



DANVILLE SCHOOL

Student Handbook

2010 - 2011



MISSION STATEMENT

It is the mission of the Danville School to provide a safe environment where each individual can grow intellectually, socially and emotionally. We create a community of learners by emphasizing learning, respect, confidence and individual excellence.

CALEDONIA CENTRALUPERVISORY UNION

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DANVILLE SCHOOL DIRECTORS

Mr. Michael Thresher	Chairman
Mr. Keith Gadapee	
Mr. Fred Kitchel	
Mrs. Wendi Larrabee	
Mr. Craig Simpson	

DANVILLE SCHOOL OFFICE STAFF

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DANVILLE SCHOOL SUPERVISORS

Mrs. Denise Briggs	Transportation Coordinator	dbriggs@danvillek12vt.us
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Mrs. Tammy Rainville	Athletic Coordinator	trainville@danvillek12vt.us
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**DANVILLE SCHOOL
HANDBOOK SEGMENTS**

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DANVILLE SCHOOL

K - 7 HANDBOOK

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5—7 TEAM:

5/6 Math & 5/6 Literacy	Emily Greaves	egreaves@danvillek12vt.us
5-7 Science & 5/6 Writing	Christine Rapoza	cmrapoza@danvillek12vt.us
5-7 Social Studies & 5/6 Spelling	Jim Shea	jshea@danvillek12vt.us
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ESSENTIAL ART TEACHERS:

Art	Lian Brehm	lbrehm@kingcon.com
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Family & Consumer Science	Anne Giroux	agiroux@danvillek12vt.us
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SPECIAL SERVICES:

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Speech & Language	Judy Dunnan	

SUPPORT SERVICES

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Nurse	Martha Ide	mide@danvillek12vt.us
Special Educator	Mary Leadbeater	mary.leadbeater@cccsuonline.org
Student Assistant Professional	Ivy Zeller	izeller@danvillek12vt.us
Student Support Center Coordinator	Melinda Johnson	mjohnson@danvillek12vt.us

PARAEDUCATORS

- Eydie Aremburg
- Martha Bissell
- Peggy Carlisle
- Mary Cassidy
- Emily Clancy
- Allana Clark
- Shelli Gadapee
- Heather Heiser
- LeAnne Ledo
- Cheryl Munding
- Elaine O'Hara
- Michelle Orr
- Cathy Richard
- Hillis Stabley
- Phyllis Sweeney

BUILDING & GROUNDS

- Victor Benoit
- James Easter
- Steven Gallup
- Leonard Woodard

FOOD SERVICE

- Adelia Phelps
- Shelley Towle
- Deb Kimball

TRANSPORTATION

Bus Driver

Martha Bissell

Bus Driver

Joanne Bumps

PROGRAM OF STUDIES

At Danville School we strive to provide a comprehensive program of studies that balances the acquisition of skills and content while fostering positive academic, personal and social development for all children.

THE ARTS

- General Music, Vocal and Instrumental, a variety visual arts and Latin.
- Technical Education and Family Consumer Science are introduced in grade 7.

GUIDANCE

- Classroom Lessons; small group meeting; and individual conferences to address subjects such as:
 - Self Awareness
 - Responsibility
 - Problem Solving
 - Communication Skills
 - Career Awareness
 - Personal Safety
 - Understanding & Coping with Change

HEALTH EDUCATION

- Included here are health, physical education, guidance and understanding human growth and development. Activities occur in physical education classes and classrooms using the nurse, school counselor and classroom teachers.

LIBRARY—MEDIA

- Introduces students to the operations of the library and how to access the wide variety of resources stored within.

LANGUAGE ARTS

- Danville School has a well developed comprehensive literacy program that is standards-based and connected to Vermont Grade-Level Expectations in the areas of reading, writing, speaking and listening.

Please contact your classroom teacher for a list of grade level goals for reading and writing.

MATHEMATICS

- Danville School's math curriculum is also based on the Vermont Grade Level Expectations. One part of this curriculum is Everyday Math program. The program focuses on conceptual understanding, problem-solving and skill development. We also supplement our program with numerous materials.

SCIENCE

- Our science curriculum includes many exciting topics and activities. Through the Vermont Science Initiative, teachers have recently revised and aligned our K-7 science curriculum to focus in inquiry based learning.

SOCIAL STUDIES

- Understanding self and others within the global landscape through geography, history, and economics; we promote student interest and knowledge of the world around them and how our past and the way people operate affect the future.

HOME SCHOOL COMMUNICATION

- Information concerning school activities are available on-line at www.danvilleschool.org.
- Friday Folders—each student's folder comes home on Friday of each week and may contain:
 - ➔ Teacher letter or other classroom information
 - ➔ Student information
 - ➔ School announcements or other information
 - ➔ Student work
- Faculty Email—each faculty and staff member has an email address.
- Conferences

Parent-Teacher Conferences are scheduled for:

Parent-teacher meetings can be scheduled anytime throughout the year by calling 684-2292.

We offer a variety of opportunities for parents to discuss issues of education or share ideas to help shape the future of Danville School.

Chat with the Principal

School Board Meetings—1st Monday each Month at 6:00 pm

PTG Meetings

School Committees—Inquire with Principal

HOMEWORK

Homework Rationale

1. Homework is designed to:
 - increase student achievement
 - reinforce and enrich daily instructional programs
 - learn and practice study skills
 - foster independence and promote responsibility

2. Reading is a valuable life-long skill. Reading as homework will increase fluency and comprehension.

To promote reading:

- read to your child or have them read to you
- set aside family reading time
- help your child select a book tailored to his/her interests, developmental level and capability.

3. Homework time frame:

<u>GRADE</u>	<u>TIME</u>	<u>PURPOSE</u>
Grade 1 and 2	15 Minutes	- Math links - Reading
Grade 3 and 4	30 Minutes	- Practice exercises - Project work - Reading
Grade 5 and 6	60 Minutes	- Math - Language Arts - Test prep - Reading
Grade 7	75 Minutes	- Variety - Content-related homework - Assignments including project work and test prep - Reading

PLACEMENT PROCEDURE

The process used by the Danville School to promote children to the next grade will include the following information:

1. Data from the student's current report card.
2. Teacher input concerning work habits and personal development.
3. The level of support services; if any, a child receives.
4. Attendance
5. Gender
6. Parental input regarding interests, strengths, learning styles and social/emotional needs.

The process will involve collaboration between:

1. Sending and receiving teachers.
2. Guidance Counselor
3. Special Educator
4. Principal

The process will result in grade level classrooms that are balanced with respect to ability, need, gender and social behavior.

NOTE: Each parent will have the opportunity to provide input regarding their child's placement which will be utilized by the team during the placement process; however, this will not include a request for a specific teacher.

RECESS

Recess is an opportunity to expend energy, get fresh air, exercise and enjoy friends. All students are expected to go out for recess weather permitting.

During recess students must:

1. Stay in the designated area
 2. Be in sight of playground monitors at all times
 3. Be safe
 4. Respect rules for appropriate behavior and fair play
 5. Dress appropriately
- Inappropriate recess behavior may result in loss of privilege and/or restitution.
 - Students not able to attend recess will report to the office unless other arrangements have been made.

<u>GRADE</u>	<u>MODERATE</u>	<u>COLD</u>	<u>SNOW</u>
K—4	Light Coat Sturdy shoes	Winter coat Mittens Hat Boots	Winter coat Mittens Hat Snow pants Boots
5—7	Light coat Shoes	Winter coat Gloves Hat	Winter coat Gloves Hat Boots Snowpants-sledding

REPORT CARD

<u>Trimester</u>	<u>Report Cards Mailed</u>	<u>Progress Reports</u>
<u>Closing Date</u>		<u>5 - 7</u>
November 23	December 10	October 1
March 11	March 21	January 21
June 10	June 10	April 29

RETENTION

When a student is being considered for retention:

1. Parents will receive written notification by March 10th.
2. Parents will be invited to meet with the appropriate school faculty to discuss the retention.
3. A preliminary plan will be made for the next school year, and shared in writing with the parents and school principal within 10 school days of the retention consideration meeting.
4. The principal will review the recommendation and retention plan and make the decision to promote or retain.
5. The parents will receive written notification of the Principal's decision as soon as it is made but no later than May 15th.
6. Parents may appeal the Principal's decision to the Superintendent.

ATTENDANCE

School Attendance is mandatory beginning at the age of six in accordance with Vermont State Statute . Danville students are expected to arrive each day school is in session on time and be ready to engage in their education.

Please make every effort to adhere to the Danville School Attendance Policy and the school protocols that support it.

1. In the event that a student is **ABSENT**:
 - A. Call the school to report the absence in the morning
 - B. Send a written note with your student the next school day explaining the reason for the absence.
 - C. If a student's absence exceeds five days due to an illness, please provide a note from the student's doctor.
 - D. Understand that your student is not able to participate in any school event held on the same day that he/she is absent.
2. In the event that a student is **TARDY**:
 - A. He/she must report to the office
 - B. Present a note explaining the reason for the tardy
3. The school will honor **EARLY DISMISSALS** only for family emergencies, family trips or professional appointments that cannot be made outside the school day. In the event of any early dismissal:
 - A. The student should present a written note to office.
 - B. The note should explain the reason for the dismissal.

 - C. At the time of dismissal, a parent or guardian must come to the student window to sign their child out unless other arrangements have been made.
4. In the event that a student demonstrates a **PATTERN OF MISSED SCHOOL** due to either/or absences, tardies or early dismissals then the following steps will be carried out in order to correct the problem:
 - A. The classroom teacher will contact the parent or guardian to discuss the concern.
 - B. If the problem continues the classroom teacher will refer the concern to both the school guidance counselor and principal who will then follow-up with the parent or guardian and develop a plan.
 - C. If the problem is still not resolved the Principal will send a formal written warning to the Parents.
 - D. In extreme situations a report to the Department of Children and Families will be made.

DANVILLE SCHOOL

GRADES K - 12

LIBRARY/MEDIA CENTER

The mission of the Danville library media program is *to ensure that students and staff are effective users of ideas and information*. The library media center strives to provide a positive and inviting atmosphere for learning. It provides access to materials for both information needs and leisure reading. Students are given instruction in the use of these materials and are encouraged and assisted in their research projects.

The American Library Association Library Bill of Rights serves as a protection to the academic and intellectual freedom of all patrons, as a model for the development of programs and as a statement of the broad goals of the library media center. The following basic policies guide the services of the library.

- Books and other library resources should be provided for the information and interest of all members of the community the library serves.
- Libraries should provide information presenting all points of view on current and historical issues.
- Libraries should challenge censorship.
- Barriers to materials should be removed. These include imposing age restrictions, limiting use of interlibrary loan and access to electronic information, charging fees for information or establishing closed or restricted shelves of materials.
- Libraries should protect an individual's right to privacy and confidentiality.

The library media center is designed to accommodate all students in grades PreK – 12. All students are expected to use their time productively and conduct themselves in a manner that does not interfere with anyone else's use of the facility. Rules are simple.

1. Students not attending the library with their class must present a library pass to the **librarian**.
2. Students should use their time productively in the library.
3. Students should use quiet voices in the library.
4. Students are responsible for any materials they check out.
5. All food and drink are to be kept out of the library.

Circulation: Books and magazines may be checked out for a two-week period. Materials should be returned or renewed after that time. **Any lost or damaged books or netbooks must be paid for or replaced.** Reference books such as encyclopedias may be checked out for overnight use.

Hours of Operation: The library media center is open from 7:30 – 3:00 each day.

COMPUTER LAB

Lab hours are 7:30 a.m. - 3:00 p.m. unless other arrangements are made in advance. The computer lab rules are as follows:

1. Respect others; stay in the program you belong in!
2. No open food in the lab (snacks, drinks, gum, etc.)
3. No GAMES!!! (unless authorized by the lab monitor for achievement of goals).
4. You must sign up on the computer sheet for reserved usage with the **librarian**.
5. You must clean your work area, log out properly and push your chair in when done.
6. Reserved classes have priority

If these rules are not observed, your privileges to use these facilities may be revoked. There will only be one warning given. Violators will report to the principal for further disciplinary measures.

All students need to fill out a Danville School Internet and Electronic Mail Permission Form in order to have access to the internet. Please refer to the permission form for a complete listing of rules and guidelines. Violations may result in a loss of access as well as other disciplinary or legal action.

ROUTINES

SCHOOL DAY —The school day begins at 7:55 am and ends at 2:45 pm.

ARRIVAL

- Once students arrive at school, they are to remain in the school building.
- No student is allowed to leave the building after they have arrived unless they have permission from the office.
- Bus students who arrive before 7:30 am must go to the cafeteria.
- Students **not** transported by bus should **not** arrive to school before 7:35 am.
- Unless eating breakfast, all students must remain in their designated school area prior to the start of school:
 1. K—4 Cafeteria
 2. 5—7: Middle School hallway
 3. 8—12 High School hallway

DEPARTURE

- All students who walk to school must leave the school grounds following dismissal unless staying after school for a scheduled, supervised activity.
- All students transported by bus must remain at school until their bus leaves
 - K—7 students must remain in the supervised area
 - Secondary students must remain in the cafeteria or library

DURING THE SCHOOL DAY

All students must remain in the school building unless:

1. Participating in a supervised activity like recess or classroom field assignment.
2. They have obtained permission from the office and are accompanied by an adult.\
3. They have senior privileges and have properly signed out.

Students in grades 7—12 may be in their designated hallways:

1. During break
2. During supervised activities
3. During class **only** if they are with a teacher or have a pass.

ANNOUNCEMENTS

Daily announcements will be read prior to high school break. Daily announcements can be viewed on:

- The School website
- The Viewing screen in lobby
- The Printed sheet on the office window

Students wishing to submit announcements must have written approval from an advisor, teacher or a principal.

INTERCOM ANNOUNCEMENTS

Occur prior to dismissal at 2:40 pm or during the day only when absolutely necessary.

STUDENT MANAGEMENT

Discipline is the component of the school curriculum that encompasses social learning and contributes to a safe and healthy environment.

At the Danville School student discipline is:

- Developmentally appropriate.
- Student-centered.
- Includes a structure for students (and teachers) to know and understand each other.
- Supports an iterative continuum of relationship → practical activity → reflection.
- Provides a formal process for managing student misbehavior; that is the student management system.

The Danville School Student Management System uses a clear visible format that:

- States common expectations for all students' behavior.
- Empowers all faculty and staff to be responsible for maintaining or improving student behavior.
- Promotes positive engagement of students.
- Encourages the inclusion of parents.

The Danville School Student Management System has three levels of behavior:

- **Blue**—Actions that can be distressful or annoying, but can usually be resolved between individuals.
- **Yellow**—Actions that are unacceptable but not severe. These behaviors can usually be handled by teachers unless a pattern of behavior is established and administrative support is needed.
- **Red**—Actions that may cause physical or emotional harm, may be a violation of school board policy, and must be reported to the administration.

Each level has 3 or more tiers of interventions. Each tier is designed to support students to recognize and accept responsibility for their actions by providing students with the tools and opportunity to learn appropriate behavior along with predictable appropriate consequences.

General Definitions for Behavior

K-6 Blue

Annoying Others:

Annoying others includes behaviors that distract others (pencil tapping, whistling) to those that “annoy” others more directly (poking another or taking and hiding their pencil). Annoying others is in the eye of the “annoyed”. Students and adults should politely let someone know that they are being annoying and ask them to stop.

Appropriate Hallway Behavior:

Being appropriate in the hallway includes:

- Walking quietly
- Minding direction and space.
- Keeping “hands” to oneself.

Dress

Students are expected to dress in a comfortable and dignified manner. Clothing should not be too revealing (thin straps, short dresses, skirts or athletic wear). Clothing should not be ripped, promote violence or prohibited substances, or have degrading words or images.

General Guidelines:

- Sleeveless shirts must be fitted and sewn with “lasagna” width straps.
- Shorts or skirts that when bending, reaching or sitting adequately covers the body and underwear.
- Shoes must be worn at all times during the school day.
- Sunglasses may only be worn for medical reasons verified by a physician’s note.

Students are expected to dress accordingly for recess weather. In winter this includes:

- Hat, gloves and/or mittens.
- Winter coat and snow pants.
- Winter boots.

Hats and Hoods may be worn when entering or exiting the building including recess. They must be removed at one’s cubby, and are not to be worn in the classroom, hallways or other areas (cafeteria, gym, library...) during the school day.

Electronics:

Electronics may not be used during the school day and should be kept in backpacks.

Electronics include items such as:

- I-pods, I-phones, M3Ps, or other devices that play music, access the internet, send or receive phone calls or text messages, or have games.
- Hand held electronic game devices.

Energy Drinks:

Energy drinks include:

- Soda
- Caffeinated beverages
- Any drink that “labels” itself as an energy or supplemental drink.

Rude and Disrespectful

Students are expected to use good manners, friendly verbal and non-verbal communication, and an appropriate voice tone when interacting with others. Each student is expected to be cooperative and accept responsibility when they are not carrying out any of the standard student expectations.

K-6

Blue Behavior Rubric

Behavior	Primary Level	Secondary Level	Tertiary Level	Tertiary Level +
Rude and Disrespectful	<p>Adult Cue</p> <p>Inform classroom teacher</p> <p>Check –in discussion</p>	<p>Adult cue</p> <p>Parent Contact</p> <p>Discussion to identify need, support, future consequences.</p>	<p>Written plan approved by teacher and signed by parents</p> <p>Restoration</p>	<p>Parent conference</p> <p>Office notified</p> <p>Restoration</p>
Annoying Others	<p>Students politely ask for behavior to stop</p> <p>Adult cue</p> <p>Inform classroom teacher</p> <p>Check –in discussion</p>	<p>Students politely ask for behavior to stop</p> <p>Adult cue</p> <p>Inform classroom teacher</p> <p>Parent contact</p> <p>Discussion to identify need and support</p>	<p>Written plan approved by teacher and signed by parents</p> <p>Restoration</p>	<p>Parent conference</p> <p>Office notified</p> <p>Restoration</p>
Inappropriate Hallway Behavior	<p>Adult cue</p> <p>Inform classroom teacher</p>	<p>Adult cue</p> <p>Student walk with teacher – 1 week</p>	<p>Recess practice</p> <p>Parent contact</p> <p>Student walks with teacher – 1 week.</p>	<p>Recess practice</p> <p>Discussion with Principal</p> <p>Parent contact</p> <p>Student walks with teacher – 2 weeks</p>

Hats and Hoods	Adult cue	Adult cue Recess discussion	Hat or sweatshirt remains with teacher for day Parent contact	Hat or sweatshirt remains with teacher for day Written plan Parent contact
Dress	Private student/teacher conversation OR Teacher/parent conversation (K-3)	Contact home (4-6) OR Teacher/parent conversation (K-3) Change clothes	Contact home (4-6) OR Teacher/parent conversation (K-3) Change clothes	Office notified Parent conference
Gum	Throw out	Throw out Discussion with Marvin	Throw out 15 minute gum removal with Marvin	Throw out 15 minute gum removal with Marvin Parent contact
Electronics	Put away Reminder of protocol	Put away Reminder of protocol Parent contact	Bring device to office Warning letter home	Bring device to office Parent contact Parent retrieve device.
Energy Drinks	Throw out Reminder of protocol	Throw out Reminder of protocol.	Throw out Parent contact	Throw out Office notified Parent conference

K-6

Yellow Behavior Rubric

Behavior	Primary Level	Secondary Level	Tertiary Level
Refuse Reasonable Request	<p>Conference with adult</p> <p>Inform classroom teacher</p> <p>Restoration</p>	<p>Written Plan</p> <p>Parent contact</p> <p>Restoration</p> <p>Inform office</p>	<p>Student Support Center Referral</p> <p style="text-align: center;">OR</p> <p>Meeting with parent, child, teacher and administrator</p> <p>Letter sent outlining future supports and/or consequences</p>
Out of Bounds	<p>Redirect with reminder.</p>	<p>Redirect</p> <p>Contact parent</p> <p>Inform office</p>	<p>Student Support Center referral</p> <p>Written plan that includes accountability component</p>
Learning Interference	<p>Adult cue</p> <p>Conference with Teacher</p> <p>Restoration</p>	<p>Parent contact</p> <p>Written plan</p> <p>Restoration</p> <p>Inform office</p>	<p>Student Support Center referral</p> <p>Office Referral</p> <p>Detention</p> <p>Parent Conference</p>
Inappropriate Computer Use			

General Definitions for Behavior

7-12 Blue

Appropriate Hallway Behavior Includes:

- Using an appropriate voice
- Being orderly and safe
- Being respectful and
- Staying out of others' personal space.

Dress Code - Dress with Dignity:

- Hats, hoods and bandanas removed when entering the classroom, auditorium, gym, cafeteria, and library.
- Tops fully cover chest, belly and back (even when bending),
- Skirts and shorts are 3 inches from knee caps.
- Clothing is free of images/words that relate to tobacco, drugs, alcohol, sex, weapons, or violence.
- Clothing is free of holes or tears that show the skin with or without leggings.
- Sleeveless shirts are fitted with a minimum 3 inch shoulder band.
- Undergarments are completely covered.
- Physical education attire will be appropriate for the physical activity within that class.
- Sunglasses may only be worn inside for medical reasons verified by a physician's note.

Electronics:

Electronics include any hand held device that can be (but is not limited to) used to call, text, take pictures, play music, video or video games and/or access the internet. These devices must be kept from plain view during class time. Students (9-12) may access messages, make calls or listen to music during break or at lunch, before and after school is in session.

At no time during the school day may students take photos or video unless related to a class assignment.

Energy Drinks:

Energy drinks are defined as drinks advertised as promoting energy – naturally or otherwise. Additionally the Danville School Wellness Policy encourages healthy alternatives therefore soda and other high sugared/powered drinks should not be brought to school.

Public Display of Affection:

Public display of affection includes:

- Kissing and prolonged hugging,
- Standing such that individual bodies are in contact, and/or
- Touching or rubbing another person in an affectionate way.

7-12

Blue Behavior Rubric

Behavior	Primary Level	Secondary Level	Tertiary Level
Learning Interference	Cue Seat Change Time Out	Cue Conference Contact home Teacher detention	Teacher and student meet and make a written plan Contact home Teacher detention Inform office
Inappropriate Hallway Behavior	Cue	Cue Conference Contact home	Teacher and student meet and make a written plan Contact home Teacher detention Loss of Privilege – 1 Week
Electronics Electronic devices may not be used and must be out of sight in the Classroom, Computer Lab, Library, Auditorium and/or Gym	Warning	2nd warning Call home Hold for the day	Turn into office Warning letter sent outlining future consequences.

Dress Code	Warning	Warning Change Clothes Call Home	Inform office Conference with administrator Letter sent outlining future consequences
Public Display of Affection	Warning	Warning Call Home	Inform office Conference with administrator Letter sent outlining future consequences
Energy Drinks All soda, energy drinks and other high sugar drinks are not allowed.	Confiscate Throw out	Confiscate Throw out Call Home	Confiscate Throw out Conference with administrator Letter sent outlining future consequences.
Late to Class Arriving after the bell without a pass. 3 unexcused lates = 1 unexcused absence	Warning	Warning Call Home Conference	Teacher detention Call Home
Behavior	Primary Level	Secondary Level	Tertiary Level
Hands - On	Warning	Warning	Inform Office

<p>Any behavior that infringes on another's personal space. This includes any touching that is deemed "welcomed" or "fooling around".</p>		<p>Conference Call Home Restoration</p>	<p>Warning letter sent Loss privileges 1 week</p>
<p>Rude and Disrespectful Behavior that is uncooperative, unfriendly, and otherwise negative. This includes tone and non-verbal communication.</p>	<p>Warning</p>	<p>Warning Call Home Conference</p>	<p>Call home Teacher detention Teacher plan Inform office</p>
<p>Annoying Behavior Includes any petty annoying behavior.</p>	<p>Warning</p>	<p>Warning Call Home Conference</p>	<p>Teacher detention Call home Inform office</p>

7-12

Yellow Behavior Rubric

Behavior	Primary Level	Secondary Level	Tertiary Level
Skipping Class	<p>Warning</p> <p>Teacher conference</p> <p>Call home</p> <p>Restoration</p> <p>Inform office</p>	<p>Student Support Center Referral</p> <p>Written plan</p> <p>Contact parent</p> <p>Restoration</p> <p>Inform office</p>	<p>Office referral</p> <p>Meeting with parent, student, teacher and Administrator</p> <p>Letter sent outlining future supports and/or consequences</p>
Out of Bounds	<p>Warning</p> <p>Teacher conference</p> <p>Inform office</p>	<p>Student Support Center Referral</p> <p>Written plan</p> <p>Contact parent</p> <p>Restoration</p> <p>Inform office</p>	<p>Office referral</p> <p>Meeting with parent, student, teacher and Administrator</p> <p>Letter sent outlining future supports and/or consequences</p>

Behavior	Primary Level	Secondary Level	Tertiary Level
Refusal of Reasonable Request	Teacher conference Formal teacher plan	Student Support Center Referral Written plan Contact parent	Office referral Meeting with parent, student, teacher and Administrator Letter sent outlining future supports and/or consequences
Out of Building	Warning Office conference	Student Support Center Referral Written Plan Detention Contact parent	Office referral Meeting with parent, student, teacher and Administrator Suspension and/or loss of privileges Letter sent outlining future supports and/or consequences
Inappropriate Computer Use			
Plagiarism	Conference with administrator, teacher, guidance, parent and student Receive 0 for assignment OR successfully complete optional tutorial.	Conference with administrator, teacher, guidance, parent and student Receive 0 for assignment and successfully complete tutorial.	Conference with administrator, teacher, guidance, parent, and student Receive 0 for assignment Letter home outlining supports and/or future consequences

Obscenities-Undirected	Warning Teacher conference Call home Restoration	Student Support Center Referral Written plan Contact parent Restoration Inform office	Office referral Meeting with parent, student, teacher and Administrator Letter sent outlining future supports and/or consequences
Aggression	Warning Teacher conference Call home Restoration Inform office	Student Support Center Referral Written plan Contact parent Restoration Inform office	Office referral Meeting with parent, student, teacher and Administrator Letter sent outlining future supports and/or consequences

**General Definitions for Behavior
Yellow and Red K-12**

Physical Aggression

Aggressive physical contact is a hostile act directed at another person that is humiliating, hurtful or demeaning. Examples:

- Pushing or shoving
- Hitting or kicking
- Spitting
- Poking or throwing objects

Relational Aggression

Aggressive relational behavior is harm caused through damage to interpersonal relationships.

Examples:

- Exclusion
- Lying or gossiping
- Publically shaming or embarrassing
- Betrayal or coercion

Assault

Assault is a sudden physical attack by one onto another.

Bullying V.S.A. § 11(32)

Bullying is an overt act or combination of acts directed against one student by another student or group of students and which

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

Cyber-Bullying

Cyber-bullying is being cruel to others by sending or posting harmful material or engaging in other forms of social aggression using the internet or other digital technologies and which

- Is repeated over time,
- Intended to ridicule, humiliate or intimidate the student and
- Occurs during the school day on school property, on a school bus, or school sponsored activity, or before or after the school day at a school sponsored activity, or
- Occurs off campus but is connected to a school activity or occurrence and/or carries over into the school environment.

Destruction of Property

Property destruction is any act that results in ruining the property that belongs to the school, person employed by the school or a student – including student work.

Fighting

Fighting is the act of two or more students engaging in a physical conflict with the intent to cause bodily harm to the other.

Harassment V.S.A. §11(26)

An incident or incidents of oral, written, visual or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, gender identity, marital status, sex, sexual orientation, or disability that has the purpose or effect of undermining and detracting from or interfering with a student's educational performance or access to school or creating an intimidating, hostile or offensive environment.

Harassment Behaviors

Harassment behaviors are those that undermine and detract from or interfere with a student's educational performance or access to school or create an intimidating, hostile, or offensive environment based on the protected categories (see harassment above) Examples:

- Joke telling, slurs or put downs.
- Destroying or defacing property.
- Exclusion
- Howling, catcalls, whistles.
- Spreading rumors.

Intimidation

Intimidation is making someone afraid. Examples:

- Stares and dirty looks.
- Intentionally cornering, blocking or standing or following too close.
- Not allowing someone to talk.
- Yelling or using a loud voice.
- Threats.

Obscenities:

Obscenities are verbal or non-verbal communication that is characterized as socially indecent and offensive.

Out of Bounds

Out of bounds is the term used to indicate that a student is not in the area to which they are assigned. This includes before, during and after school.

Out of Building

Students are expected to be in the building at all time unless they:

- Are outside with an assigned adult
- Have written permission from an administrator
- Have senior privileges and have signed out in the office

Plagiarism

Plagiarism is the act of copying the work of another source or person and/or knowingly sharing work when it was intended to be done independently.

Restoration

Restoration is the act of restoring harm done to a relationship due to inappropriate or disrespectful behavior directed toward another person and/or group. The primary aim of any restoration process is to give individuals the chance to put right the harm and begin to repair the relationship. Examples:

- Letter of apology
- Service to person, group or school
- Working with other students
- Participating in mediation

Retaliation

Retaliation is the act of taking revenge on a bystander or victim that has reported inappropriate or unsafe behaviors.

Skipping Class

Skipping class is not attending a scheduled class or activity when present in school.

K-12

Red Behavior Rubric

Behavior	Primary Level	Secondary Level	Tertiary Level	Beyond Tertiary Level
<p>Aggression</p> <ul style="list-style-type: none"> • Physical • Throwing objects • Threatening comments or gestures • Intimidation • Obscenities directed at another 	<p>Parent contact</p> <p>½ day in-school detention – reflection/restoration plan</p> <p>Classes only – 1 week</p>	<p>Parent contact</p> <p>½ day in-school detention reflection/restoration plan</p> <p>Classes only – 2 weeks</p>	<p>Parent contact</p> <p>2 day in-school suspension</p> <p>Conference with support team, parent, and student (behavior plan developed)</p>	<p>Parent contact</p> <p>2-5 day suspension</p> <p>Conference with support team, parent, and student (next steps determined)</p>
<p>Bullying</p> <ul style="list-style-type: none"> • Physical • Verbal/Written • Cyber <p>Bullying can occur on various levels and to varying degrees. It is the intention of the Danville School to both educate students and hold them accountable for their actions. Consequences, restoration and education will appropriately reflect the type of bullying that has occurred and needs of each individual.</p>	<p>Incident 1 DSBPP</p> <p>Parent contact</p> <p>Appropriate consequences</p> <p>Restoration</p> <p>Education</p>	<p>Incident 2 DSBPP</p> <p>Parent contact</p> <p>Student comes before Bullying Prevention Committee (plan developed)</p> <p>Appropriate consequences</p> <p>Restoration</p> <p>Education</p>	<p>Incident 3 DSBPP</p> <p>Parent contact</p> <p>Student comes before Bullying Prevention Committee (plan revise and additional supports considered)</p> <p>Appropriate consequences</p> <p>Restoration</p>	<p>Incident 4 DSBPP</p> <p>Parent Contact</p> <p>Long Term Suspension</p> <p>Meeting with Superintendent and School Board</p>

			Education	
Destruction Property	Parent contact Restoration	Parent contact ½ day in-school detention Restoration	Parent contact 1 day in-school detention Restoration	2 day suspension Conference with student support team, student and parent (re-entry plan)
Drug, Alcohol, or Tobacco Violation Refer to Danville School Policy # F9	Parent contact 3-5 day suspension VSP notification Substance Counseling	Parent contact 5-10 day suspension VSP notification Substance Counseling	Parent contact 5-10 day suspension VSP notification Substance Counseling	Parent contact Long Term suspension Meeting with Superintendent and School Board Substance Counseling VSP notification
Behavior	Primary Level	Secondary Level	Tertiary Level	Beyond Tertiary Level
Fighting or Assault	Parent contact 2-5 day suspension Conference with student support team, student and parent (re-entry plan) Restoration	Parent contact 2-6 day suspension Conference with student support team, student and parent (re-entry plan) Referral for additional services	Parent contact 7-10 day suspension Conference with student support team, student and parent (re-entry plan)	Parent contact Long Term Suspension Meeting with Superintendent and School Board

		Restoration	Referral for additional services Restoration	
Forgery	Parent contact ½ day in-school detention Education Restoration	Parent contact 1 day in-school detention Education Restoration	Parent contact 2 day in-school suspension Conference with support team, parent, and student (behavior plan developed).	Parent contact 2 day in-school suspension Referral for additional services.
Harassment • Physical • Verbal/Written • Cyber Refer to Danville School Policy #F20	Parent contact Education Restoration Consequence			
Theft	Parent Contact ½ day in-school detention Restoration	Parent contact 1 day in-school detention Education Restoration	Parent contact 2 day in-school suspension Conference with support team, parent, and student (behavior plan developed).	Parent contact 2 day in-school suspension Referral for additional services.

Weapons Refer to Danville School Policy #F21	Parent Contact Intent Assessment Consequence may range from warning to expulsion.			

STUDENT SUPPORT SERVICES

BULLYING PREVENTION PLAN

Bullying

It is the mission of the Danville School to provide a safe learning environment where an individual can grow intellectually, socially, and emotionally. Bullying creates an unsafe environment and is dangerous and disrespectful behavior not permitted or tolerated within our school.

Definition: Bullying is defined as any overt act or combination of acts directed against a student or group of students, faculty, staff, and community members or visitors of the school which:

- a. are repeated over time
- b. is intended to ridicule, humiliate or intimidate the individual
- c. occurs during the school day on school property, on the internet using a school account, on a school bus, or at a school sponsored activity or event before or after the school day.

Reporting Bullying

Bullying within Danville School will not be tolerated in any form. If an individual feels that they are being bullied, and it is safe to do so, TELL THAT PERSON TO STOP. Victims and witnesses are asked to report bullying to the administration, or, if this proves difficult, any teacher or staff member. Students are able to report acts of bullying anonymously to parents, teachers, and school administrators. Parents and guardians may also file reports of suspected bullying within the school environment. A victim of bullying should report the matter immediately to a teacher, school counselor or administrator. **All Danville employees or witnesses to incidents of bullying are required to report them to administration or a guidance counselor immediately.**

Investigating Bullying

After a report of bullying has been documented, the principal will conduct an investigation. At the start of the investigation, parents of both the alleged victim and perpetrator will receive notification. An investigation will include, but is not limited to, interviews with students, parents and/or teachers, document review and the examination of any other type of evidence. At the conclusion of the investigation, the principal will inform the students involved and their parents his/her determination. Please note that the school will only share information that directly relates to each child as outline by the Federal Education Rights Privacy Act.

Consequences

Bullying behavior will result in disciplinary action. These consequences may include, but are not limited to: development of a bullying prevention plan, detention, loss of privileges, and loss of the ability to participate in co-curricular activities, parent conference, suspension, and recommendation for expulsion. Additionally, families involved will be notified that the school has responded to allegations of bullying, but Federal law prohibits us from disclosing specific details regarding another student's disciplinary consequences. Danville School has established a Bullying Prevention Committee which follows protocols designed to educate students and addresses bullying behaviors.

It should be noted that misconduct, while serious, may not meet all of the standards of bullying. However, it may be behavior that is subject to the full range of disciplinary actions utilized by the school administration and Bullying Prevention Committee.

Bullying is reported to the Commissioner of Education. All CCSU schools collect and report data on the number of reported and verified incidents of bullying to the Vermont Department of Education.

HARRASSMENT PREVENTION

In accordance with the Danville School Harassment Prevention Policy, all students, parents, and faculty and staff must be provided with a notice of the policy, the names of the school designees that receives harassment complaints along with their contact information and its procedures.

The Danville School Board Policy Prevention of Harassment of students can be accessed on the Danville School website www.danvillek12vt.org . If families prefer a paper copy they can call 684-2292 to request one or pick up in the main office e of the school.

The Danville School has designated the following employees to receive complaints of harassment:

GRADES K – 7

Suzanne Francke	Guidance Counselor	sfrancke@danvillek12vt.us
Steve Judkins	Teacher	sjudkins@danvillek12vt.us

GRADES 8 – 12

Sally McCarthy Guidance Counselor smccarthy@danvillek12vt.us
Guy Pearce Teacher gpearce@danvillek12vt.us

The Danville School has in place the following procedures for receiving and responding to a harassment complaint.

Allegation of Harassment

- Complaint given to school designee
- Designee calls parents of alleged harasser and victim (if the victim's parents are not aware harassment is allegedly occurring) and informs them that allegations have been made and an investigation will be conducted.
- Designee sends a copy of the school Harassment Prevention Policy to the parents of both the complainant and alleged harasser.
- Designee completes the intake form.
- Designee (within 1 day) gives the intake form to the school employee responsible for investigating harassment complaints.

Investigation of an Allegation of Harassment

- Creates a plan.
- Ascertains safety issues and addresses immediately.
- Identifies parties and witnesses.
- Creates an order in which to conduct interviews (complainant is always first).
- Collects relevant documents.
- Identifies policy/legal standards that allegedly have been violated.
- Review any existing records of previous allegations and/or disciplinary action.
- Generate questions.
- Conduct interview – explain to all parties about the important of maintaining confidentiality and the prohibition of retaliation.
- Take clear and specific notes. Notes from each interview should be on separate pieces of paper.
- Complete investigation (within 5 days of receiving the intake form) with a summary of findings.
- Give findings to the Principal.

Discipline and/or Corrective Action

- Receive the report and determine if an internal review needs to be conducted.
- Determine and carry out disciplinary action and inform parents in writing.
- Report outcomes and remedial actions in writing imposed on accused while maintaining FERPA.
- Inform complainant for their right for an independent review.
- Inform accused of right to appeal in accordance with the school policy.

EDUCATIONAL SUPPORT SYSTEM

The Danville School believes that a comprehensive system of instructional supports designed and implemented after consultation with parents of Danville School, should be available to any students who require assistance. To the maximum extent possible, this Educational Support System (ESS) should provide educational resources and accommodations in a manner that will allow all students to succeed in their regular classrooms.

To this end, our school shall identify instructional support service resources such as guidance, on-site consultation, collaborative strategies, classroom accommodations, community resources, public services and remedial services. In order that teachers and students may access the identified resources, an Educational Support Team (EST) shall be established to accept requests for assistance from teachers, parents and other related parties.

The principal, and/or their designee shall be a member of the team and report to the school board on the Team's activities. The Superintendent shall be responsible for the development and implementation of Educational Support System procedures, developed at the building level that will promote the consistent implementation of this policy. These procedures shall be developed in consultation with parents and comply with Federal Law (specifically the Family Educational Rights and Privacy Act), the Vermont Act 230 and State Education Regulations.

GUIDANCE & COUNSELING

The school counseling program provides a comprehensive, developmental program, which maximizes the academic, career and personal/social development of all students. Growth and learning are developmental; therefore, school counseling is developmental and sequential. School counselors work with students individually, in small groups and deliver classroom guidance. In partnership with educators, agencies and the community, the program promotes

success in school, encouraging empathetic, critical thinking and responsible citizens in a global society.

HEALTH SERVICES

We have a full time school nurse, whose services include administering vision and hearing tests, keeping cumulative health records and assisting the immunization programs. The nurse confers with teachers, parents, medical personnel and others relative to health problems and health education.

NO CHILD SHOULD BE SENT TO SCHOOL IF ANY OF THE FOLLOWING CONDITIONS

EXIST:

- fever, over 100 degrees in the last 24 hours
- sore throat or earache
- diarrhea or vomiting, within past 24 hours
- persistent sore throat with fever or enlarged tonsils or glands
- persistent upset stomach or headaches
- undetermined rash
- reddened, itchy eyes with purulent drainage
- suspected or known head lice (pediculosis)

If you have any questions, please call the school nurse for guidance.

If it is necessary to dismiss a student due to illness, he/she must be accompanied by someone designated by the parent. Rare exceptions can be made to this procedure. An ill child wishing to go home must be excused by the school nurse or the Principal.

Students who become ill in school will be sent to the school nurse or the designee for assessment of symptoms. In the absence of the school nurse, students are to report to the office secretary. The school nurse, administrator, or teacher will contact parents or their designees before authorizing the student's leaving the building because of illness.

MEDICAL NOTICES – We ask parents to keep our school nurse informed of any medical conditions affecting their children or which may have an impact on others in the school setting. It may be necessary from time to time to share information about health conditions so that we may follow our health policies as they pertain to communicable disease prevention and control.

PRESCRIPTIONS - The Danville School District recognizes that at the present time many children are able to attend regular school because of the effective use of prescribed medication in the treatment of chronic disabilities or illnesses. It is more desirable for medication to be administered in the home; however, any student who is required to take prescribed medication during the regular school day must comply with the following regulations:

- Written orders from a physician for the administration of a prescription drug, which should include name of the student, name of the drug, drug dosage, reason for giving, time of administration, and any significant side effects which should be noted and reported, must be received before medication can be given. A renewal of a long-term, year-to-year medication order is required each school year. New orders are required when any changes in instructions have been made

and the school nurse must be notified in writing (new orders). The above medications should be in a properly labeled container from a pharmacy or physician.

- Written permission from a parent or guardian of the student requesting that the school district comply with the physician's order must accompany the physician's order.
- Medication must be stored in a locked cabinet in the nurse's office or some other locked area designated by the nurse or an administrator.
- Unused medication shall be destroyed or returned to the parent/guardian for disposition.

NON-PRESCRIPTION – Non-prescription medications will be administered only after a permission form has been signed by the parent. All non-prescription medications must be left with the nurse or teacher unless otherwise agreed upon by the school nurse and/or building administrator. Telephone orders for medications from parents/guardians or their designees will be honored on a one-time basis. An on-going medication administration request will require written permission form the parent/guardian and shall contain the student's name, medication name, dosage, reason for giving, and time of frequency of administration before the medication can be given.

Medications should be brought to the school nurse by an adult in a properly labeled container with a written note of explanation with instructions for administering and a reason for giving that medication. The time of the last dose given at home should also be listed if appropriate.

CAFETERIA

Breakfast

Breakfast is served in the cafeteria between 7:30 and the first bell. The cost is \$1.25 for students and a la carte for adults and non-students. A continental breakfast is available during the scheduled break periods.

Snack

Parent are encouraged to send in nutritional snacks for their children. Please, no candy or soda. Students in grades K – 4 may purchase milk and/or juice for snacks. Snacks and beverages are available from the Danville School Meals Program.

Lunch

A nutritional lunch is available to all students. The student price for lunch is \$2.50; adult/non Student lunch is \$3.25. Parents are welcome to join their children for breakfast or lunch. The Lunch schedule is as follows:

LUNCH SCHEDULE

11:15 - 11:40 K

11:27 – 11:53 Grades 1 & 2

11:55 – 12:20 Grades 5—7

12:09 – 12:34 Grade 8

12:12 – 12:37 Grades 3 & 4

12:39 – 1:09 High School

BREAK 9:00 – 9:10 Grades 9 - 12

Free and Reduced Meals

Nutrition and being well fed is an important component of student learning.

Many families are eligible to receive free or reduced cost meals. Applications are available and may be submitted throughout the school year. Applications can be picked up in the main office or download from the Danville School website at ww.danvillek12vt.org.

INSURANCE

Optional student insurance is available at a nominal cost. Applications will be distributed during school time. If students insured under this plan are injured, they should get a claim form from the office. This form must be completed by their parents and presented to the doctor or hospital. The school is pleased to act as an intermediary in supplying the insurance, but assumes no liability, either for the injury or the subsequent negotiations with the company.

STUDENT RECORDS

The records of each student are recorded in folders in the office. **The Family Educational Rights and Privacy Act** provides that:

1. Parents, legal guardians, and children of age, are granted full access to information that the school district has collected on their child.
2. When a parent requests access to the school records, the school must respond within 45 days.
3. Once a parent requests access, all information must be left intact.
4. A parent has the right to copy anything within the records or take notes from the records if copies are not available.
5. Schools must contact and get a release from parents each time someone from outside the school system requests information from the records.
6. Prior consent for disclosure of information is not required when a student enrolls in another school setting and the receiving school requests information.
7. Parents and students have the assurance that each agency possessing personally identifiable information will safeguard it.

NOTE: Students and graduates 18 years of age and older have the same rights of access as a parent.

Individual Educational Plans for students who qualify for special education services are kept in folders with Special Services. The same laws apply to these records as to other student records.

STUDENT ASSISTANCE PROGRAM

The student assistance program is designed to support students in making healthy choices. The SAP (student assistance professional) supports students with substance related issues. The SAP programs works in collaboration with existing programs to promote health and wellness. The program is responsive to the needs of the school/community based on local data and works with community resources to develop services for students and families.

STUDENT SUPPORT CENTER

The SSC is intended to be educational and supportive of students. It is expected that students will learn to accept responsibility for their behavior and to modify their behavior.

Melinda Johnson is our Student Support Center Coordinator.

EMERGENCY SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. Emergency school closing will be announced over radio stations WSTJ (1340), WGMT (97.7), WNKV (105.5) and television stations Channel 3 and Channel 5. Reports in the morning will be made between 6:30 a.m. and 7:15 am. If no report is heard, school will be in session.

EMERGENCY PROCEDURES

All safety drills should be treated as a real emergency. Students should follow the instructions of the teacher for exiting the building in a quiet and orderly manner. When outside, students must remain with their class, supervised by their teacher. After the drill, students are to return to their class in the same quiet manner that they departed upon permission of a staff member. If there is an actual emergency, parents will be notified by phone, email and through the local radio stations.

FIELD TRIPS

Field trips are effective teaching tools that are planned with educational objectives. Parents will be informed of field trips of a local nature (sites in Danville). Parental permission will be required for field trips when students travel a long distance and will be gone most of the day. Permission **MUST** be in written form – **NO** phone calls will be accepted.

FAIRBANKS MUSEUM

We are fortunate to be able to participate in the Fairbanks Museum education program. Each elementary class will have periodic visits to the museum for excellent science and social studies enrichment classes and field trips. The schedule of these trips is published in the PTG monthly calendar.

LOST AND FOUND

- Any item found in the school building or on school grounds should be turned into the office.
- In the event of a loss, the student should:
 1. Inform classroom teacher immediately
 2. Check the lost & found
 3. Check with the office and if necessary make a report.
- The lost & found is located in the hallway outside of the main office and is cleared out twice a year; families will be notified.

CELEBRATIONS

Parents or students wishing to celebrate an event in the classroom please check with classroom teacher first and then adhere to the Wellness Policy guidelines.

PHONES

Cell Phones – Students in Grades K - 7:

- Must turn off their cell phones for the entire school day.
- Keep their phones put away in back packs.

Cell Phones – Students in Grades 8 – 12:

- Must turn off their cell phones and keep them put away **during all class periods**
- May check messages or send texts during break or during lunch only.

Personal cell phones or other electronic devices with imaging capabilities may not be used to photograph at any time during the school day.

OFFICE PHONE

Is unavailable for student use unless there is a cancellation for a practice, game or other supervised after school activity. If there is an emergency, the school will make contact with home.

A pay phone is available to students in the main entrance.

VALUABLES

STUDENTS ARE CAUTIONED **NOT** TO BRING LARGE AMOUNTS OF MONEY OR OTHER VALUABLES TO SCHOOL. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. Electronic entertainment equipment, including radios and headphones, must remain in student lockers (locked) or in the office. Students are responsible for their personal property. Money or valuables may be left in the office for safe keeping or with the physical education teachers during class time.

VISITORS

Danville School welcomes all visitors who have a reason to be at the school. Guests and visitors must register in the office. Students wishing to bring a guest to school must obtain approval 24 hours in advance from the administration after completing the guest pass form.

If a guest is a student from another Vermont school, the guest must present a pass from that school indicating permission to visit. Guests will not be permitted on the following days:

1. Days prior to a vacation.
2. Exam weeks.
3. Winter Carnival.
4. Week prior to final & semester examinations.

Visitors are asked to leave promptly when their business is completed.

Danville School

GRADES 8 - 12

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ADMINISTRATION

Principal Meg Powden mpowden@danvillek12vt.us

FACULTY

Science Cristal Brown cbrown@danvillek12vt.us
Math Michael Chadburn mchadburn@danvillek12vt.us
Math Lara Norheim lnorheim@danvillek12vt.us
English Pat Nutbrown pfarisnutbrown@danvillek12vt.us
8th Grade (Eng & SS) Elaine Pierce epierce@danvillek12vt.us
Science Megan Reed mreed@danvillek12vt.us
English Matthew Ware matthew.ware@gmail.com
Social Studies David Warren dwarren@danvillek12vt.us
Social Studies Jeremy White jeremywhite@danvillek12vt.us
8th Grade (Math & Science) Stan Zajko szajko@danvillek12vt.us

ESSENTIAL ARTS

Art Angela Bostwick angbostwick@danvillek12vt.us
French Joy Brillhart jbrillhart@danvillek12vt.us
Latin/Spanish Karen Budde kbudde@danvillek12vt.us
Technology Integration Jen Burton jburtont@danvillek12vt.us
Library Caroline DeMaio cdemaio@danvillek12vt.us
Instrumental Music Elmar Friedrich efriedrich@danvillek12vt.us
Physical Education Stephen Genco sgenco@danvillek12vt.us
Family & Consumer Science Anne Giroux agiroux@danvillek12vt.us
Technical Education Kathleen Murphy kmurphy@danvillek12vt.us
Physical Education Guy Pearce gpearce@danvillek12vt.us

SPECIAL SERVICES

Nurse Martha Ide mide@danvillek12vt.us
Student Support Center Coord. Melinda Johnson mjohnson@danvillek12vt.us
Special Educator Diane Gilfillan diane.gilfillan@ccsuonline.org
Guidance Sally McCarthy smccarthy@danvillek12vt.us
Home School Coordinator Julie Nicknair-Keon jnicknair-keon@danvillek12vt.us
Integration Specialist Laurie Smith laurie.smith@ccsuonline.org

Student Assistant Professional

Ivy Zeller

izeller@danvillek12vt.us

PARAEDUCATORS

Martha Bissell

Peggy Carlisle

Ali Clark

Jim Fish

Penny Hamilton

Heather Heiser

Linda Landry

Elaine O'Hara

Cathy Richard

8th GRADE

In recognition of the growth and development of our eighth graders, we have created a “bridging” year. The eighth grade will continue to maintain middle school components while working on transitioning to high school.

HIGH SCHOOL

To be considered a full-time student at Danville School, a student must be enrolled in 6 periods worth of classes each semester unless permission has been granted by the administration.

HIGH SCHOOL GRADUATION - The requirements for graduation are: 27 credits

HIGH SCHOOL GRADUATION REQUIREMENTS – Refer to the “Danville High School Course Description Book” for a breakdown of earned credits.

8th – 12th HONOR ROLL - Scholarship is recognized and heartily encouraged through an academic honor roll. There are three levels of honors based on the average of all trimester or semester grades:

High Honors	94+
Honors	88 - 93
Merit	84 - 87

HIGH SCHOOL ADD/DROP PROCESS - Students in grades 9-12 may request a schedule change with their counselor after attending class for at least five days. Student schedules may be changed before five days for the following reasons only:

1. A change in ability is needed.
2. Failure of a pre-requisite for the course.
3. An additional class is required.

The student is to remain in class and on the class list until the faculty member is notified by the guidance department of any change. Any change made must include:

Approval of both the teacher of the course dropped and the teacher of the course added.

- B. Approval of the guidance counselor after consultation with the parent and teachers.

COURSE WITHDRAWAL - Any course withdrawals made after the first five days of each semester will be recorded on the student's permanent record. No partial credit will be given and the student will be ineligible that marking period for the honor roll if he/she receives a W/F. Withdrawals are recorded as follows:

W/P (Withdraw passing) - is recorded if a student is passing at the time the course is dropped.

W/F (Withdraw failing) - is recorded if the student is failing at the time the course is dropped.

SEMESTER & FINAL EXAMINATIONS AND EXEMPTIONS - All courses will include a semester and/or final exam to measure learning and provide valuable experience in the taking of intense examinations, which are frequently required after high school. Only graduating seniors with an "A" average in the course may be exempted from final exams at the teacher's discretion. With the exception of seniors who have been exempted from exams, all other students are required to attend and be prepared for their scheduled exam times. If a student is late to an exam the teacher has the discretion to admit the student or require the student to take the exam during the make-up period. All students are required to remain in their exam for 90 minutes. Textbooks must be turned in at the time of the exam or a student will not be allowed to take the exam as scheduled. If a book is not available the replacement cost must be paid prior to taking the exam. Make-up day is available for all missed exams. Missed exams with an **excused** absence can be taken during the one make-up period on the third day of exams (time only allows for 1 exam). Visitors are not allowed during exams. Students do not need to come to school if they do not have a scheduled exam. All students must remain in the cafeteria or

library when not taking an exam. Students may leave the building between exams after properly signing out. All school rules are still in effect during exams.

HOMEWORK - Students should expect daily homework from most of their classes. Parents can help their child by providing a quiet place for work and study at home.

MAKE-UP WORK - It is the student's responsibility to obtain all make-up work from teachers immediately upon returning to school after an absence. If an absence is excused, students will have the same number of days to complete their work as the number of days absent. Unless the timing of an absence makes it impossible, all make-up work must be in by the end of each marking period. If a parent or student requests that homework be sent home, the request must be made to the office **before** 8:00 a.m., and the parent or student must make individual arrangements to pick up the work. Once homework has been requested, the school expects this homework to be completed and submitted upon the student's return to school unless extenuating circumstances prevail.

PARENT CONFERENCES - The primary purpose of assessment is to provide meaningful feedback for advancing student learning and improving instruction. Assessing student work is a continuous process; there are many ways to assess. Assessments can include observation, assigned work, quizzes, tests, projects and rubrics. Rubrics are utilized to describe student performance at various levels of proficiency. A rubric can help teachers score students' work more accurately and fairly; it can also give students a better idea of what qualities their work should exhibit.

It is most beneficial to assess students as they actually perform. Assessment can and should provide feedback and be a worthwhile learning experience for students. Using a variety of assessment tools enables the classroom teacher to evaluate each student fairly and accurately. We encourage parents to discuss student assessment at any time.

Parent-Teacher conferences will be held on:

- October 8th
- March 18th

(Parent conferences will be held on the dates noted or on an as needed basis as determined by the classroom teacher and/or parents)

REPORT CARDS - Report cards are issued after each marking period.

8th – 12th GRADE

Semester 1

October 7 - 1st Marking Period Closes
 November 19 - 2nd Marking Period Closes
 January 11 - 3rd Marking Period Closes
 January 12 – 14 1st Semester Exams

Semester 2

March 4 – 1st Marking Period Closes
 April 15 - 2nd Marking Period Closes
 June 7 - 3rd Marking Period Closes
 June 8 - 10 2nd Semester Exams

GRADING SYSTEM - The following letter grades correspond to the following numerical grades.

Percent		Letter Grade
A+ 98 – 100	C+ 77 – 79	F (Failing; no credit)
A 94 – 97	C 74 - 76	W/P – Withdraw
A- 90 – 93	C- 70 - 73	W/F – Withdraw Failing
B+ 87 – 89	D 65 - 69	I – Incomplete
B 84 – 86	F 64 & below	Incomplete (I) will not be carried longer than one marking period.
B- 80 – 83		

CLASS STANDING – In addition to the revised grading system, the School Board approved the weighting of grades for class standing at the high school level. These changes were made to recognize students for taking advanced coursework that is more challenging than our standard courses. After teachers award a final numerical grade the guidance office will multiply the earned grade times the weight factor.

College Courses and Advanced Placement Courses will be weighted by a factor of 1.15.

Example:
 $93 \times 1.15 = 106$
 $84 \times 1.15 = 96.6$
 $75 \times 1.15 = 86.25$

*Advanced & Accelerated Courses will be weighted by a factor of 1.10.

Example:
 $93 \times 1.10 = 102$
 $84 \times 1.10 = 92.4$
 $75 \times 1.10 = 82.5$

*(including Chemistry, Physics, Anatomy and Physiology. Also, Latin and Accounting as contracted with the teacher. The student would be required to meet specific criteria for the course to qualify as advanced.

The weight factor will only be used for those students who earn a grade of 74 or above.
(Approved by the Danville School Board July 10, 2006)

ATTENDANCE PHILOSOPHY - School attendance is critical. All students are expected to arrive on time and be ready to engage in their education. Parents' attitude toward school attendance has a great effect on their child's learning. Due to the hands-on, interactive nature of learning in our classrooms, much of what our students do during the day cannot be duplicated outside the classroom. Please make every effort to schedule doctor, dentist, and other appointments before and after school hours and plan vacations in accordance with the school calendar.

When your child (Grades 8 – 12) is absent we will call to verify the absence. We do appreciate when parents call to inform us of their child's absence. A student is considered unexcused until we receive written/oral communication from a parent/guardian.

ATTENDANCE POLICY - When a student's absences exceed the limits listed below, the student must receive the grade of "I" for that marking period, semester or school year. This is considered an incomplete due to absences.

	Semester	Year
	Absences	Absences
Full-Year Courses	5	8
Semester Courses	5	
School-Related Activities (excluding field trips)		5
* - this number may be expanded by requesting a waiver from the Administration prior to an activity.		

All absences will be counted towards these limits except the following:

1. conflicting school activity
2. bus doesn't run
3. religious observance
4. death in the immediate family

5. illness/appointment verified through a professional
6. family vacation

APPEALS TO THE ATTENDANCE POLICY - A student may file an appeal for an exception to this policy to the Principal. The administration will hear the student's appeal. The student is required to be at the hearing and should be prepared to explain the reasons for his or her appeal. Parents are also encouraged to appear at the hearing. After the hearing, the Administration will make a decision regarding the appeal. Appeals must be made within ten school days of the issuance of report cards. The only exception is at the end of the school year. Students can appeal within 20 days after school has ended. Please understand that the "I" for poor attendance will be received unless an appeal is filed.

***Please refer to the Danville School Board Policy on Student Attendance for a complete outline of the attendance policy.**

ABSENCE PROCEDURE - Following any absence, a student must present a note from his or her parent(s) or legal guardians to the office explaining the reason for the absence. This must be done within 24 hours of the absence. The office will issue a student absence slip which should be presented to the teacher of every class missed.

EARLY DISMISSALS - The school will honor early dismissals only for family emergencies, family trips, or professional appointments, which cannot be scheduled outside of school time. It is the student's responsibility to present to the office an early dismissal note on the morning of the dismissal. This note should explain why the student is being dismissed. After the school day begins (7:55 a.m.), dismissals will only be allowed with administrative approval. No person except the parent or legal guardian may pick up a student unless other arrangements have been authorized by the parent or legal guardian.

PARTICIPATION IN ACTIVITIES ON A DAY OF ABSENCE - In order to attend or participate in any after-school activity, a student is expected to attend school all day, on the day of the activity. Activities include athletics, dances, drama events, musical events and other club activities after school. Exceptions to this policy must be approved by the Principal.

TARDINESS - Students are expected to be on time for school and for classes. The school expects that tardiness would be a rare occurrence. If students arrive after school begins, they must report in to the office. A note explaining the reason for the tardiness must be presented within 24 hours. Three (3) tardies to school or a class will equal one absence. Unexcused tardies will be followed up in keeping with the guidelines in the Student Management Policy. Tardies will affect eligibility for co-curricular activities. Students who participate in athletics can

refer to the Athletic Handbook for details.

Note * - family vacations** - The Danville School realizes that there may be situations where a family vacation needs to be taken during the school year. If this occurs, it is the family's responsibility to notify the school in advance and work out the logistics of making up the missed work. Students must also be maintaining an overall minimum average of "85" in their classes in order for this to be considered an excused absence.

ORGANIZATION OF CLUBS - The plans, activities and functions of each club are decided upon and carried out by the members and their elected officers with the help of an advisor. New clubs may be formed by obtaining a faculty advisor and submitting a proposal to the principal.

GUIDELINES FOR MEETINGS -

- A. All meetings must be approved and supervised by one or more faculty advisors.
- B. Fundraising activities must be approved in advance by the student council and principal.
- C. Announcements should be prepared well in advance of the meeting or event.
- D. Activities must be scheduled with the office by the advisor for inclusion on the school calendar by Monday afternoon of the previous week.

ADVENTURING CLUB - The Adventuring Club undertakes high adventure outdoor activities such as winter camping, rock climbing, trail biking and canoeing. Membership is open to all high school students.

FRENCH CLUB - Strives to expand students' knowledge of French culture and to enhance students' exploration of the French language.

N.H.S. - The Danville Chapter of the National Honor Society seeks to promote scholarship, leadership and character in all students. Eligibility for membership is based on scholarship, service, leadership, and character, and is open by faculty election to sophomores, juniors and seniors. Selection procedures are distributed to all sophomore, junior and senior homerooms in the spring of each year by the Chapter Advisor who are academically eligible. Students who are members of the National Honor Society are entitled to one day per semester as an honor day. Students must obtain an application from the advisor which, in turn, must be signed by all

his/her teachers, and the principal, and returned to the office for attendance purposes.

STUDENT COUNCIL - The Student Council serves as a liaison between students and the administration. It is the forum where problems or questions arising from students, faculty or administration can be presented for discussion and consideration.

The Student Council's principle purposes are as follows:

1. To teach the values of working in a democracy;
2. To enhance school spirit;
3. To promote school activities;
4. To promote community service activities.

Each class grades 7 – 12 elects two representatives to the council. The council elects Treasurer, Secretary and School Board representative. The high school student body elects the President and Vice-President of Student Council.

STUDENT GOVERNMENT- Grades 7 – 12 elect officers and appoint committees to raise and spend money, and conduct school events under the supervision of its class advisors. Each class president will attend the Student Council meetings as a non-voting member.

YEARBOOK - Danville's yearbook staff carries out all the tasks necessary to publish the yearbook (photography, writing, composing, layout, design, artwork and advertising sales). It also sells and distributes the yearbooks.



ATHLETICS - Danville is a charter member of the Northern Vermont Athletic Conference with levels of competition ranging from middle school to varsity. Unless indicated, both boys and girls have teams.

F	Soccer	•			•
A	Cross-Country Running				•
L	Field Hockey Club				
L					
W	Basketball (Boys)	•	•	•	•
I	Basketball (Girls)	•	•	•	•
N					
T					
E					
R					
S					
P					
R	Lacrosse Club				
I	Track				•
N	Softball			•	•
G	Baseball			•	•

All students participating in sports must be in good health as certified by a physician, must return a signed co-curricular protocol to the athletic director, must submit parent permission slips and insurance forms to their coaches, and must meet eligibility requirements prior to the first practice. We have a no-cut policy. Freshmen and JV teams are created if we have enough players.

ELIGIBILITY - Students must pass, (with a 65 or better) all courses to be eligible to participate in all after-school activities not related to a course, which meets during the school day. Tuition and transfer students must meet the same eligibility requirements. Eligibility is determined after the first marking period and every 6 weeks thereafter. Grades earned in the last term of the school year **effect eligibility** for the fall sports. Consult the “Athletic Handbook” for further information.

