goals and Objectives

1. Homework will be assigned to achieve productive outcomes and enhance the ability to organize and work independently.
2. Homework will encourage student responsibility and help build good study habits and skills.
3. Study skills will be taught and reinforced at all grade levels to enable students to meet homework standards.
4. Homework will be an extension of class work directed at practicing and reinforcement of skills.

Guidelines

1. Homework will be assigned for a specific purpose.
2. Homework will be reflected in the student's marking period assessment.
3. Homework will be appropriate for, and in proportion to, the student's ability level.
4. Generally, homework will not be given over a vacation.
5. Homework will be returned to students on a regular basis.
6. Teachers will consider the amount of homework assigned for evenings when special school-related activities take place.
7. Homework will be assigned in a consistent manner with the students aware of the teacher's expectations

Benson Educational Support Team

I. Benson Village School will establish an Educational Support Team (BEST) for all children who need additional classroom assistance. The principal will be responsible for ensuring the implementation of the educational support system.

II. All parents and staff will be informed annually of the Benson Educational Support Team resources and the Educational Support Team procedure. These may be described through such media as faculty handbooks, parent/student handbooks, and school newsletters and at PTO meetings.

III. Benson Village School will detail a process for teachers and/or parents/guardians to obtain team-recommended interventions and instructional resources. Written procedures will allow time for teachers and administrators to identify the most successful instructional practices and will allow time for teachers for planning to review and assess instructional supports and interventions. To the extent possible, in-house meetings will be held before or after school.

IV. The team will inform parents of referral and ensure confidentiality of student records.

V. Benson Village School will detail in their Educational Support Team procedures the annual training needs for professional support staff. These training needs should focus on the skill acquisitions for implementing instructional strategies as recommended by the Educational Support

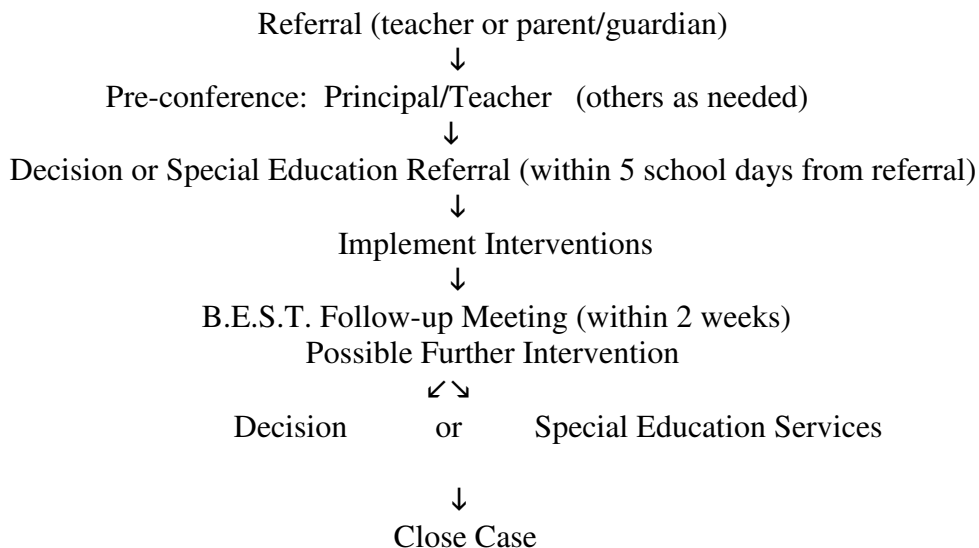
Team. Plans should be detailed as to how the training will be accomplished as pertaining to Act 230.

VI. The team will identify instructional interventions prior to referral to special education. The system will allow timely referral to special education when warranted. The system will also include procedures for transitioning students who are receiving Educational Support Team assistance from one grade to another as appropriate i.e. student file or records.

Parent/Guardian Referral

If your child has special needs the staff should be aware of, please call the school. An appointment will be set up for you to meet with the principal and/or other appropriate staff members. If deemed appropriate, a referral will be made to the Benson Educational Support Team (B.E.S.T.).

B.E.S.T. Referral Process Flow Chart



Benson/Orwell Essential Early Education (EEE)

Essential Early Education (EEE) is an education program for children ages three to kindergarten age and their families. This program is funded by state and local funds.

In Benson and Orwell, all children have the opportunity to be screened. Parents/guardians are given information about their child's vision, hearing, speech, language, motor and cognitive skills. Parents/guardians are an important part of the screening process, providing information and observations of their child. We will have information available to parents/guardians about community resources, activities to do at home with young children, and local child care and nursery schools.

We provide direct services to children who are eligible and need extra help before entering kindergarten. We will work with these children and their parents/guardians in their home, day care, and babysitter or in the Benson/Orwell EEE classroom program currently at the Benson Village School. We include non-eligible children as "models" in the classroom.

We are available as a resource to parents of young children and child-care providers in the area. You can reach us at the Benson Village School by calling 537-2491.

Federal Funding

As of September 1998, the Benson Village School will be considered a school identified as receiving funds for school-wide services. This is a direction that many schools are choosing to do nationwide. This allows the Benson Village School Board, administrators and teachers to be more creative with our federal allotment. Students will no longer need to be determined eligible to receive federal services. The school-wide teachers are certified teachers and have become an integral part of our teaching team, teaching whole groups of students or small groups, depending on the need of the students. If you have any questions, please call the school.

Parent and Student Rights

Confidentiality

Any parent/guardian who does not want their child's name publicized for any reason should indicate that desire in a letter to the Benson Village School principal's office prior to September 15, 2009.

Public Law 93-380 includes an amendment popularly referred to as the "Buckley Amendment," which requires school systems to refrain from publicizing any information at all about children when the parents/guardians do not wish such publicity to occur. Examples of the school's publication of a list of names would include athletic events, honor roll lists, music performances and other student activity functions such as spelling bees, other contests and recognition awards.

Unless written notification is received from the parent/guardian by the school, it will be assumed that publication is agreeable.

Annual Notification of Parent and Students Rights Regarding Educational Records

As a parent/guardian of a student enrolled at Benson Village School, you have certain rights concerning the educational records which the school district maintains. These rights are afforded by the Family Educational Right and Privacy Act (FERPA), the Education of the Handicapped Act (P.L. 94-142) and the policy and procedures of the Benson Village School.

1. You have the right to a list of the types and locations of student educational records maintained by the Benson Village School and the titles and addresses of the school officials responsible for those records.
2. You have the right to inspect and review your student's educational records within a reasonable time after such a request is made. That being no more than 45 days after the request is made, and before any IEP meeting or hearing related to the identification, evaluation, or placement of a handicapped student.
3. You have the right to explanations and interpretations of the educational record.
4. You have the right to a copy of any of your student's educational records at no more than the school district's copying cost.
5. You have the right to seek the correction or amendment of your student's educational records.
6. You have the right (see School Policy "Procedures for the Collection, Maintenance, Disclosure, and Destruction of Educational Records) not to have information from your student's educational records disclosed without prior written consent, except as follows:
 - a. to school officials with legitimate educational interest.

- b. directory information, which includes student's name, telephone, parent name, address, grade level, degrees and awards received, officially recognized activities and sports, members of athletic teams, public relations pictures, and date transferred.
 - c. to officials of another school or school system in which your student seeks or intends to enroll or is concurrently enrolled.
 - d. to government officials and other authorities, as provided by law.
 - e. in health and safety emergencies.
 - f. in connection with the application for and receipt of financial aid.
 - g. to accrediting organizations or school approved organizations conducting educationally - related studies.
7. You have the right to examine and receive a copy of any policies or procedures of the Benson Village School regarding educational records by contacting the principal of the school.
 8. You have the right to request and receive this notice in your primary or home language.
 9. You have a right to file complaints, regarding the Benson Village School's failure to grant these rights, to the FERPA Office, Department of Education, 4512 Switzer Building, Washington, DC 20202. Telephone (202) 245-0233
 10. The Benson Village School will assume that either parent has the right to inspect, review, and release the student's educational records unless it is provided with evidence that there is a legally binding instrument which states to the contrary.

NOTE: When a student reaches the age of 18 or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent shall thereafter only be accorded to and required of the student, except the record of a dependent eligible student may be disclosed to the parent of that student without the consent of the student.

Protection of Pupil's Rights—Hatch Amendment

Below is the latest version of the above law which was enacted on March 31, 1994.

“PROTECTION OF PUPIL'S RIGHTS”

“SEC. 439.

- (a) All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.
- (b) No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning -
 - (1) political affiliations;
 - (2) mental and psychological problems potentially embarrassing to the student or his family;
 - (3) sex behavior and attitudes;
 - (4) illegal, anti-social, self-incriminating and demeaning behavior;
 - (5) critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians and minister; or

- (7) income (other than that required by laws to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of non-emancipated minors without the prior written consent of the parent.
- (c) Educational agencies and institutions shall give parents and students effective notice of their rights under this section.
- (d) ENFORCEMENT - The Secretary shall take such action as the Secretary determines appropriate to enforce this section, except that action to terminate assistance provided under an applicable program shall be taken only if the Secretary determines that:
 - (1) there has been a failure to comply with such sections; and
 - (2) compliance with such section cannot be secured by voluntary means.
- (e) OFFICE AND REVIEW BOARD - The Secretary shall establish or designate an office and review board within the Department of Education to investigate, process review, and adjudicate violations of the rights established under this section.

Search and Seizure Protocol

1. Desks, lockers, textbooks and other materials or supplies loaned by the school to students remain the property of the school, and may be opened by school employees for cleaning, maintenance, or in the case of emergency, they will be confiscated and a report will be made to the principal who will determine whether further investigation is warranted.
2. School property may also be searched by school employees upon reasonable suspicion on the part of the principal, assistant principal or superintendent, that a law or school policy is being violated. Searches of school property in the possession of students will not extend to areas or items not reasonably calculated to aid in the enforcement of specific policies or laws.
3. Searches of students' person or vehicle will be conducted if there is reasonable cause to believe that a breach of school policy or law is being committed. Search of a student's person will be conducted by a school employee of the same sex and whenever possible, in the presence of another school employee.
4. School employees are not the agents of law enforcement officials. Search and /or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exists authorizing such search and/or seizure, and when the requirements of the board's policy on interrogations by law enforcement officers have been complied with.
5. Copies of the policy will be distributed to students when they enroll in school, and will be included in the student handbook given to students at the beginning of each school year.

ADDISON-RUTLAND SUPERVISORY UNION SUBSTANCE ABUSE POLICY

PURPOSE:

It is the legal and social responsibility of the Boards of Addison-Rutland Supervisory Union to establish policies and encourage administrative action that will promote a school environment free from use, possession, manufacture, or distribution of drugs of any kind. For the purpose of this policy, the term "drugs" includes both illegal and controlled drugs, and alcohol. Drug and alcohol abuse shall be defined as: "the ingestion of a substance in such a way that it interferes with a person's ability to perform physically, intellectually, emotionally or socially."

PHILOSOPHY:

All students have a right to receive an appropriate education in an alcohol and drug-free environment. The Addison-Rutland Supervisory Union School Boards encourage educational programs that provide every student with an understanding of the physical, psychological, social and legal dangers associated with drug abuse.

Chemical abuse and dependency are treatable health problems that are primarily the responsibility of the home and the community. The school shares this responsibility in the areas of prevention (education) and intervention (identification and referral).

Community and schools share in this responsibility because chemical problems often interfere with behavior, learning and the fullest possible development of each student.

POLICY:

It is the policy of this school district that no student shall knowingly possess use, sell, manufacture, give or otherwise transmit, or be under the influence of any illegal drug, regulated substance, or alcohol on any school property, or at any school sponsored activity away from or within the school. This prohibition also applies to individuals and groups using school facilities for non-school related activities. The only exception to the above is the use of medication with proper medical authorization and supervision. Prescription medicines will be handled according to Appendix 8 of Vermont School Health Services Recommended Program, Revised 1979, "Policy for Medication in School".

PROCEDURES:

I. Educational Program:

The district shall conduct an alcohol and drug educational program on a sequential basis from early childhood through grade 12 in accordance with mandates of 16 V.S.A. 909, the Vermont Alcohol and Drug Education Curriculum Plan and the Federal Drug Free Schools and Communities Act (P.L. 101-226)

II. Cooperative Agreements:

In dealing with substance abuse cases, every effort will be made to promote responsible decision-making by the student. Our focus will be to encourage appropriate medical and/or psychological intervention by trained professionals. Students and parents/guardians will be given information about outside agencies and will be encouraged to take advantage of their services and programs.

Students, under the age of eighteen, who have been referred or who refer themselves to any student assistance program counselor for purposes of substance abuse screening and consultation may be seen individually by the counselor. It will be the goal of any assistance program to encourage the student to involve his/her parents or guardians at the earliest point in time.

No student under the age of eighteen will be referred to an outside agency for substance abuse treatment without parental consent. Parental consent is not required for student participation in group programs conducted within the school which are educational in nature and designed to impart information and/or to assist students in improving their sense of self-esteem. Such groups may be conducted only by trained professionals contracted by the school to perform such service or by trained school staff who have been approved by the school administration to conduct such groups.

III. Procedures for Dealing With Substance Abuse Incidents:

Students who are experiencing problems with alcohol and drugs are in need of assistance. The type of assistance needed may vary; however, the school system is committed to providing the most appropriate response to each individual. The actions set forth below will be considered routine procedures. In situations where extreme violations occur, the specific action may be waived by the administrator.

Any action taken by waiver of these procedures will be explained in a written report to the superintendent. All disciplinary measures taken in accordance with this policy will comply with due process requirements.

A. Students under the Influence of Alcohol and/or Drugs

1. First Offense

- a. Students will be treated as an ill student and will be sent home by an administrator after the parent/guardian has been notified. In crisis situations the matter will be handled as a medical emergency and accordingly the school officials will involve ambulance and police assistance as may be appropriate.
- b. Upon the return to school the following day, the student will be dealt with in accordance with the school's discipline program, if applicable.
- c. Police shall be notified when drugs are involved; however, reporting of first offense alcohol problems to the police is within the discretion of the administrator.
- d. The student will be referred to the school's Substance Abuse Team.

2. Second Offense

- a. Steps (a, b, and d) of the first offense procedures.
- b. Police shall be notified regardless of whether the offense is drug or alcohol related.
- c. The student will undergo an alcohol/drug assessment within 10 days of the incident and further will participate in treatment program if warranted by the assessment.
- d. Failure to comply with (c) above will result in the student being suspended from school for ten (10) days.

3. Third Offense

- a. Step (a) of the first offense procedures.
- b. Police shall be notified.
- c. The student will be suspended from school for ten (10) days and recommended to the board for expulsion.

B. Students in Possession of Drugs, Drug Paraphernalia, and/or Alcohol

When students are found in possession of drugs, drug paraphernalia, and/or alcohol, the substance(s) will be removed from the student. Procedures for handling such incidents will be identical to those used when a student is under the influence of drugs and/or alcohol.

C. Students Selling or Furnishing Alcohol and/or Drugs

1. First Offense

- a. The student will be suspended from school for ten (10) days after the parent/guardian has been notified.
- b. Police shall be notified.
- c. The student will be referred to the school's Substance Abuse Team.

D. Suspected Substance Abuse

When a staff member has reason to believe that a student might be having a problem related to substance abuse, the staff member shall make a referral to the Substance Abuse Team, and notify the school administrator of this action.

E. Co-Curricular Activities

Students who violate the school district's policy on alcohol and drugs while they are members of a school team, are subject to additional disciplinary actions as are defined in the school's training rules. Any student who commits a second offense, in the same year, of the school district's policy may not represent the school and consequently the student will immediately be dismissed from all co-curricular activities (athletic and non-athletic) for the remainder of the school year.

IV. Substance Abuse Team

In each of the schools, the principal shall form a Substance Abuse Team which shall screen students who refer themselves and students who are referred by staff for suspected drug and/or alcohol abuse problems.

The membership of the team and the procedures to be used by the team will be developed by the building principal and announced in writing to the building faculty and staff, and superintendent.

V. Notification

Parents and students will be given a copy of the standards of conduct and disciplinary sanctions contained in this policy, and will be notified that compliance with the standards of conduct is mandatory

ALCOHOL AND DRUG-FREE WORKPLACE

No employee will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug on or in the workplace. "Drug" means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal statute or regulation.

"Workplace" means the site for the performance of work for the school district, including any school building or any school premises and any school owned vehicle or any other school approved vehicle used to transport students to and from school or school activities. It also includes off school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the school district.

As a condition of employment, each employee will notify the superintendent in writing of his or her conviction of any criminal drug statute for a violation occurring on or in the workplace as defined above. The employee must notify the superintendent no later than five days after such conviction. Entry of a *nolo-contendere* plea shall constitute a conviction for purposes of this

policy, as will a judicial finding of guilt or imposition of sentence. Within 10 days of notification from an employee, or receipt of actual notice of an alcohol or drug conviction, the superintendent will notify any federal or state officers or agencies legally entitle to such notification.

As a condition of employment, each employee must abide by the terms of the school district policy respecting an alcohol and drug-free workplace.

An employee who violates the terms of this policy will be subject to disciplinary action, including but not limited to satisfactory participation and completion in an alcohol or drug abuse assistance or rehabilitation program approved by the board, nonrenewable, suspension or termination at the discretion of the board.

The board will take such action in accordance with district policies and regulations as well as applicable state and federal law.

The superintendent will establish an alcohol and drug-free awareness program in the district to include information on the dangers of drug abuse in the workplace, the district's policy on an alcohol and drug-free workplace and any alcohol or drug counseling available to employees as well as any available rehabilitation and employee assistance programs.

A copy of this policy will be given by the superintendent or his or her designee to each district employee.

The superintendent or his or her designee will conduct a biennial review of the district's student and employee drug prevention programs as required by the Drug-Free Schools and Communities Act. The review will determine the effectiveness of the prevention programs and consistency of the enforcement of disciplinary sanctions. Following each review, required changes will be implemented.

**Addison-Rutland Supervisory Union
Civil Rights Compliance
Non-Discrimination Policy**

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, the laws of the State of Vermont, and the rules and regulations promulgated by the Secretary of Health, Education and Welfare, it is the policy of Addison-Rutland Supervisory Union that no person will be discriminated against on the basis of race, color, national origin, sex, sexual orientation, creed, or handicap in admission to, access to, treatment in or employment in its programs and activities.

Approved: 3/31/93

Addison-Rutland School Board

Signature Page

I have read this handbook and have reviewed its contents with my child.

Parent/Guardian

Date

Parent/Guardian

Date

I have read and/or reviewed this handbook with my parent/guardian.

Student

Date

Student

Date

Student

Date

Student

Date