

Walden School Family Handbook

2015-2016



Walden School Mission Statement:

Our mission is to provide all Walden children with a supportive and safe environment. We will also provide sufficient resources to enable students to reach their full potential as lifelong learners and socially responsible citizens.

Walden School Statement of Purpose:

Our purpose is to create an environment that values respect, responsibility, and safety to encourage lifelong learners and responsible citizens.

Area 1 Academic Responsibilities	Area 2 Behavior Responsibilities	Area 3 Social Skills Responsibilities
<p>Students will:</p> <p>Arrive on time to school with all materials.</p> <p>Participate and persevere to complete all classroom activities and work to the best of their abilities.</p>	<p>Students will:</p> <p>Use positive words and actions.</p> <p>Meet school-wide expectations.</p> <p>Take responsibility for their actions.</p> <p>Tell adults about unsafe behavior.</p>	<p>Students will:</p> <p>Use effective communication skills and demonstrate cooperation.</p> <p>Participate in the lessons and meet expectations.</p> <p>Care for Kids (Pre-K-4)</p> <p>We Care (4-8)</p>
<p>Faculty and Staff will:</p> <p>Analyze data to drive instruction.</p> <p>Design engaging and rigorous lessons, incorporating the workshop model.</p> <p>Provide differentiated instruction according to student's' needs.</p> <p>Plan, teach, and assess, district and state standards. Inform parents of student activities and student academic progress.</p>	<p>Faculty and Staff will:</p> <p>Display, model, and teach all of the behavioral expectations (Be Safe, Be Respectful, Be Responsible) to all students.</p> <p>Provide behavior specific reinforcement.</p> <p>Consistently use the school's behavior management system.</p> <p>Employ positive reinforcement practices that enable students to remain in the classroom.</p>	<p>Faculty and Staff will:</p> <p>Implement Responsive Classroom practices supported by the framework of Multi-Tiered System of Support with fidelity.</p> <p>Display, model and teach the social skills.</p> <p>Provide behavior-specific reinforcement for prosocial skills.</p>

<p style="text-align: center;">Area 1 Academic Responsibility</p>	<p style="text-align: center;">Area 2 Behavior Responsibility</p>	<p style="text-align: center;">Area 3 Social Responsibility</p>
<p>Parents will:</p> <p>Participate in communication with the school.</p> <p>Encourage their child to give their best effort.</p> <p>Provide a time and place for their child to do their homework.</p> <p>Access homework tutoring and assistance programs offered by the school.</p>	<p>Parents will:</p> <p>Review the school-wide behavior management plan.</p> <p>Keep open communication with the school.</p>	<p>Parents will:</p> <p>Support social skills lesson content.</p>
<p>Administrator's will:</p> <p>Ensure that teachers have the resources to facilitate instruction.</p> <p>Provide feedback and support on instructional practices.</p>	<p>Administrator's will:</p> <p>Ensure school-wide expectations are posted in all settings.</p> <p>Communicate school-wide expectations to all constituents.</p> <p>Support and advise teachers in the implementation of the school behavior management system. (RC & MTSS-B)</p>	<p>Administrator's will:</p> <p>Ensure teachers have the resources to facilitate instruction.</p> <p>Communicate school-wide expectations to all constituents.</p> <p>Support and advise teachers in the implementation of the social lessons. (RC & MTSS-B)</p>

Non-Discrimination Policy

The Walden School Board is committed to a policy of nondiscrimination in relation to race, religious creed, color, national origin, disability, sex, marital status, age, sexual orientation. In keeping with the requirements of the federal and state law, the district strives to remove any vestige of discrimination from employment, assignment, and promotion of personnel; in educational opportunities and services offered students, in their assignment to school and classes, and in their discipline; in location and use of facilities; and in educational offerings and materials.

FERPA Notification

The school will annually notify parents of students currently in attendance and eligible students currently in attendance of their rights under the Family Rights and Privacy Act of 1974. Notice will be given in a manner reasonably likely to inform parents and eligible students have the right to:

- Inspect and review the student's educational records
- Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- Consent to disclosure personally identifiable information contained in the student's education records, except to the extent that the Act authorizes disclosure without consent.
- Parents may request that the school not release any directory information about a student to the public. The school routinely releases information to newspapers that contain students' names, grade level, and awards or honors received. Parents who want to restrict the release of this information should inform the school in writing.
- File with the U.S. Department of Education a complaint concerning alleged failures by the school to comply with the requirements of the Act.
- Obtain a copy of the school's policy and written procedures and protocols related to student records.

Walden School Board of Directors

The Walden School Board meets the first Tuesday of every month at 4:00 p.m. at the Walden School and the third Tuesday when needed. Parents and community members are invited to attend. If you wish to include an agenda item, please contact the Superintendent's office or Board Chair, one week in advance.

Chair	Ray Lewis
Member	Judy Clifford
Member	Rusty Shedd

Caledonia Central Supervisory Union Staff

Superintendent	Dr. Matthew Forest
Business Manager	Patrica Amsden
Human Resource Manager	Vanessa Koch
Financial Office Assistant	Nichole Cloutier
Financial Office Assistant	Jody Oliver
Special Services Coordinator	Andrea Wasson
Curriculum Coordinator	Jodie Elliott
Math Instructional Coach	Nicole Bell
Preschool Coordinator	Ingrid Reade

Walden School Staff

Pre-K Kindergarten	Marie Langmaid
Grades 1 & 2	Cara Flint
Grades 3 & 4	Nicole Lackie
Grades 5 & 6 Humanities	Tamara Thompson
Grades 5 & 6 Math & Science	Travis Hill
Grades 7 & 8 Humanities	Moriah Proyect
Grades 7 & 8 Math & Science	Tammy Russell
Literacy Interventionist	Kimberly Larose
Special Educator	Kate Gansle
Special Educator	Lindsey Spencer
Art	Jayne Donahue
Choral Music & Band	Rebecca Fielder
Physical Education & Health	Stacey Fox
Principal	Elizabeth Benoit
Administrative Assistant	Stacy Andre
Nurse	Linda Hoffmann
Custodian / Buildings & Grounds	Paul Greaves
Food Service	Karen Fitzgerald
Pre-K Teaching Assistant	Christine Labore
School-wide Behavior Interventionist	John Leclair

Contact Information

Walden School
135 Cahoon Farm Road, West Danville, VT 05873
Ph: 802- 563-3000 Fax: 802-563-3030

Important Information

Daily Schedule

Walden School Day Hours: Kindergarten - 8th grade 8:00 a.m. - 3:00 p.m.
Pre-K: Monday - Thursday A.M.: 8:00 - 10:30 PM: 12:30 - 3:00

Early Parent Drop Off	Bus Arrives at School	School Begins	School Dismissal	Bus Departure
7:45 a.m.	7:45 a.m.	8:00 a.m.	3:00 p.m.	3:05 p.m.

Advice for Arrival

Teachers are required to arrive at school by 7:30 a.m. Teachers are participating in professional development activities that are important, and therefore, unable to supervise children. Students who walk or arrive by car should arrive as close to 8:00 a.m. as possible.

The driveway in front of the building can be used for dropping students off in the morning. It is the entry point for the school bus. Please use the driveway in the front of the building for drop off only.

- Only use the front driveway if you are not coming into the building.
- Keep behind the vehicle in front of you, to avoid passing the vehicle, particularly, the bus.
- If you are going to walk your child into the building, please use the lower driveway by the basketball court and park in the rear parking lot.
- Upon arrival at school, students in grades K-8 will go directly to the multi-purpose room for breakfast and not to their classrooms.
- Parents may leave messages for staff with the Administrative Assistant.
- Pre-K students will be escorted to the Pre-K classroom upon their arrival.

Advice for Dismissal

It is important for children to be with their class until the end of the school day. We request that parents wait for their children in the atrium. This helps to relieve congestion and helps classes to have a calm closure to the day.

Students will depart their classroom single file under the supervision of a staff member. Students attending the ELO program will be dismissed directly to the ELO room. Those riding the bus will be dismissed first, followed by those being picked up by parents. If parents are not present in the atrium during dismissal, students will wait in the multi-purpose room under the supervision of a staff member. Students who walk home from school will be dismissed from the multi-purpose room after the bus has departed from the driveway.

Students will be released from school only to their parent/guardian or to people authorized by their parent/guardian. Any student who needs to leave school before the normal dismissal time is required to provide a note from their parent to the Administrative Assistant at the beginning of the school day.

Any change in the student's dismissal routine must be done in advance and accompanied by a written note. This includes changes in adult pick up. No student will be allowed to make a change in his/her routine unless a note or phone call has been received by the office. Please note that due to the routines for dismissal, phone calls between 2:30-3:00 will be forwarded to voicemail. Therefore, changes in dismissal plans need to be made prior to 2:30.

Bicycles

Students are expected to walk bicycles from the road onto the driveway and place them securely in the bicycle rack upon entering the school grounds.

Cancellation, Delayed Opening or Early Closing

The Superintendent, in consultation with the Road Foreman and school bus owner, will make a determination by 6:00 a.m. if school should be delayed or cancelled due to inclement weather or other emergency. On these occasions, families will be notified via the school's One Call system.

If you are concerned that the bus is late, please call the office for an update.

Academics

Academic Reports

Students will be issued a report card three times each academic year, at the end of each trimester. Progress reports will be issued at the midpoint of each trimester. These dates are shown on the yearly school calendar. The student is given the responsibility of taking his/her report card home. The parent or guardian shares the responsibility of keeping up on grade reports.

Twice a year, once in the fall and once in the spring, we host student-led conferences, where students articulate their academic and social progress in regard to goals they have set as well as against established standards.

Curriculum and Assessment

Under the direction of CCSU Curriculum Coordinator, curriculum groups across the Supervisory Union are developing units of study aligned with the Common Core State Standards as well as the Next Generation Science Standards. Teachers implement the standards based units with students. These units include a common framework and common assessments that are continually refined for effectiveness.

As required by the Vermont Agency of Education, Walden School has an on-going assessment plan. The Smarter Balanced Assessment Consortium (SBAC) is given as a formal assessment to students in grades 3-8. Students in grades Kindergarten-Grade Two, are administered the Primary Observation Assessment (POA) and the Fountas and Pinnell Benchmark of Assessment. Grades 3-8 are assessed using the Fountas and Pinnell Benchmark of Assessment. In addition, Walden School uses the STAR Math/Reading assessment three times a year to monitor student progress.

Allied Arts

Allied Arts offerings at Walden School include the following: Music, Health, Physical Education and Art.

General music is offered to all students grades K-8. Each year students perform at two concerts, a winter and spring concert. Students in grades 5-8 may sign-up to learn a band instrument. Group lessons and performing ensembles are offered weekly.

Early Education

The Caledonia Early Education Project (CREEP) is a program throughout the supervisory union that supports the learning and socialization of 3-5 year olds. Preschool students must be 3 or 4 years old by September 1st of the current year to attend.

At Walden School, 4 year olds attend school in the morning, while 3 year olds attend school in the afternoon. Each group joins Kindergarten students in this combined setting.

Information Technology

Walden School staff is dedicated to the use of technology as a tool to promote communication, and an understanding of the world.

Literacy

Teachers use the CCSU Literacy Curriculum that is based on the Common Core State Standards. Literacy instruction is taught using a workshop model and includes quality literary literature, informational texts, guided reading groups, vocabulary development and word work. Students write in a variety of genres such as narrative, explanatory, and argumentative.

Mathematics

Mathematics is taught using a workshop model. Walden School has transitioned to the Common Core State Standards and uses Eureka Math as one of our resources. We attempt to integrate mathematics and science in a way that is both meaningful and engaging.

Science

Teachers continue to develop science units of study using the Next Generation Science Standards as a framework. Walden School enjoys a partnership with the Montshire Museum that offers programs for our students, materials to use within the classroom, as well as content support for our teachers.

Social Studies

The K-8 CCSU Social Studies curriculum is consistent with the C3 Standards. A variety of primary and secondary resources, simulations, works of fiction and place-based learning opportunities occur at each level. These are integrated into reader's and writer's workshop.

School-wide Behavior Analyst

In collaboration with Washington County Mental Health, we have the services of a School-wide Behavior Analyst. The analyst works with students, families and staff to provide necessary behavioral support for students.

Graduation

A graduation ceremony will be held at the end of the school year to honor all eighth graders who have completed the year successfully. In order to participate in the ceremony, students must be passing core subject areas (mathematics, humanities, science), have fewer than 15 unexcused absences, and be in good behavioral standing. Those students who have not met this criteria will not participate in the graduation ceremony.

Homework

Our school strives to help every student meet the Common Core State Standards. Homework is designed to provide practice, reinforcement, extension, application or integration of learning. It teaches students responsibility and time management, offers an opportunity for family involvement and prepares students for high school.

As our students progress through school, you will see an increased amount of homework. Below are suggested guidelines:

Kindergarten: 10 minutes
Grades 1 & 2: 20 minutes (3-4 times a week)
Grades 3 & 4 35 minutes (3-4 times a week)
Grades 5 & 6 45 minutes (Monday - Thursday)
Grades 7 & 8 55 minutes (Monday - Thursday)

We ask your help and involvement in seeing that homework is complete. It is important to offer help and encouragement. Showing interest and support for the homework practice and sharing your experience with time management and strategies for persevering through a problem will be valuable to your child's success with homework. We acknowledge that sometimes home life is busy. If your child does not complete homework because of a family event, please write a brief explanation to the classroom teacher.

If homework is not completed at home, your child will be asked to complete the work the next day at school. This could be during morning meeting or through a working lunch. If lack of homework completion becomes a chronic issue, your child will be asked to stay after school to complete the work.

Promotion / Retention

Most children mature and acquire basic skills that are necessary to foster future growth. In instances where a child has not demonstrated sufficient maturity, social, emotional growth and mastery of basic skills, it may be best for the child to repeat the grade to allow for catch up. Automatic promotion can lead to a greater gap in achievement level.

While no one criteria is the basis for a decision to retain, if a child is failing Reading or Math, he/she will be looked at closely for retention. Retention would be examined more closely if the child was also failing Science or Social Studies in addition to Reading and/or Math.. If the child is failing both Reading and Math, the likelihood is strong that he/she would be retained.

In addition, the following criteria will be considered as well.

Relevant Test Scores	Parental Support
Study Skills & Habits	Teacher Recommendation
Academic Ability	Academic Performance
Past Performance	Previous Retention
Attendance Record	Chronological Age
Maturity	Social/Emotional Development

Procedures for Retention

- There should be on-going communication between home and school from the beginning of the year, relative to any students considered at risk.
- In making a retention decision, the teacher should seek the involvement of other professionals that work with the child. This could include, but is not limited to, other teachers, literacy interventionists, special education personnel, and the principal. Conferences between the teachers, appropriate educational specialists, principal and parents will be arranged to discuss the reasons for the recommendation.
- At the end of the second trimester, the classroom teachers will submit a written review to the principal for each child previously referred. A second conference between the teachers, appropriate educational specialists, principal and parents will be arranged to discuss student progress.
- There are occasions when it is appropriate to assign a student to the next grade because of chronological age or other individual considerations. An assignment is not an academic promotion. It may be granted by the principal and/or superintendent if it is in the best interest of the student and the school to do so.
- The principal and/or special services coordinator, where appropriate, will take extenuating circumstances affecting retention of any student under advisement. If the child is to be retained, the parents shall normally be notified in writing before school closes in June.
- An individual plan will be developed for each student being retained in grades K-8, specifically indicating the goals and objectives that should be accomplished during the year of retention.

Retention Appeal Process

The decision for grade assignment shall be based upon the recommendation of the parent, teacher and school team. In special instances, when retention is recommended by the school but refused by the parent, the superintendent or his/her designee may assign the student to the next grade. It is understood that the parents will assume responsibility for this kind of assignment and acknowledgement by the parents of this assignment shall be made in writing and a copy placed in the child's permanent record folder. Parents who are dissatisfied with any of the procedures/decisions may meet with the superintendent. The superintendent of schools has the final legal authority for the placement of students, and shall make the final decision regarding the student's placement for the ensuing academic year.

Multi-Tiered Systems of Support

The Multi-Tiered Systems of Support (MTSS) is defined as "the practice of providing high-quality instruction and interventions matched to student need, monitoring progress frequently to make decision about changes in instruction or goals, and applying child response data to important educational decisions" (Batschee et al, 2005.)

MTSS practices at Walden School are outlined below:

- All students will receive a reading and math intervention based on their academic need.
- Intervention blocks at the elementary and middle levels will be at least 30 minutes.
- Students will be placed into tiers for 6-8 week intervals based on at least 3 points of data. STAR Math, STAR Reader, Fountas & Pinnell, Classroom observations, informal assessments etc.
- Every 6-8 weeks, grade level data teams will meet to regroup students based on their academic needs.

Special Education

The state and federal education laws require that the school district offer a “free and appropriate education” to all educationally disabled children. These statutes define educationally disabled children as children suffering from certain enumerated disabilities who are between the ages of three and twenty-one and who have not yet obtained a high school diploma. A “free and appropriate education” consists of specially designed instruction and educationally related services in accordance with an “individualized education program” developed by the school district in consultation with the student’s parents/guardians. If you suspect that your child is educationally disabled and qualifies for such special services, you may make a written referral requesting that the school district determine your child’s eligibility. Such referrals should be addressed to the Special Education Contact Person at the school.

ATTENDANCE

Vermont State Law requires students to attend school for the full number of days that school is in session unless:

- prevented by illness
- family emergency
- legal circumstances
- or unless absence has been pre-arranged by parents with the Principal

These are the only four circumstances where an excused absence will be given. All other absences from school are considered unexcused.

Prior notification by parent/guardian regarding anticipated absence should be made to the office by sending a note, email, or by calling the school. If a student will be late or absent, notification should be made to the school before the start of the school on the day of the absence.

The administration has the authority to request a written medical verification from a health care professional. Parents must notify the school (563-3000) prior to 8:00 a.m. in the event their child will be absent or tardy. Students who arrive after 8:15 a.m. are considered tardy. Students must immediately report to the office upon entering school, for admittance to class. A parent/guardian is required to sign the student in. Unreported absences will be followed up by a telephone call from the nurse or administrative assistant.

Within (3) days of an absence from school, a student must present to the office a note from a parent/guardian stating the reason(s) for a legitimate absence. An absence is considered unexcused if this note is not presented within the 3-day period. The absence will be considered unexcused unless a valid reason is provided.

Any parent/guardian who does not feel that the attendance policy has been administered fairly by the administration may appeal the Principal's ruling to the Superintendent of Schools. The parent/guardian of the student should then write a formal letter stating the reason(s) for such an appeal and present a copy to the Superintendent of Schools and to the Principal requesting a hearing with the Superintendent (or a person designated by the Superintendent). Any

parent/guardian or student who is not satisfied with the Superintendent's ruling may request a hearing with the School Board, in writing, which will state why such a hearing may be necessary.

If a student is habitually, and without good and sufficient cause, absent from school, he/she will be considered truant. The administration will provide written notice to the parents/guardians of the alleged truancy and make every possible attempt to return the child to school. Students who are habitually truant and not making adequate academic progress will be considered for retention.

BEHAVIOR

We view discipline as learning. We strive to associate discipline with positive acts and learning. Thus, we develop rules and use logical consequences when rules are broken to help students learn how to behave differently.

We work to help students develop self-control and empathy in order to create a community where students learn to be responsible, resourceful, independent learners. We also understand that parents are partners in their child's education and expect that they will be part of the process in teaching discipline. The goal is that students will take responsibility for solving their own problems in positive and respectful ways, thereby increasing their feelings of competency and self-respect. Walden School implements the *Responsive Classroom* model that is supported by a *Multi-Tiered System of Support - Behavior* (formerly known as PBIS). Teachers take opportunities to pre-teach and model expectations, and practice, practice, practice. Students are expected to make appropriate behavior choices with the support of a positive classroom environment and a variety of interventions.

There are three overarching rules that frame all expected behavior. They are: To be Safe, Responsible and Respectful. Throughout the school year, the expectations are referred to in order to help students be mindful of their actions. Teaching the rules is viewed as an activity that we take advantage of whenever the opportunity arises. The rules serve as a guideline for how we behave. We use them to help us determine how to act and how we might behave differently. These rules are expectations for behavior not only for students, but for staff and visitors as well.

Playground Expectations

	Be Safe	Be Respectful	Be Responsible
Recess and Playground	Use equipment appropriately Be within eyesight or earshot of an adult Keep hands and feet to yourself	Use equipment appropriately Be within eyesight or earshot of an adult Keep hands and feet to yourself	Use equipment safely

Playground Consequences

Behavior	Consequence
Misuse of Equipment	Loss of equipment for that recess
Not following rules of a game	Find another activity for that recess
Uncooperative play	Play with someone else for recess
Rough play/unsafe behavior	Stage 1 timeout on bench (5 minutes) Sending teacher processes at end of Time/Out
Swearing	Sit on the bench for recess
Defiance of supervisors	Stage 2 time out and classroom teacher notified
Repeated violations of playground rules	Recess Academy for K-4 Stage 2 time out for 5-8
Hitting, Kicking, Pushing	Office referral

Lunchroom Expectations

	Be Safe	Be Respectful	Be Responsible
Lunchroom & Lunch in the Classroom	Walk safely Keep your hands and feet to yourself	Use an inside voice Use food/materials respectfully Appropriate conversations Be respectful of student's space	Clean up after yourself Eat your own food

Lunchroom Consequences

Behavior	Consequence
Disruptive voices	Eat at a Tranquil Table
Inappropriate or disrespectful behavior	Eat at a Tranquil Table
Continued misbehavior at a Tranquil Table	Finish lunch in separate, quiet area
Failure to master skills	Practice appropriate behavior at recess (5 minutes)
Repeated misbehavior	Suspension of lunchroom privileges for one week Referral to teacher

Classroom Expectations

	Be Safe	Be Respectful	Be Responsible
Classroom	Handle materials appropriately Keep hands and feet to yourself	Listen politely Raise your hand Leave the room better than you found it	Be prepared Do your best work Leave the room better than you found it

Classroom Consequences

Behavior	Consequence
Abuse of a privilege, equipment, item or activity	Temporary loss of privileges, equipment, items or activities
Incomplete work	Finish at Morning Meeting (or after school with parent agreement/plan)
Wasting instructional time	Recess Academy
Talking during instruction	Separation from group (stage 1 time out)
Disrespectful behavior	Separation from group (stage 1 time out)
Failure to master skills	Recess Academy to practice routines: Lining up Entering/Exiting the room Walking instead of running Raising a quiet hand

Hallway Expectations

	Be Safe	Be Respectful	Be Responsible
Hallway Expectations	Walk Walk on the right side of the hallway Keep a respectful distance between yourself and others	Move quietly Hands to your side Leave wall displays intact	Arrive at your destination promptly Pick up litter

Hallway Consequences

Behavior	Consequence
Running	Recess Academy to practice walking
Disrespecting wall displays	Repair the damage
Skid marks	Repair the damage
Screaming	Practice walking quietly

Bus Expectations

	Be Safe	Be Respectful	Be Responsible
Bus Expectations	<p>Stay in your seat and face forward with your back against the seat and your feet on the floor</p> <p>Backpack on your lap or on the floor</p> <p>Be careful with your body and stay out of other rider's personal spaces</p> <p>Remain seated properly until the bus stops for you to get off the bus</p> <p>Keep hands and feet to yourself</p>	<p>Appropriate conversations with your seat buddy</p> <p>Kind words and deeds</p> <p>Use a 6 inch voice</p> <p>Remain seated and show the bus driver that you can make respectful behavior choices</p> <p>Put any trash in the trash bucket and leave the bus seat and floor clean</p>	<p>Be on time</p> <p>Watch for your stop</p> <p>Find something to think about or talk quietly about with your seat buddy</p> <p>Quietly watch out the window and pay attention to all there is to see along the bus route.</p> <p>Allow the bus driver to do his/her job by cooperating and following the bus rules</p>

Bus Consequences

Behavior	Consequence
Not following the school bus safety regulations	<p>First time - Student given Verbal Warning</p> <ul style="list-style-type: none"> - Driver talks with student and reports to principal - Principal talks with student - Bus riding privilege continues
Not following the school bus safety regulations	<p>Second time - Student receives a bus ticket</p> <ul style="list-style-type: none"> - Principal talks to parent - Parent signs ticket - Student attends Bus Etiquette School* - Student assigned seat at front of bus - Bus riding privilege continues <p>Third time - All of above and loss of bus riding privilege for three days</p>
Not following the school bus safety regulations	<p>Repeated violation - All of above and loss of bus riding privilege for 2 weeks.</p> <ul style="list-style-type: none"> - Meet with School Principal, Bus Driver and Parent in place of Bus Etiquette School
<p>Excessive Unsafe Behavior including:</p> <ul style="list-style-type: none"> Physical Aggression (hitting, kicking, pushing, fighting) Aggressive Non-appropriate Language (threats, swears directed toward others) Defiance toward driver Destruction of bus seats Throwing anything out of a bus window Possession of a weapon 	<p>First violation - Any or all of the above consequences that are deemed necessary to address the egregious behavior.</p> <ul style="list-style-type: none"> - Any additional consequence deemed fair and appropriate for the specific "unsafe" situation (may include loss of bus riding privilege for the rest of the school year).

*Bus Etiquette School is held on the rider's school bus during the time that the buses are waiting to load at the end of the school day.

Discipline Procedures

Expectations are established modeled and practiced. Occasionally, a student is not successful in demonstrating the desired behavior. A majority of discipline learning will take place in the classrooms. Classroom intervention procedures at Walden include Steps to Self-Control:

- Reminder or redirection
- Think Chair - think time in the classroom
- Buddy Teacher - think time out of the classroom to a Buddy Teacher
- Crisis Team and/or Administration

Children are occasionally asked to take a *time out* at the Think Chair in their classroom when they cannot control their behavior. The purpose of the *time out* is to give the student an opportunity to regroup and make a better choice so that he/she can be successful.

A *Timeout* may occur in another classroom as well. We call this a "*Buddy Teacher*." The student will remain at the "Buddy Teacher's" classroom briefly until he/she regains control and returns to his/her classroom. The child joins the ongoing work of the classroom. Should the student become disruptive in the "Buddy Teacher's" classroom or continue to misbehave upon return, the "Buddy Teacher" will send for the school-wide behavior analyst, principal or designee to retrieve the student and escort him/her to the office for a time-out until the end of the period or such time as the behavior analyst and/or the principal determines that the student is ready to re-enter the classroom. In this case, parents will be notified by the classroom teacher that step four has been reached. This will require that a parent/guardian confer with the teacher to re-establish expectations at the onset of a new school day.

When a child has repetitive "Buddy Teacher" visits, a plan may be devised to prevent continuing loss of class time. Parents will be asked to assist in the development of the plan. Teachers will notify parents in writing or by a phone call when a student is sent to the "Buddy Teacher."

If a child continually demonstrates that he/she cannot control himself/herself, exhibits an extreme behavior, or engages in behavior for which board policy or state law requires, he/she may be removed from the classroom. Such action may

then be followed by, but is not limited to, assistance from the crisis team and/or administration. This will be used only in extreme situations, when health or safety is jeopardized. Every attempt will be made to notify the parent, prior to seeking outside agency assistance/or the police.

The rules and disciplinary procedures in this handbook are intended as guidelines only. In determining the level of discipline, the administrator may consider relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation, and the student's prior disciplinary record. When a student is referred to the office, students will receive the disciplinary action deemed appropriate such as conference, community service, in-school suspension, out-of-school suspension, or expulsion. Some administrative referrals may also be subject to state or federal law.

Extra Curricular Activities & Programs

Dances

Only students from Walden School, or homeschooled students involved in the Walden School extracurricular activities may attend dances at Walden School. Dances must be chaperoned by at least three staff members and may only occur once per trimester. Any student who has been suspended in or out of school in the time period between dances will not be permitted to go to that dance. Any student who is referred to the office or receives a Stage Two timeout more than once during the time period between dances will not be permitted to go to the dance. Students may not leave a dance and then reenter at a later time. General school rules and expectations apply.

Extended Learning Opportunities (ELO)

The ELO program is held after school and runs in eight week sessions. Students receive a snack, outdoor recreation, homework/tutoring time and activities meant to engage the students in fun learning experiences. Classes on a variety of topics for a variety of age groups are offered during each session. Activities for younger students range from Sports Fitness, Lego Club, Engineering, Sewing, Forestry Fun, to name just a few.

Sign-up sheets will be sent home in the Monday folders at least two weeks before a session is to begin. Activity Selection Sheets and Fee Agreements need to be turned in one week prior to the start of the session. Classes are filled on a first come - first served basis. Enrollment forms are also needed for new students and may be found in the school office.

The cost of the program is \$2.00 per day per student. Payment for the week is to be made no later than the first day of the week. If this is not possible, please contact the site coordinator to make other arrangements or to request a scholarship.

Attendance will be taken each day. If your child is present and signed up for that day the ELO staff members are not allowed to let them go home unless we receive a note, phone call or email from a parent. This policy is in effect for all students, including older students, since they are the responsibility of the ELO program if they are signed up for that day. If your child is found to be on the bus and is signed up for the day, we will remove them from the bus. If the bus is not still at school, we will have it return the student to school, and/or we will notify a parent as soon as possible. If you are picking your child up at 3:00, please let the ELO staff know that your child will not be attending that day.

The school is locked each day. Please use the walkie-talkie provided outside to radio the ELO staff that you have arrived to pick up your child. You will be required to sign-out your child. We ask that you pick up your child no later than 5:30 p.m.

If you have any questions, you may contact the site coordinator at: 802-745-1367.

Additional information about the Walden ELO program may be found on Facebook at: Walden School 21C Extended Learning Opportunities Program.

Student Leadership

Students in grades 7 & 8 are invited to apply for a position on the Student Leadership team. These students serve as role models and mentors to the Walden School community. They are instrumental in promoting safe, responsible and respectful behavior while persevering through all academic endeavors.

Successful completion of the application process and continued good standing in all areas of conduct are necessary in order to be a Student Leader.

Home & School Partnership

Parent Involvement

Parents and teachers are partners in education. We have a common goal to see that all children receive an excellent education in which they are allowed to grow towards their potential. It is important that children observe their parents support for the programs and teachers at school. There are a number of ways that you can support the education of your child:

- Send your child to school every day unless he/she is sick.
- Plan family vacations in accordance with the school calendar.
- Support the school's behavior education strategies and expectations. If you have an adverse opinion on a strategy or expectation, direct your thoughts or ideas to your student's classroom teacher in order to find a solution to the problem. Children who know that their parents are working with teachers are motivated to improve.
- Converse with your child about their day. Find out what new learning took place and what homework is assigned.
- Stay in charge of your child's eating and sleeping habits. Well rested children are more engaged in learning.
- Contact your child's teacher with any questions or concerns you may have.
- Attend parent and student-led conferences with teachers.
- Become an active citizen by attending Walden School Board meetings. Meetings are held on the first Tuesday of the month, beginning at 4:00 p.m.

Communication

Effective communication is essential in working with students, families, and community members. The following protocol is helpful when concerns arise: If you have questions or concerns about what is happening at school, please contact your child's classroom teacher to discuss the concern and arrive at a mutually satisfactory solution. Many misunderstandings can be prevented by open and honest communication. If you still have concerns after discussing the

issue with the classroom teacher, do not hesitate to contact the principal. The principal will carefully investigate the concern and work with the parents and staff member to resolve the concern. If this discussion does not relieve your concerns, the next person to contact is the Superintendent. If the concerns are not resolved at the Superintendent level, the School Board will meet to resolve concerns. Please note that individual school board members do not meet with parents on staff concerns.

Community Meetings

School-wide Morning Meetings, also known as Community Meetings, are held once per month. This is an opportunity to introduce the character trait of the month and for classes to showcase new learning that is taking place. It is also a time for us to celebrate student accomplishments.

Messages to Teachers and Staff

Faculty and staff may be reached by dialing the main school number (802-563-3000.) During school hours, we attempt to reduce the number of classroom interruptions by connecting callers to faculty/voice mail, when available, or by having the Administrative Assistant take messages for personnel. If you do not receive a timely response from a teacher, please make contact with them again to make sure they received your message. If you send a teacher an email and you do not hear back from them within 24 hours, please call the school to make sure they received it. Sometimes emails get blocked and do not make it through to the teacher.

Monday Messages

Teachers will be sending notices and newsletters on Monday. We are transitioning to the use of technology for communication and will be linking classroom newsletters to our new website.

2015-2016 Calendar

The 2015-2016 Walden School Calendar identifies key dates including scheduled school closings, Early Release days, progress and report card dates, etc..

Chaperones

Parents may be invited to chaperone trips. This help is greatly appreciated. Parents will be expected to adhere to the following guidelines:

- Complete a Criminal Background Check (The form is sent yearly to parents at the beginning of the school year and must be completed yearly.)
- Chaperones are expected to support and participate in the students' learning. The main purpose is not to socialize with parents. It is to support the educational experience.
- Chaperones may not bring siblings or other children on trips or to classroom events unless arrangements have been made in advance with the teacher sponsoring the field trip.
- Chaperones are not to use tobacco or alcohol while on field trips.
- Chaperones agree to be responsible for other students assigned to them, besides their own child, and stay with the assigned group at all times.
- Chaperones are expected to adhere to the standards of behavior for Walden faculty.
- Chaperones are expected to use appropriate language at all times and follow the same dress code guidelines as students.
- Chaperones are expected to maintain confidentiality and refrain from posting messages and pictures of the field trip or class event on social media.

Walden School reserves the right to decline a parent's offer to chaperone an event.

Field Trips

When appropriate, field trips are scheduled during the year to enhance classroom instruction. Participation on a field trip is a privilege, not a right. Any student who does not meet the school standard for conduct may be excluded from a field trip. The principal will determine exclusion from a field trip, after

consultation with the classroom teacher(s). Parents will be notified in writing if their child is considered ineligible for participation in a field trip. Students who do not attend field trips must attend school on the day(s) of the field trip. Arrangements will be made for alternative instruction to be provided for students who do not attend.

Parents will receive information explaining the intent and cost of the field trip, and requesting permission for students to participate. A Medical Authorization form will accompany the notice. If medication must be administered during a field trip or other school activity off campus, you must deliver an original labeled container with the appropriate dosage for the day (your pharmacy can provide you with the appropriate container). If we do not receive medication in an original container with the appropriate dose, your child will not receive medication while attending the school activity. Please be advised that the school nurse is not always in attendance. Therefore, appropriate notification of the need for medication to be administered, must be timely, so the nurse can train a designee to administer the medication.

Students will not be allowed to attend field trips without a written permission slip. No verbal permission will be allowed. When a bus is used to transport students, all students must ride the bus to and from the location of the field trip. The only exception will be for a student to ride with his or her own parent or guardian. No other exceptions will be made. Parents must submit proof of motor vehicle insurance that meets the minimum legal requirement. The document will be placed on file with CCSU. The supervising teacher must be notified in writing by the parent or guardian that the student will be riding home with the parent.

Dress & Grooming

All students are expected to be neatly and cleanly dressed in clothing appropriate for school. The sense of school as community means that clothing and accessories must conform to reasonable standards of modesty, cleanliness, good taste and manner. Dress or appearance disruptive to an orderly learning process is not acceptable.

Guidelines Include:

Clothing with graphics that contain references to alcohol, drugs, tobacco, or sexual content is prohibited on the basis that these promote and condone activities that are harmful to children. Shirts that expose the cleavage, stomach

or back are prohibited. Shorts/skirts must be an appropriate length (use the fingertip rule). Pajamas are not allowed. In all cases, no undergarments should be visible. Heavy chains or studded accessories or clothes that are deliberately ragged or tattered are not to be worn at school. Head coverings including hats and hoods may not be worn in the building, except on special occasions such as Hat Day. These items are for outside use and cannot be worn in school except as designated by the school nurse for medical reasons. Appropriate footwear must be worn at all times. Steel toed boots are not allowed. During the winter months, it is recommended that students bring a pair of sneakers to wear (particularly on PE days) as wearing boots in the building is not allowed.

Parents are urged to assist the school in monitoring the clothing that students wear to school. Students who dress inappropriately will be required to change and in some cases may be asked to call home for a change of clothing. Ultimately, the appropriateness of a student's appearance will be determined by the faculty and administration. When possible, students found in violation of these guidelines will be permitted to stay in school if they change out of the inappropriate attire. Students who continue to violate the dress code or who refuse to change may be subject to suspension.

Disruptive Devices & Toys

Objects such as toys, radios, iPods, electronic games, cell phones, pagers, or similar equipment are not to be used in school. Students who choose to bring these items to school assume the risk of losing or damaging these items. Walden School cannot be responsible for the loss or damage of these items. Students may have these items confiscated if they do not adhere to the guidelines.

Gum Chewing

Students may chew gum as allowed by the classroom teacher. Gum chewing is not permitted in hallways or during recess due to safety concerns. Students must dispose of gum properly in a waste receptacle. Improper disposal of chewing gum becomes a sanitation concern as well as a maintenance concern and will be cause for suspending this privilege.

Internet and Technology Use Procedures

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following rules is necessary for continued access to the school's technology resources:

Students must...

Respect and protect their privacy and the privacy of others.

- Use only their assigned accounts and not those of other students or teachers.
- Refrain from viewing, using, or copying passwords, data, or other networks to which they are not authorized.
- Avoid distributing private information about themselves or others such as telephone numbers, full personal names, and addresses.

Respect and protect the integrity, availability, and security of all electronic resources.

- Observe all network security practices. Physical tampering of any equipment or the network is unacceptable.
- Report security risks or violations to a teacher or the network administrator.
- Handle all technology equipment with proper care.

Respect and protect the intellectual property of others.

- Follow all copyright laws. This includes but is not limited to making illegal copies of music, games, or movies.
- Use their own words in all digital communication to avoid plagiarism.

Respect and practice the principles of community.

- Communicate only in ways that are kind and respectful.
- Report threatening or discomforting information to a teacher.
- Avoid intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, violent, or meant to harass.).
- Avoid intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Refrain from using the resources to further other acts that are criminal or violate the school's code of conduct.
- Refrain from sending spam, chain letters, or other mass unsolicited mailings.
- Use the Internet for purposes that have been approved by a teacher. Using the Internet to conduct business, to sell, buy or advertise is not permitted in school.

Respect School Expectations related to Electronic Devices.

- Adhere to using their devices for specific times as determined by the school.
- Follow all of the procedures as mentioned in this document.

Violations of these rules may result in disciplinary action, including loss of a student's privileges to use the school's information technology resources. School personnel monitor the use of information technology resources through direct observation, network and server access logs, and other appropriate means to help ensure that uses are secure and in conformity with the Internet Safety Policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks or the school's web accounts in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of criminal activity to law enforcement.

Language

Students must use appropriate language. Students are to refrain from using obscene, vulgar or profane language. Explicit discussions of sex and violence are not to occur.

Use of School Property

Books, materials, equipment, lockers, etc. are property of the school. Students who damage school property will be asked to pay for replacement items or repairs.

Students in grades 5-8 will be assigned a locker. It is the student's responsibility to see that his/her locker is kept closed and in order at all times. A student is to use only his/her assigned locker. School combination locks will be assigned to each student. A student may not tamper with another's locker or give his/her locker combination to another.

Money and valuables should never be stored in a locker. The school is not responsible for lost or stolen items. School officials have the right to inspect student lockers in an emergency and/or for reasonable suspicion of illegal/dangerous materials.

Telephone Use

The office telephone is a business phone. A student will have access to the office phone for an outgoing call if the call is deemed an emergency, he/she has a staff person's permission, and the staff person monitors the call. Such calls should be kept to a minimum and are at the discretion of school personnel. Social arrangements must be made before coming to school. Incoming calls from parents should also be kept to emergency status. After school arrangements need to be made prior to your child leaving for school.

Visitors

When entering school, all visitors must enter through the main doors and are required to sign the visitor's log and obtain a visitor's pass in the office. The Administrative Assistant will then let school personnel know that the visitor has arrived. The Administrative Assistant will direct/escort the visitor to his/her specified destination. Upon completing their visitation, visitors are to sign-out in the visitor's log in the office. Student visitors are only permitted on school grounds if they are potential students at Walden School. Two days notice must be given to the principal. Visitors are asked to report to the office upon arrival and will be asked to wear a visitor pass. All rules of conduct that apply to Walden School students apply to the visitor.

Safety, Health and Wellness

Emergency Procedures

Emergency drills are held frequently during the school year. The State of Vermont requires bi-monthly Crisis Command drills. Once the signal has been given, all students and adults will follow our school-wide procedures. Students are expected to be quiet and respectful during these times.

Fire Drills: When the alarm sounds, a swift, quiet, and orderly evacuation is required. Instructions are posted in each room and will be discussed and modeled by the classroom teacher. A student must remain with his/her class and walk to the assigned area using the appropriate walkways when leaving the building.

Health Restrictions

If your child is unable to participate in any school activities (physical education, nature trail study, etc.) for health reasons, please send a note to the office. If your child has any special dietary needs, please notify the nurse.

Illness at School

The nurse is available on Wednesday afternoons and all day Thursday. In the absence of the school nurse, the nurse designees are the Administrative Assistant and the custodian. Emergencies will be addressed as they occur. Parents will be called if there is any indication of a serious illness, which might include: temperature elevation above 100 F, vomiting, diarrhea, rash and potential signs of communicable disease. If your child is sent home from school due to illness, please keep him/her home until fully recovered. Your child should be fever free for 24 hours (without the use of fever reducing medications) prior to returning to school.

Injury at School

Children should report all injuries to an adult. The child will then be monitored to determine severity. If there is any question of serious injury, the parent will be contacted for assistance in making decisions on the need for medical attention. It is important for parents to provide updated emergency information: contact names and phone numbers.

Medication

If your child's physician feels that it is necessary for school personnel to administer prescription medication to a student, he/she must send or fax a signed medication order. The medication must be in the original container and be transported to and from school by an adult. Non-prescription medication may be administered if the parent/guardian gives yearly permission on the health Information Update sheet. The school nurse needs to be consulted if any medication changes occur throughout the year.

School Nurse

The school nurse addresses acute and chronic healthcare needs of students, monitors the immunization status of students and assists families. Routine vision and hearing screenings are performed for grades K, 1,2,3,4, 5, and 7 and for individual students with an IEP. Additional student screenings are performed per teacher or parent concern/request. The nurse performs periodic head lice screenings and follow-up throughout the year. As a health educator, at times, the school nurse partners with the Physical Education/Health teacher on units. The school nurse is also available to parents and teachers for consultation and discussion of any health problems or communicable diseases.

Meals Program

New This Year: *School Breakfast & Lunch Free For All Students*

We are committed to providing every student in our school community with all the tools they need to succeed, including nutritious meals that everyone can enjoy together. This is why we are excited to announce that this year, we are using a new school meal program option to offer school breakfast and lunch every day to **all students** at no charge. All children enrolled in our school can eat for free. The Household information packet is included in the information packet. Through the Fresh Fruits and Vegetable grant, Walden School provide snacks each day for all students.

