



Student – Parent Handbook

2016-2017

Glover Community School

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Glover, VT 05839
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To the Glover Community,

On behalf of the School Board and staff, welcome to the Glover Community School and the 2016-2017 school year. It will be an exciting year at GCS, with new leadership and new staff joining the veteran teachers who have been part of this excellent learning community.

We are pleased to provide the Student-Parent Handbook for your reference through the year. The handbook contains information about our educational philosophy, goals & expectations, and operating procedures for our learning community. Parents and students should become familiar with this information early in the school year. If you have questions about this material or something not covered in the handbook, please call the school.

We encourage you to spend time at the school, and to get to know the staff. Please call ahead and make arrangements so we can make time for your visit, and to be sure there is not testing or other activities that would keep us from being available.

We look forward to working together with you to prepare our students to be engaged, responsible learners, and productive school citizens. Thank you for support as we continue to build a tradition of academic excellence we can be proud of.

Sincerely,

Angelique Brown
Principal

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Educational Philosophy

We wish for our children a supportive environment that encourages all of Glover's children to grow, learn, and prosper to their fullest. Our school environment includes the staff, curriculum, school board, community, and physical plant. It is our intention to pursue all means of ensuring that Glover's youth are fully able to enter our changing world as mature, self-assured, and contributing individuals.

Educational Goals

- a. To have Glover's youth become as able and self-assured as possible.
- b. To ensure that all students master the basic academic skills needed to become mature contributing individuals in our changing society.
- c. To ensure that students have enough successful experiences to develop a lifelong enjoyment of and appreciation for learning.
- d. To encourage the development of the students' ability to use information in conjunction with current ideas to create a new understanding of the world around them.
- e. To foster an understanding of and respect for the differences in others.
- f. To create an atmosphere where cooperation and communication among students, teachers, staff, administration, parents, and the community at large is encouraged and maintained as a basic part of education.
- g. To ensure that all students communicate effectively to understand and participate in all aspects of their developing lives.
- h. To foster the students' natural curiosity so that they develop life-long enjoyment of and appreciation for learning.

Glover Community School
Faculty and Staff
2016-2017

Last Name	First Name	Position
Auclair	Peter	Physical Education
Baker	Jodi	Grade 4 Teacher
Brown	Angelique	Principal
Burt	Heather	Middle School Math and Science Teacher
Carbonetti	Emily	Grade 5 Teacher
Conley	Danielle	Special Education Teacher
Darling-Judd	Lisa	Assistant Food Service Personnel
Desjardins	John	Head Custodian
Deslandes	Janice	Paraprofessional
Deslandes	Lionel	Assistant Custodian
Dunlavey-Spaulding	Lisa	Literacy Interventionist
Fortier	Jennifer	Grade 2 Teacher
Harvey	Tiffany	Special Education Paraprofessional
Hunt	Kim	Special Education Paraprofessional
Kennedy	Anna	Instrumental Music/Music Teacher
Kennedy	Johanna	Paraprofessional
Koennicke	Becky	Head Food Service Personnel
LeBlanc	Sue	Special Education Paraprofessional
Nyman	Emily	Guidance Counselor
Piernot	Renee	Middle School Language Arts Teacher
Piette	Jerry	Middle School Social Studies/Living Arts Teacher
Pion	Dolores	Administrative Secretary
Pion	Natalie	Grade 3 Teacher
Sargent	Linda	Librarian
Schneider	Monique	Kindergarten Teacher
Schwarm	Melissa	Special Education Paraprofessional
Smyth	Michelle	Art Teacher
Stewart	Winnie	Staff Nurse
Thaler	Julie	Grade 1 Teacher
Westover	Tammy	Special Education Teacher

ARRIVAL

Buses begin arriving at school at approximately 7:55 A.M. Students will stay in the gym/cafeteria until 8:00. At 8:00, students will be dismissed to their classrooms. Students may remain in the gym/cafeteria for breakfast. Classes begin at 8:15.

PICKING UP OR DROPPING OFF STUDENTS

Parking Lot A is the first parking lot as you approach the school. This is the parking lot where parents should park to drop off and to pick up students. Cars can exit Parking Lot A and go directly back out to Bean Hill without getting into bus traffic that is loading or unloading students. Students should be dropped off no earlier than 7:45 A.M. Students may be picked up at 3:15 PM.

Walkers

Students may walk to school by coming up School Street by Currier's Market or by the new road off Bean Hill. There will be no automobile access to the school from School Street. Walkers should arrive at school no earlier than 7:45 A.M. They will be dismissed before buses leave. Students who are staying for after-school activities may stay with written parental permission and school approval.

FLAG SALUTE

The American Flag represents the strength of our nation and its determination to remain a free country. The flag salute is one way of showing our individual respect and determination to guarantee this freedom to all members of our American society. State law requires that the flag be flown each day at every school in the State of Vermont. At Glover Community School we begin the day with the flag salute. Some individuals may choose not to salute the flag because it is in conflict with their personal or religious beliefs. We must respect their right not to participate in the flag salute. At the same time, those who choose not to participate must show their respect for the rights of others by standing quietly and in no way distracting or interfering with the flag salute by other members of the class.

EMERGENCY DRILL INFORMATION

Students will be given fire drill information on the first day of school by their teacher. Students are to follow the directions of the staff member and leave the building as quickly as possible. Students are to wait with their class at a safe distance from the school until they

are directed to re-enter the building. State law requires that we drill the students on a monthly basis.

Lockdown drills, along with fire drills, have become part of the emergency procedures at school. In order to insure safety, students will follow the directions of the staff member who is providing supervision when the drill occurs. Students and staff will be notified when the drill is over.

SCHOOL ATTENDANCE / TRUANCY

Students are expected to attend school every day that it is in session except for illness or other excusable absences, such as a death in the family or other family emergencies. School policy and State law are consistent and clear on what an excused absence is: when the student is sick, or when there is a family emergency that requires the student's presence with his/her parents. Parents should call the school in the morning if the child will be absent that day. A note from a parent giving the reason for absence should be sent to school the day following the absence. The school will call the home of the absent student if parents have not contacted the school.

Tardiness is expected to be a rare occurrence. Tardiness occurs if a student arrives in class after 8:15 a.m.

Refusal to comply with the school attendance policy will result in a referral to a DCF/Truancy Officer.

Parents play an important role in developing a child's attitude toward attending school. Here are some tips that will help parents in this attitude development:

1. Show that you have a positive attitude toward school attendance.
2. Allow your child plenty of time in the morning to get ready for school.
3. Make every effort to schedule doctor and dentist appointments, music lessons, etc. before and after school.
4. Refuse to write excuses for anything other than legitimate absences.
5. Refuse to view tardiness as acceptable behavior and discourage early checkouts.
6. Plan family vacations in accordance with the school calendar as much as possible.
7. Talk to your child about responsibility and the need to develop good work habits and positive attitudes.
8. Use good judgment. Don't send a child who is really sick to school.

SPECIAL NOTICES

The school will send home a hot lunch menu every month providing envelopes for payment of lunches and extra milk. Newsletters are sent home periodically to keep parents informed of upcoming events and other school activities. Parents can help us by encouraging their child to bring notices home (our experience indicates that many notices never make it home). We will do everything possible to make parents aware of events taking place at school. Please pay close attention to information coming home from school. Be sure to ask us if you have any questions.

SCHOOL RULES AND DISCIPLINE

Glover Community School is committed to creating a positive school climate. All members of our community are expected to make sound choices in regard to the principles of safety, respect, responsibility and productivity for themselves, toward others and our environment. The administration and staff will work to prevent inappropriate behavior and will work with the students and parents in a positive manner to resolve conflicts if they arise.

Procedures for Addressing Misbehaviors

MINOR INFRACTIONS

Minor infractions include but are not limited to the following;

- Being unprepared for class
- Using inappropriate language/gestures
- Making physical contact with another
- Disrupting the learning process
- Being defiant, disrespectful, or non-compliant

Minor behaviors will be dealt with by the person supervising at the time of the incident. School staff may set forth rules and procedures that comply with the school's general behavior expectations. Minor student infractions are to be handled with a common sense approach that sends the student a clear message of what is and what is not acceptable. Each staff member will respond in a consistent manner to minor infractions of the school's rules. Staff responses to these behaviors will include one of the following;

- A verbal correction and warning
- Parent/guardian contact
- A logical consequence
- A loss of privilege/social time
- Time away from the activity

MAJOR INFRACTIONS

Major infractions include minor infractions that have been repeated even after consequences have been given and parent contact has been made. Teachers will refer students to the office for these repeated minor infractions. In addition, major infractions include any dangerous or disruptive behaviors that require immediate attention by the administration. Staff members will refer students exhibiting these behaviors to the office as soon as possible. These behaviors include but are not limited to the following:

- Abusive Language/Profanity
- Alcohol/Tobacco/ Drug Use
- Defiance/Disrespect/Non-Compliance (severe)
- Firearms or Other Weapons on School Property
- Fighting/Physical Aggression
- Harassing/Teasing/Taunting
- Property Damage
- Repetitive Minor Infractions
- Skipping Class/Truancy
- Spitting on others
- Sustained Disruption
- Threatening

Consequences for major infractions may include but are not limited to the following:

- Detention
- Guidance Office Referral
- In-School Suspension
- Out-of-School Suspension
- Parent/guardian contact
- Police Report
- Recommendation for Expulsion
- Restitution/Community Service in the School
- Revoke School-Wide Privileges (field trips, sporting events, etc.)

The administration reserves the right to remove a student from the premises if he or she is at risk or is placing others at risk. The administration also reserves the right to take immediate action, such as suspending a student, if the situation warrants an immediate response. Parents will be notified as quickly as possible.

TIME AWAY: Students may be sent from or removed from class for behaviors that compromise school safety and/or the instructional capacity and integrity of the classroom. Failure to report directly to the office, when asked to leave class or as directed, may result in suspension from school.

DETENTION: Individual teachers may require students to serve a detention as a consequence and means of resolution to concerns in the classroom. Students and parents will be given 24-hour notice of a scheduled detention. Failure to show up for detention will result in a one-day suspension from school.

SUSPENSION: Serious violations result in serious consequences. Repetition of unacceptable behaviors is a serious concern. Suspension from school is intended to provide a clear warning that an immediate behavior change is required.

(NOTE: Students are not allowed to participate in or attend any school function or activity on a day they serve suspension.) Suspensions are cumulative. Once a student has been suspended for any reason, the consequences for future violations will result in longer term suspensions as outlined in the disciplinary ladder. Suspension from school should not be taken lightly.

All legal requirements of due process will be followed with the disciplinary action. While on suspension, students are expected to keep up with their academic work. Work should be completed when a student returns to class. If a suspension is for more than one day, students should contact the office for assistance in receiving class assignments.

There are certain situations where, because of the severity and potential threat to the safety of others, call for stern consequences. These situations may warrant a suspension of up to ten (10) days immediately with the consideration of expulsion.

There are also certain situations where law enforcement will be notified with the possibility of charges being filed and prosecuted in addition to school consequences.

DISCIPLINARY LADDER

The goal of the disciplinary ladder is to establish clear expectations and consequences. Students are responsible for the choices they make and will be held accountable. Repetition of unacceptable behavior after prevention, action and resolution strategies have been developed will result in using the suspension ladder. Students need to understand a first consequence of suspension places them on the ladder.

Suspension as follows:

One Day of Suspension
to
Three Days of Suspension
to
Five Days of Suspension
to
Recommendation for Ten Days of Suspension
made by the administration to the Superintendent,
and a hearing before the Board for consideration of longer term suspension or expulsion.

ACADEMIC DISHONESTY AND PLAGIARISM: We all share the responsibility to maintain the integrity of academic honesty at Glover Community School. Copying another student's work, allowing another student access to your work, cheating on quizzes, tests, or exams or not appropriately crediting information sources on academic work will result in a grade of zero (0) until the student has redone the assignment without plagiarizing or cheating. Additional disciplinary sanctions are possible for gross or continued infraction.

HARASSMENT, HAZING, AND BULLYING

Every day, the Glover Community School strives to create and maintain an emotionally and physically safe environment where all can thrive and utilize a multifaceted approach of prevention and intervention. Awareness of potential bullying situations is paramount; if we know about a situation, we can respond.

The school prohibits any form of unlawful bullying or harassment on the basis of disability, national origin, race, religion, gender, or sexual orientation. Please see descriptions of bullying and harassment below. We strongly encourage parents to work with their children in developing acceptance for others who are different in some way. Children will need these social skills if they are to be successful in the 21st Century.

It is the policy of Glover Community School that its school provides a safe, orderly, civil, and positive learning environment. Hazing has no place in the school and will not be tolerated. "Hazing" means any act committed by a person, whether individually or with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the school; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating, or demeaning the student or endangering the mental and or physical health of the student. "Hazing" also includes soliciting, aiding, directing, or otherwise participating actively or passively in the above acts. Hazing may occur on or off the school grounds. The principal/ designee, upon receipt of a report of hazing, shall promptly begin an investigation. Examples of hazing include:

1. Any type of physical brutality such as whipping, beating, striking;
2. Any type of physical activity such as sleep deprivation, exposure to the elements;
3. Any activity involving food, liquid, or other substance that puts a student in an unreasonable risk of harm.

To address all incidents of suspected HARASSMENT, BULLYING, or HAZING the Glover Community School will encourage all students, parents, and staff to report suspected issues anonymously using the drop box in the front hall of the school, or face to face, by phone, or in writing to Angelique Brown, Principal, or Emily Nyman, Guidance Counselor. Reports can be made to these two individuals at:

Glover Community School
100 School Street
Glover, VT 05839
Ph. (802) 525-6958

A copy of the Hazing, Harassment, and Bullying policy and procedures are located in the appendix. Conduct that might otherwise be considered bullying, harassment, or hazing but does not occur during the school day, on school property, to or from school, on a school bus, or at a school-sponsored event still may be subject to disciplinary action pursuant to 16 V.S.A. §§1161(a) and 1162. Retaliation against another for reporting bullying or harassment is against the law. Any student, who knowingly makes false accusations regarding bullying, harassment, or hazing may be subject to disciplinary action by the school or outside agencies. Conduct that might otherwise be considered bullying but does not occur during the school day, on school property, to or from school, on a school bus, or at a school-sponsored event

Definitions to know:

Violence

- Physical force exerted for the purpose of harming another
- Abusive or unjust exercise of power
- Very forceful expression of feeling - usually anger

Intimidation

- To make timid (hesitant or fearful) – often by threats
- Creates a sense of fear
- Aggression
- Unfriendly action or behavior directed toward another

Bullying

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.
- Cyberbullying occurs over the internet and will become the responsibility of the school if it has an adverse effect on the education of any students.

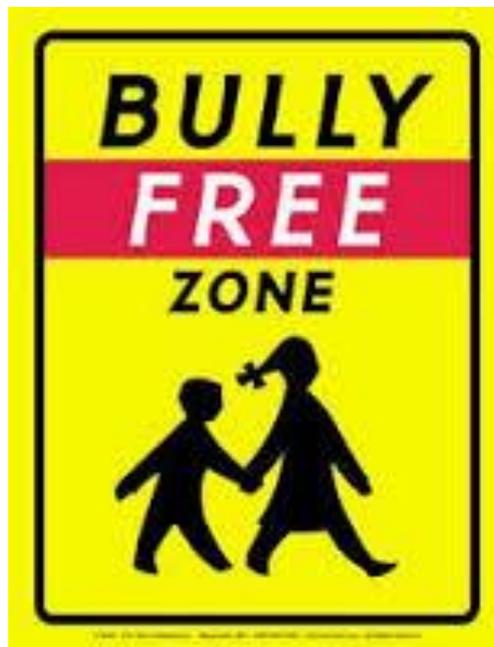
Harassment

- An incident or incidents of: Verbal, written, visual, or physical conduct
- Based on or motivated by a student or their family members actual or perceived: Race, creed, color, national origin, marital status, gender, sexual orientation, or disability

- And which has the purpose or effect of: Significantly getting in the way of, detracting from, or interfering with a student's educational performance or access to school resources, or which creates an intimidating, hostile, or offensive environment.

Sexual Harassment

- An incident or incidents of: unwelcome conduct of a sexual nature
- That includes: sexual violence/assault, sexual advances, requests for sexual favors
- Or other conduct of a sexual nature: written, verbal, visual, or physical
- Committed by a person in authority with respect to a subordinate or a student-on-student, staff-on-staff, staff-on-student, or involving a non-employee third party
- That creates a hostile environment; the harassing conduct is severe, persistent, or pervasive.



DISCIPLINE PHILOSOPHY

The teachers and staff of the Glover Community School are committed to keeping the atmosphere productive and safe at all times. In order for this to be accomplished, there are guidelines based on a philosophy that needs to be followed. The Glover Community School philosophy includes the following elements:

1. Discipline is a set of skills that all students can learn and use independently to help them become responsible members of the school community.
2. Discipline must preserve the dignity of all involved.
3. Students are responsible for their actions and must be clearly informed of the consequences of both positive and negative behavior.
4. Staff, parents, and students play a vital role in making the system work.

DUE PROCESS

The Glover Elementary School Staff and Principal work hard to see that students are treated fairly each school day. We find that students are quite concerned about fairness in situations where discipline, academic or peer problems are involved. It is the belief of the staff and administration that students have a right to be heard and their concerns expressed. In order that our belief in the right to be heard becomes part of a process for action, the procedure outlined below is available to Glover students. In any situation where disciplinary action is taken against a student, he/she has a right to:

1. Know the reason(s) for the action. This will be given verbally by the adult in charge.
2. A hearing before unbiased and uninvolved officials. This would be for extremely serious situations such as student expulsion from school. In some situations, the hearing might be before the Principal, Superintendent, or both.
3. Present his/her facts dealing with the situation.
4. A lawyer. Again, in the most serious situations, legal counsel may be needed.
5. Hear the evidence presented by witnesses.
6. A decision based on factual evidence.
7. Appeal the decision.
8. Parent conference to be held prior to re-entry into school.

BEHAVIOR EXPECTATIONS

1. Respect other students by listening when they are speaking during a group discussion.
2. Respect the students and adults within the school environment.
3. Respect the property of others. Ask before taking things that don't belong to you, and return it as you borrowed it.
4. Raise your hand when you want to share or to leave your seat.
5. Respect others' personal space by keeping your hands and feet to yourself.
6. Keep yourself and others safe by walking at all times inside the building.
7. Words have the power to hurt. Be mindful of the words you choose.
8. Food is allowed only at the times that the teacher sets. Gum is not permitted at all during school, recess, or on the bus.
9. Public displays of affection (hugging, handholding, kissing, etc.) is not appropriate at school or school at related functions. Parents will be notified if students persist in this behavior.
10. Complete assignments on time.
11. Students must come to class prepared for work with all necessary materials, including pen or pencil, assignment book, textbooks and assignments.

PLAYGROUND RULES

Students are expected to show respect for each other, the property of others, and the supervising adult. Impolite or disrespectful language will not be tolerated. Students are expected to follow the instructions of the staff person on duty. In order to provide the safest possible environment on the playground, the following activities are NOT allowed:

1. Fighting, wrestling, and any other games that have kicking, tripping, pushing, or jumping on other people.
2. Playing outside the designated playground areas or out of view of the adult on duty.
3. Throwing snow or snowballs, ice sticks, sticks, wood chips, or stones.
4. Using hard baseballs in grades K-4. In grades 5-8, hard baseballs may be used for playing catch only.
5. Leaving school grounds or entering the building without duty person's permission.
6. Standing in the way of sliders on the sliding hill or sliding into people who have not had time to get out of the way.
7. Destroying or damaging snow structures that others have built.
8. Using the equipment incorrectly, such as:
 - a. walking up, jumping off, standing on the slide, or standing at the bottom of the slide when someone is trying to use it
 - b. Students should not go down the slide until the person ahead is out of the way. Once a person has gone down the slide, he/she should move out of the way of the next slider. Sliding down the slide is sitting up and sliding feet first.
 - c. standing on the see-saw
 - d. overloading the seesaw (Two people at a time may use it. They should stand on the designated places on the seesaw for appropriate use.)
 - e. standing on, jumping from, or twisting in the swings (The baby swings are for preschoolers only.)
 - f. standing on top of or jumping from the monkey bars or the climbing wall
 - g. hanging on basketball nets or rims
 - h. using soccer nets or poles inappropriately
9. Refusing to line up quickly and quietly at the end of recess.

Any duty teacher may remove students from any piece of equipment for safety reasons. Safety is the prime concern and is left to the judgment of the supervising adult. Students who observe unsafe behavior by others should report it to the supervising adult.

Students who are not doing what is expected will receive consequences based on minor and major infractions, just as they do within the building.

STUDENT RECORDS

The keeping of accurate and appropriate educational records on all students is a necessary part of a sound educational program. The information contained in students' educational records belongs primarily to the students and/or their parents/guardians. The school, as trustee of this information, maintains these records for educational purposes to serve the best interests of its students, and subscribes to the following:

Confidentiality Statement

The principle of confidentiality underlies all policies and procedures for the collection, maintenance, disclosure, and destruction of educational records. Educational records entrust information to others, and obligates them to safeguard and protect the confidentiality of any personally identifiable information.

Parental Notification

Parents/legal guardians of minor students and eligible students (age 18 and over) currently in attendance are hereby notified of their rights under the Family Rights and Privacy Act (FERPA) of 1974. The parents/ legal guardians and eligible students have a right to:

- A. Inspect and review the student's education records by submitting a written request to the school principal; an appointment will be made to review the records at school.
- B. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; a written request must be submitted to the principal
- C. Consent to disclosure of personally identifiable information contained in the student's records, except to the extent that the Act authorizes disclosure without consent;
- D. File a complaint concerning alleged failures by the school to comply with the requirements of the Act to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202
- E. Obtain a copy of the school's policy and written procedures or protocols related to student records.
- F. To request and receive this notice in your primary or home language.

Disclosure of Student Records

The school will maintain written sign-in records of all persons who access student education records. School staff will be informed of the need to maintain confidentiality of these records and that only persons who have legitimate educational interests in reviewing the records should have access within the school.

Student Directory Information

The school will release directory information without prior written consent unless the parent/guardian or eligible student informs the principal in writing that any or all of the information designated below should not be released without prior consent:

1. Student's name, address, date of birth, dates of enrollment;
2. Parent/guardian's name and address;
3. Student's grade level classification;

4. Student's participation in recognized school activities and sports;
5. Weight and height of member of athletic teams;
6. Student's diplomas, certificates, awards, and honors received.

PARENTAL PERMISSION

Your signature is very important. We ask you to sign a permission slip only if you understand all that is scheduled to happen, and are willing to assume responsibility for your child's participation in that activity. If you have any questions or concerns, please ask first. We require a note from a parent (or legal guardian) for the following reasons:

1. In order for a child to go home any other way than usual (for instance going on a different bus or to a friend's house).
2. To stay after school in order to watch a game, attend a meeting or activity, serve a detention or to participate in other school sponsored events. Parents need to arrange for supervision of students who stay to watch a game.
3. To attend field trips.

TELEPHONE

The school's telephone is for school business only. Students are not allowed to use the telephones located throughout the building without permission. Students need to assume responsibility for planning and preparing ahead of time. Naturally, you will be called if there is an emergency, or if the school changes a plan.

DRESS AND APPEARANCE

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching and learning environment, or compromise reasonable standards of health, safety, and decency. Items of clothing which construe the following will not be allowed;

- Illegal or immoral acts
 - Obscenities
 - Sex
 - Drugs
 - Tobacco products
 - Alcohol
 - Gangs
 - Vulgar inferences
- Hats are not to be worn in the building unless it is a designated "Hat Day". Hats, kerchiefs, and bandanas are to be removed and stored in backpacks upon arrival.

- Pajama bottoms are to be worn only on a designated “PJ Day”. They are not appropriate clothing on regular school days.
- Footwear must be appropriate for the activities of the academic day and not endanger the safety of the student. No Heely type shoes are allowed on school property.

Glover Community School reserves the right to require students to change their clothing before attending class if they do not meet the above stated standard of dress. This may mean a phone call home to have more appropriate clothing brought to school. The building principal is the final authority for judging the appropriateness of a student’s appearance.

VALUABLES

Students should not bring valuables or large sums of money with them to school. If you must bring large sums of money or valuables to school, please have the teacher or principal place them in a safe place. The school does not accept responsibility for lost, damaged, or stolen items.

SEARCH AND SEIZURE

1. Desks, lockers, textbooks and other materials or supplies loaned by the school to the students remain the property of the school and may be opened by school employees for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of an emergency, they will be confiscated and a report will be made to the principal, who will determine whether further investigation is required.
2. School property may also be searched by school employees upon reasonable suspicion on the part of the principal or superintendent that a law or school policy is being violated. Students’ personal items (such as backpacks) may also be searched under these conditions. (Searches of school or student property will not extend to the areas or items not reasonably calculated to aid in the enforcement of specific policies or laws.)
3. Searches of students’ persons will only be conducted if there is a strong cause to believe a serious 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 only in the presence of another school employee of the same sex. Parents will be notified if a search becomes necessary.
4. Law enforcement or other agencies may be called if a search reveals that a student has violated the law.
5. School employees are not agents of law enforcement officials. Search and/or seizure by law enforcement officials on school property may occur only when a warrant or other legal basis exists authorizing such search and or seizure, and when there has been full compliance with the requirements of the board’s policy on interrogation by law enforcement officers.

USE OF ELECTRONIC DEVICES

Personal electronic devices may not be used during the school day unless pre-approved by a teacher for educational use. Personal electronic devices will be placed in backpacks before students arrive on school grounds and will remain in backpacks until students leave school grounds. Students found with a personal electronic device without school permission will have the device confiscated until the end of the day for the first offense. The consequence for a second offense would require a parent to come pick up the device. After the third offense, the student will not be allowed to bring a personal electronic device for the rest of the school year.

SCHOOL MEALS

The Glover Community School offers its students a nutritional breakfast and hot lunch on a daily basis. The menu items offered meet the Federal standards and guidelines under the Healthy Hunger-Free Act Legislation. Glover School uses locally sourced meal items when in season and feasible. For the convenience of students and parents, a menu is published on the Glover School website and a paper copy is sent home on a monthly basis. The school offers milk for purchase to those students desiring cold lunch. If you send your student to school with a cold lunch, please do not use glass containers.

Students will receive applications for free and reduced meals prior to the start of school. Parents are encouraged to apply for the program. These forms should be returned to school as soon as possible. For funding purposes, applications need to be returned prior to September 30th. Benefits do not begin until you are notified of your application status.

The school meals program provides envelopes for your convenience in paying and for planning meals. Charging is not allowed. Payments can be made in advance or daily. Recess milk is purchased by all students regardless of free or reduced status. Weekly account balances are sent home via email or with your student.

Offer versus Serve

The offer versus serve program allows students to select from five food groups on the lunch menu. These are meat or protein products, grain (bread, rice, pasta which needs to be at least 51% whole grain), vegetables, fruit, and milk. Students may select all five food items or select as few as three items.

Although the student may refuse as many as two items on the menu, they receive the most nutritional benefit when the entire balanced meal is eaten. To encourage the student to select the whole lunch, Congress has mandated that the price of the meal remain the same whether the student takes the whole meal or refuses items.

Appropriate behavior and manners are expected from all students in the cafeteria and in the serving line. Students are expected to keep their lunch table area clean. Food is to be eaten at

scheduled mealtimes and snack times or at times teacher's permission is given. Nutritious snacks are encouraged. Gum is not permitted.

Breakfast is served in the cafeteria each morning from 7:50 AM.-8:10 AM. If weather causes a two-hour delay, a grab and go breakfast is available.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race color, national origin, sex age or disability. (Not all prohibited bases apply to all programs.) To file a complaint, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave. SW, Washington, DC 20252-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity employer.

WELLNESS PROGRAMS

Farm-to-School



What is farm to school, and how does it contribute to vibrant communities?

Farm to school enriches the connection communities have with fresh, healthy food and local food producers by changing food purchasing and education practices at schools and preschools.

Students gain access to healthy, local foods as well as education opportunities such as school gardens, cooking lessons and farm field trips. Farm to school empowers children and their families to make informed food choices while strengthening the local economy and contributing to vibrant communities.

Farm to school implementation differs by location but always includes one or more of the following:

- **Procurement:** Local foods are purchased, promoted and served in the cafeteria or as a snack or taste-test;
- **Education:** Students participate in education activities related to agriculture, food, health or nutrition; and
- **School gardens:** Students engage in hands-on learning through gardening.

The Fresh Fruit and Vegetable Program (FFVP)

The Fresh Fruit and Vegetable Program (FFVP) provides all children in participating schools with a variety of free fresh fruits and vegetables throughout the school day. It is an effective and cre

ative way of introducing fresh fruits and vegetables as healthy snack options. The FFVP also encourages schools to develop partnerships at the State and local level for support in implementing and operating the program.

The Goal of the FFVP Create healthier school environments by providing healthier food choices

- Expand the variety of fruits and vegetables children experience
- Increase children's fruit and vegetable consumption
- Make a difference in children's diets to impact their present and future health

This program is seen as an important catalyst for change in efforts to combat childhood obesity by helping children learn more healthful eating habits. The FFVP introduces school children to a variety of produce that they otherwise might not have had the opportunity to sample.

VISITATIONS TO SCHOOL

Classroom teachers and the Principal feel that home-school communications are very important. To attain the maximum benefit from a visit to meet with a teacher, please arrange a time with the teacher that a meeting could take place. This will minimize classroom interruptions and will allow the time necessary that will insure a productive meeting.

Any visitor that wants to come to school with one of the students must have prior approval from the principal. All teachers must be given a 24-hour notification and a reason for the visit. However, this is not encouraged due to the potential for the disruption of education.

Visitors must report to the office upon entering the building.

RESPONSIBILITY

Students are responsible for their behavior, for having their work done on time, and for bringing their materials to school and to class each day. Students will also learn that there are rewards associated with being responsible and consequences that are associated with being irresponsible. Our goal as educators is to teach students responsible behavior in a safe and productive environment.

WORK QUALITY

Students should make every effort to turn in work that is neat and complete. We desire that students learn the value of beginning a task and continuing to work through it to produce a high quality product. We want our students to perform to the best of their abilities. It is our intention that students understand the importance of striving for excellence in all of their assignments.

PROGRESS REPORTS AND REPORT CARDS

Students in grade 6, 7, and 8 will receive progress reports from teachers. Progress reports are mailed home midway through each quarter. Please contact the school if you do not receive them.

Report cards will be mailed or sent home at the end of each quarter for all students in grades K-8. Please contact the school if you do not receive them.

HONOR ROLL

The Honor Roll is a special recognition for academic achievement in grades 6, 7, and 8. It is based on the grades received for all subjects taken. An Honor Roll will be published each quarter as follows:

High Honors:	Students receiving all A's
Honors:	Students receiving A's and B's
Honorable Mention:	Students receiving A's, B's, and one C

ATHLETIC PHILOSOPHY

Glover Community School is committed to providing a supportive and positive environment in which coaches, parents, fans, and school officials all work together to help our student-athletes achieve these goals. This philosophy is not meant to dictate how coaches should coach, but its purpose is simply to express the atmosphere in which our athletic program is to be conducted. Our aim is to promote development of the whole student, in accordance with the following guidelines.

- Good sportsmanship by all is essential, and is expected of all participants in athletic endeavors.
- Basic skills development and understanding of the game are two of the major emphases of our athletic program, versus competition and winning.
- All athletes shall have an opportunity to participate in each game, regardless of their level of ability, as long as they attend required practices and exhibit acceptable behavior. Learning by doing at this young age is an essential means by which to acquire new skills and to develop and build talented athletes.
- Early in the sports program, athletes should have the opportunity to experience playing different positions in a particular sport, so that they can learn and develop the skills which each position requires, while determining those positions that they like and in which they excel. It should be expected, however, that players will ultimately be assigned positions to which they are best suited.
- All athletes shall be encouraged and commended when they do well. Positive reinforcement of student-athletes of this age is absolutely vital!
- Athletes are to have fun.

- Student-athletes shall be treated as what they are...kids!

SPORTS PROCEDURES

All students in grades 7 and 8 are welcome and encouraged to join the extra-curricular sports teams (Soccer, Boys Basketball, Girls Basketball, and Softball). If there are not enough players from these grades, all 6th grade students will be invited. Students must turn in a signed permission slip and must have some form of accident insurance (whether purchased through school or otherwise). Parents also need to sign the acknowledgement of the concussion information included with the permission form in order for their student(s) to participate. Additionally, effective August 2011, all middle school coaches are required to provide proof of concussion training prior to the particular sports season.

In order to compete, students must be academically eligible. This will be monitored by the classroom teachers and reported to the principal if the student is failing in any subject area.

Students who are absent from school for any part of the day must have a signed excuse from a doctor stating the reason for their absence in order to play in a game or participate in practice.

Students participating in the school's sports program are reminded that school rules apply.

DANCES

The 8th grade class sponsors dances for students in grades 6, 7, and 8 from Glover Community School and the other surrounding schools. These dances will run from 7pm-10pm. They will also be open to former Glover students attending the 9th grade. A permission form must be completed and submitted for admittance into the dances. Students who are absent from school for any part of the day must have a signed excuse from a doctor stating the reason for their absence in order to attend the dance.

SCHOOL CANCELLATIONS & DELAYS

If school closes due to bad weather, we will use the School Messenger automated phone messaging system. Please inform the office of any changes to your phone numbers during the year. However, there is no guarantee that it will be working on bad weather days so local radio stations and WCAX Channel 3 will also be notified as close to 6 AM as possible. In the event of an early school dismissal, we will need special instructions before we can send your child anywhere. Please be sure to complete the early release information on the beginning of the year forms and keep us informed of any changes during the school year.

When the delay is utilized, school may be opened on to two hours later than the normal schedule. A delay would give us the opportunity to have one or two additional hours to improve road

conditions or to provide a window of time to reassess a decision as to whether to open or close. The decision to delay school will be made as close to 6 AM as possible.

SCHOOL HEALTH SERVICES

Health Office

The staff nurse is on duty in the health office daily to evaluate and treat injuries and illness. The school nurse oversees health services for all the schools and consults with the staff nurse as needed.

Medications

In order for school personnel to be able to administer medication to students, the following must take place:

1. Non-prescription medication: The school requires that the “Orleans Central Supervisory Union Health Services Medication Permission/Order Form” be completed. This form gives specific instructions, which include the student’s name, the name of the medication,
 1. the dose, and the time it is to be administered.
 2. Prescription medication: Same as above including physician’s signature.
 3. All medications must be in the original container. For prescription medications, just ask the pharmacist to make up two containers, one for home and one for school.
 4. All medications are kept locked up in the nurse’s office.

Health Screenings

Screenings will be done in compliance to state regulations. All students in k-8 are screened for vision and hearing problems each year.

Head Lice

As you may know, head lice are easily transmitted from one child to another in a school setting. Anyone can get head lice. The little critters seem to like most any head of hair given the opportunity.

Here at school we check for head lice a number of times over the course of the school year. We will remind parents ahead of time. There may be times when we check more frequently should the situation demand. If we find evidence of head lice infestation, we will notify you immediately. Your child can return to school once all the lice and eggs are removed. Our school has a “no-nit policy” which means that your child cannot attend school if nits remain in the hair, even if he/she has received treatment. This reduces the opportunity for lice to spread to other students.

For excellent, unbiased information about head lice, we recommend the website “headlice.org.” It is maintained by the National Pediculosis Association, a nonprofit organization dedicated to the prevention and safe treatment of head lice (AKA pediculosis).

Illness or Injuries During School

If your child becomes ill or sustains a significant injury while at school, we will notify you as soon as possible at the phone number(s) you have provided us. If we are unable to contact you, we will notify the person you indicated as your emergency contact.

Please do not send a sick child to school. If your child was vomiting or running a fever during the night, please keep him/her home the next day, even if he/she was feeling better in the morning. This gives your child the chance to recover and reduces the likelihood of his/her classmates coming down with the same illness.

REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

It is the policy of the Glover Community to ensure that all school district employees report suspected child abuse and/or neglect. School employees are to protect children whose health and welfare may be jeopardized by abuse or neglect. Furthermore, it should be noted that the role of school employees is not to be an investigator, judge, and jury in cases of suspected abuse or neglect but rather to be faithful and timely reporters of suspected abuse or neglect so that allegations can be brought to the attention of objective, trained, and experienced investigators.

STUDENT RETENTION

If a teacher feels there is a possibility that a student may need to be retained for the upcoming school year, a conference will be held with the concerned teacher, parents, and administration to discuss this possibility. This process can be initiated at any time during the school year by a teacher or a parent. Final decision is ultimately with the school personnel; however, the intention is that it is a joint decision between the school and the parents/guardians of the child involved.

FIELD TRIPS

Field trips are an extension of classroom learning or a celebration of learning. Permission slips need to be returned to school as soon as possible so that students are allowed to participate with these excursions. If a student does not have a field trip permission slip on file with the teacher, he/she will not be allowed to go on the trip.

All adults who attend class trips will be considered chaperones and will be responsible for a certain number of children under their supervision. Siblings will not be allowed to miss classes to go on field trips with their older or younger siblings. Young children not of school age need permission to attend from the principal.

Parent/Guardian chaperones on trips are expected to fulfill the role as stated in the "Guidelines for Chaperones on Field Trips" form. Parents/Guardians volunteering to chaperone a field trip must complete the "Guidelines for Chaperones on Field Trips" form. Parent/Guardian drivers also need to provide a valid driver's license, valid registration of the

vehicle being used for the class trip, and proof of adequate insurance coverage. The school will provide the form(s) for that parent to complete.

SCHOOL BUSES

Transportation to school by a bus is a privilege, not a right. The Orleans Central Supervisory Union provides bus transportation to students as assistance to families. However, the school district in conjunction with the bus company reserves all rights to establish rules for safe and orderly operation of such transportation.

It will be understood that bus drivers have the opportunity to establish rules for their buses. Among them, drivers will have the authority to assign and reassign seats to students.

If concerns arise, the bus driver/company will notify the Principal who will speak with the student, notify the parent and take necessary action. Consequences may include loss of privilege to ride the bus for a time determined by the bus company and/or the administration, as well as suspension from school. School rules are also in effect at bus stops.

Expectations of students while riding the bus:

1. Bus time is an extension of school time. Observe the same conduct as in the classroom.
2. Students will sit properly in their seat.
3. Students will not stand or move from place to place during the trip.
4. Be courteous, Students will not talk in a loud or boisterous voice, or will use improper language while on the bus.
5. Students will not use or possess alcoholic beverages, illegal drugs, or tobacco of any form on the bus.
6. Students will not open or close the windows or doors of the bus without the driver's permission.
7. Students will keep their head, hands, and feet inside the bus.
8. Students will keep the bus clean and cause no damage to the bus.
9. Students will not eat or drink on the bus.
10. Be courteous and cooperate with the driver.
11. Students will have a permission note signed by their parent/guardian if their child intends to ride on a different bus than the assigned one.
12. Students will not be permitted to bring other students home on the bus who are not assigned to their bus, without prior permission from the bus driver. If permission is given; the students will bring a note from their parents giving permission to go home with the child whose bus they are riding.

STUDENT SURVEYS

Throughout the school year, students are asked to take surveys. One example is the 8th grade Vermont Youth Risk Behavior Survey that is distributed by the state's Department of Health. Parents/Guardians have the right to inspect surveys created by a "third party" (meaning not federally funded) before it is administered. Letters informing parents of these types of surveys to be given will be sent home in advance. If a parent chooses not to have their child participate in the survey, a written notice must be given to the administrator in advance of the survey date by 24 hours.

SCHOOL POLICIES

This handbook contains a summary of essential and up-to-date information about procedures, practices and expectations for parents and students and is available on the OCSU website as a convenience for families and staff. Any parent/guardian wishing to review these may do so at www.ocsu.org. Click on the Board folder and the Policy tab. This handbook may be amended during the school year without notice.