



Student – Parent Handbook

2011-2012

Glover Community School
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Glover Community School

Dear Parents/Guardians, Students, and Community Members,

Welcome to the 2011-2012 school year. This handbook is intended to provide you with information that will be useful for you throughout the year. Please read it thoroughly and keep it handy for reference during the year. If you have questions that are not answered in the handbook, please call me at the school. I look forward to working closely with parents/guardians as well as children in Glover.

Other information such as procedures, educational philosophy, and goals, among other things can be found in this handbook. While it is meant to be a source of information about Glover Community School, there may be questions not addressed within its pages. Please call with your questions and concerns. I also encourage you to spend time at school. Just call ahead and make arrangements so that there is no testing or other activities that might prevent a visit.

Glover Community School is fortunate to have such a capable staff. The community has been supportive of education. These two factors work together to produce outstanding results on statewide assessments. Our school has a reputation for academic excellence that we can be proud of.

Sincerely,

Dale A. Burnash
Principal

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Educational Philosophy

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

Educational Goals

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

**Glover Community School
Faculty and Staff
2011 – 2012**

Peter Auclair	Physical Education
Amy Auger	Library
Jodi Baker	Grade 4 Teacher
Leonard Bent	Custodian
Jackie Boyd	Title I/Literacy Teacher
Dale Burnash	Principal
Emily Carbonetti	Grade 5 Teacher
Jonathan Carpenter	Middle School Mathematics and Science Teacher
Susan Chelton	Special Education
Amanda Colon	Student Assistance Professional (SAP)
John Desjardins	Head Custodian
Janice Deslandes	Para-Educator
Terry Dudley	Kindergarten Teacher
Lisa Dunlavey	Grade 1 Teacher
Jennifer Fortier	Grade 2 Teacher
Clark Graham	Para-Educator
Lisa Higgins	Guidance Counselor
Anna Kennedy	Music Teacher
Kathy Ketchum	Special Education Para-Educator/Title I Para-Educator
Becky Koennicke	Head Food Service Personnel
Sue LeBlanc	Para-Educator
Bobbie Jo Lefebvre	Assistant Food Service Personnel
Amanda Newton	Instrumental Music Teacher
Carole Perron	Speech Language Aide
Renee Piernot	Middle School Language Arts Teacher
Jerry Piette	Middle School Social Studies/Living Arts Teacher
Dolores Pion	Administrative Secretary
Melissa Schwarm	Para-Educator
Winnie Stewart	School Nurse
Sue Tester	Grade 3 Teacher
Gerry Trebits	Art Teacher

BASIC SCHOOL RULES, EXPECTATIONS, AND REGULATIONS

DAILY PROCEDURES

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

PICKING UP OR DROPPING OFF STUDENTS

Parking Lot A is the first parking lot as you approach the school. This is the parking lot where parents should park to drop off and to pick up students. Cars can exit Parking Lot A and go directly back out to Bean Hill without getting into bus traffic that is loading or unloading students. Students should be dropped off no earlier than 8 A.M. They may be picked up at 3:15 PM.

Walkers:

Students may walk to school by coming up School Street by Currier's Market or by the new road off Bean Hill. There will be no automobile access to the school from School Street. Walkers should arrive at school no earlier than 7:45 A.M. They will be dismissed before buses leave. Students who are staying for a game and are not members of the team, shall either go home or be dismissed with the students riding the bus.

FLAG SALUTE

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

FIRE DRILL INFORMATION

Students will be given fire drill information on the first day of school by their teacher. Students are to follow the directions of the staff member and leave the building as quickly as possible. Students are to wait with their class at a safe distance from the school until they are directed to re-enter the building. State law requires that we drill the students on a monthly basis.

LOCKDOWN DRILL INFORMATION

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

SCHOOL ATTENDANCE

Students are expected to attend school every day that it is in session except for illness or other excusable absences, such as a death in the family or other family emergency. School policy and State law are consistent and clear on what an excused absence is: when the student is sick, or when there is a family emergency that requires the student's presence with his/her parents. **Parents should call the school in the morning if the child will be absent that day. A note from a parent giving the reason for absence should be sent to school the day following the absence.** The school will call the home of the absent student if parents have not contacted the school. Students who are absent more than five consecutive days will be required to have a signed doctor's note stating the reason for their absence. Parents play an important role in developing a child's attitude toward attending school. Here are some tips that will help parents in this attitude development:

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

SPECIAL NOTICES

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

SCHOOL RULES AND DISCIPLINE

It is our goal of the discipline procedures at the Glover Community School to teach responsibility and self-discipline. Student behavior should reflect respect for rights of all involved in the educational process. Positive behavior is the shared responsibility of students, parents, staff, and the community. The discipline procedures of the Glover Community School will reflect this shared responsibility.

We expect students to follow the rules of the school and their class. These rules are established to create a safe school and one where students can focus on their studies. Teachers will handle most discipline problems which are not seriously disruptive to the instructional process. When the behavior is so intense or repetitive that instruction is being disrupted, there are procedures in place to address such behaviors.

DISCIPLINE PHILOSOPHY

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

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

DUE PROCESS

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

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

CLASSROOM RULES K-8

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

MIDDLE SCHOOL DISCIPLINE PROCEDURES

The middle school teachers have revised the discipline procedures for the 2011 – 2012 school year. The Classroom Rules and Classroom Expectations are explained and reinforced on a regular basis.

Classroom Rules

- Raise your hand and wait to be called on before talking.
- Stay in your seats, unless given permission to move.
- Wait to be dismissed from class.
- Use inside voices.

Classroom Expectations

- Be Safe
- Allow Learning
- Respect yourself, others, and property.
- Be kind to yourself and others.
- Try your best at all times.

The procedures for violations include:

1. Non-verbal cease and desist.
2. Proximity
3. Private verbal warning to cease and desist.
4. Logical consequences for other behavior (i.e. apology note for disrespecting a student or teacher, cleaning up a mess, fixing what was broken, etc.)
5. Paperless Time Out/Take a Break (This is a time out for the student in the classroom away from peers, but is still a part of the class.)
6. If a student goes to Time Out/Take a Break with the same teacher a second time in a day, he/she fills out a Think Sheet. The teacher will contact a parent(s)/guardian(s) if a student chronically reaches this time out level.
7. Send to another Teacher's Room. If a student misbehaves during a paperless Time Out/Take a Break or one with a Think Sheet, the student will be sent to another teacher's room with a Think About It Sheet.
8. If a student is sent to another teacher's room three times in a short period of time, the teacher will notify the principal, and the teacher will make a phone call to the student's parent(s).
9. If the behavior does not improve, the teachers will form a plan with the student.

PLAYGROUND RULES

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

1. Fighting, wrestling, and any other games that have kicking, tripping, pushing, or jumping on other people.
2. Playing outside the designated playground areas or out of view of the adult on duty.
3. Throwing snow or snowballs, ice sticks, sticks, wood chips, or stones.

4. Using hard baseballs in grades K-4. In grades 5-8, hard baseballs may be used for playing catch only.
5. Leaving school grounds or entering the building without duty person's permission.
6. Standing in the way of sliders on the sliding hill or sliding into people who have not had time to get out of the way.
7. Destroying or damaging snow structures that others have built.
8. Using the equipment incorrectly, such as:
 - a. walking up, jumping off, standing on the slide, or standing at the bottom of the slide when someone is trying to use it.
Students should not go down the slide until the person ahead is out of the way. Once a person has gone down the slide, he/she should move out of the way of the next slider. Sliding down the slide is sitting up and sliding feet first.
 - b. standing on the see-saw.
 - c. overloading the seesaw. Two people at a time may use it. They should stand on the designated places on the seesaw for appropriate use.
 - d. standing on, jumping from, or twisting in the swings. The baby swings are for preschoolers only.
 - e. standing on top of or jumping from the monkey bars or the climbing wall.
 - f. hanging on basketball nets or rims.
 - g. using soccer nets or poles inappropriately.

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

ANNUAL NOTIFICATION OF STATEMENT OF PARENT AND STUDENT RIGHTS REGARDING EDUCATIONAL RECORDS

As an eligible student or a parent of a student enrolled in the Glover School District, you have certain rights concerning the education records which the school district maintains. These rights are afforded by the Family Educational Rights and the Privacy Act (FERPA), the Education of the Handicapped Act (P.L. 94-142) and the policy and procedures of the Glover School District.

You have the right:

1. To a list of the types and locations of student education records maintained by the Glover School District and the title and addresses of the school officials responsible for those records.
2. To inspect and review (your child's) education records within a reasonable time after such a request (no more than 45 days after the request is made, and before any IEP meeting or hearing related to identification, evaluation, or placement of a handicapped student), including:
 - a. a response to reasonable requests for explanations and interpretations of the education records.
 - b. to have a representative (of an eligible handicapped student), or of the parent of a handicapped student inspect and review the records.
 - c. a copy of any of your (your child's) education records at no more than the school districts copying cost.

The Glover School District will assume that either parent or the student (over the age of 18) has the right to inspect, review, and release the student's education records unless it is provided with evidence that there is a legally binding instrument which provides to the contrary.

In order to request inspection and review of your (your child's) education records, (or if you have any questions concerning your rights in this matter) contact the principal at 525-6958 for an appointment.

3. To seek the correction of your (your child's) education records through a request to amend them, or through a hearing procedure provided for by law, including the right to a copy of the Glover School District's "Procedures for Request to Amend Information in Education Records".
4. Not to have information from your (your child's) education records disclosed without prior written consent, except:
 - a. to school officials with legitimate educational interests.
 - b. directory information, which includes (student's name, degrees and awards received, officially recognized activities and sports, weight and height of members of athletic teams, and date separated.)

You have the right to refuse to permit the designation of any or all of these categories as directory information by contacting, in writing, the Principal of your (your child's) school within 30 working days of the date of this notice.

- c. to you.
- d. to officials of another school or school system in which you (your child) seek(s) or intend(s) to enroll or is currently enrolled.
- e. to government officials and other authorities, as provided by law.
- f. in health and safety emergencies.
- g. in connection with the application for and receipt of financial aid.

5. To review the record of disclosure of personally identifiable information from your (your child's) record.

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

6. To examine and receive a copy of any policies or procedures of the Glover School District regarding education records by contacting the Principal of the school.

7. To request and receive this notice in your primary or home language.

8. To file complaints, regarding the Glover School District's failure to grant these rights, to the FERPA Office, Department of Education, 4512 Switzer Building, Washington D.C. 20202. Tel. (202) 245-0233.

PARENTAL PERMISSION

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

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

TELEPHONE

The school's telephone is for school business only. We do not let students call home for forgotten items, such as sneakers, homework, notes, permission slips, etc. Students need to assume responsibility for planning and preparing ahead of time. Students are not allowed to use the telephones located throughout the building. Naturally, you will be called if there is an emergency, or if the school changes plans (for instance, if a game or trip is canceled).

SCHOOL ATTIRE

Standards of appearance are necessary to create and maintain a suitable environment for learning. You and your family may choose what you wear to school. However, there may be items of clothing and accessories that are prohibited in the school.

Clothing should be clean (to sight and smell)

Tops should cover all cleavage and midriffs

No strap tanks allowed.

Undergarments (bras, underwear) should be worn when necessary, but not be visible.

No alcohol, tobacco, illegal drugs, or sexual innuendos on clothing or accessories.

No suggestive writing on t-shirt tops or backsides of pants/shorts.

Shorts and skirts should be mid-thigh or to the fingertips on an extended arm.

Clothing should not be ripped or have holes.

Footwear must be appropriate for the activities of the academic day and not endanger the safety of the student. No Heely type shoes allowed.

Pajama type clothing is not allowed.

Hats are not to be worn inside the school building unless there is a special program.

Consequences:

Students found to be out of compliance with the dress code would be sent to the principal. Parent contact would be made. Students would be given a spare t-shirt for the day to cover inappropriate dress. If pants, shorts, or skirts were the issue, students or parents/guardians would be asked to provide another pair before student could resume regular class schedule. Repeated offenses will warrant an administrative meeting between the school, parents/guardians, and student to address the issue.

VALUABLES

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

BACKPACKS

While we respect the student's right to privacy, we reserve the right to check backpacks.

USE OF ELECTRONIC DEVICES

Radios, stereo equipment, walkmans, electronic games and devices, CD/tape players and the like may not be used during the school day unless for specific educational or recreational reasons. This also includes cell phones, beepers, and pagers.

SCHOOL MEALS

The Glover Community School offers its students a nutritional breakfast and hot lunch on a daily basis. The foods offered for breakfast and lunch meet the standards and guidelines of the National School Lunch and Breakfast Program. For the convenience of students and parents, a menu is published and sent home on a monthly basis. The school also offers milk for those students desiring cold lunch. If you send your student to school with a cold lunch, please do not use glass containers.

Students will receive applications for free and reduced lunches prior to the start of school. Parents are encouraged to apply for the programs. These forms should be returned to school as soon as possible. For school funding purposes, applications need to be returned prior to September 30th. However, applications will be accepted at any point. If during the year your income changes, please request a new application.

The school meals program provides envelopes for your convenience in paying and for planning. It is helpful to know how many are planning to eat on any given day so that sufficient quantities of food will be on hand for preparation. It is important to use the envelopes for the purposes for which they were designed.

Food is to be eaten at scheduled mealtimes and snack times or at times teacher's permission is given. Nutritious snacks are encouraged. Please do not send snacks to school in glass containers. Gum is not permitted.

Please contact the school if you have any questions about the meals program. You are also welcome to come and eat lunch with your child. The price for an adult lunch is \$3.00. Please call the school by 8:30 A.M. on the day that you plan to visit so that she will know the number of people for whom she is preparing lunch.

VISITATIONS TO SCHOOL

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

Any visitor that wants to come to school with one of the students must have prior approval from the principal. All teachers must be given a 24-hour notification and a reason for the visit.

Visitors must report to the office upon entering the building.

**Middle School
(Grades 6 - 8)**

EXPECTATIONS

The change from elementary school to middle school is marked by some different expectations. Students have several teachers who teach a wide range of academic areas. Students will study hard and will learn many different things. Of all that is learned in the academic sense, other important values that will be learned are those of responsibility and quality.

RESPONSIBILITY

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

WORK QUALITY

Poor quality, careless, messy, or incomplete work is unacceptable.

We desire that students learn the value of beginning a task and continuing working through it to produce a high quality product. We want our students to perform to the best of their abilities. It is our intention that students understand the importance of striving for excellence in all of their assignments.

PROGRESS REPORTS AND REPORT CARDS

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

Report cards are mailed home at the end of each quarter.

HONOR ROLL

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

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

HARASSMENT

Harassment of any form will not be tolerated. In school suspension will be imposed for serious situations such as these. Parents/Guardians will be notified in the case of in-school or out of school suspensions. Please support the school in these matters. Please note the harassment policy included.

MAKE-UP WORK

Students will be given make-up work if they have an excused absence, and if they bring a note to school on the day they return. For each day a student is absent, they will have one day to make up the assignments missed during their absence.

ATHLETIC PHILOSOPHY

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

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

- All athletes shall be encouraged and commended when they do well. Positive reinforcement of student-athletes of this age is absolutely vital!
- Athletes are to have fun.
- Student-athletes shall be treated as what they are...**kids!**

SPORTS PROCEDURES

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

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

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

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

DANCES

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

DELAYED OPENING

On January 17, 1994, the Orleans Central Supervisory Union (OCSU) implemented a delayed opening schedule that may be utilized whenever we are experiencing inclement conditions. OCSU consists of schools and students who attend schools in the towns of Albany, Barton, Brownington, Glover, Irasburg, Orleans, Westmore, Lake Region Union High School, and Orleans Central Preschool.

When the delay is utilized, school may be opened one to two hours later than the normal schedule. It is important to realize that a decision to keep schools open or to close them must be made before 6 A.M. A delay would give us the opportunity to have one or two additional hours to improve road conditions or to provide a window of time to reassess a decision as to whether to open or close.

The decision is always made using the best information available at the time. Student safety is always the focus of any decision to open or to close our schools. When local weather conditions are extreme, and schools remain open, the decision as to whether a student can safely attend school is up to the discretion of the parent(s) or guardian(s).

Any delay or school closing will be announced on the following radio stations: **WIKE, WDEV, WRFB, WSTJ, WMOO, WVLB, WGMT** and television stations **WCAX** (channel 3) and **WPTZ** (channel 5).

SCHOOL HEALTH SERVICES

Health Office

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

Medications

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

1. Non-prescription medication: The school requires that the "Orleans Central Supervisory Union Health Services Medication Permission/Order Form" be completed. This form gives specific instructions, which include the student's name, the name of the medication, the dose, and the time it is to be administered.

2. Prescription medication: Same as above including physician's signature.
3. All medications must be in the original container. For prescription medications, just ask the pharmacist to make up two containers, one for home and one for school.
4. All medications are kept locked up in the nurse's office.

Health Screenings

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

Head Lice

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

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

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

Illness or Injuries In School

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

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

REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

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

STUDENT RETENTION

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

TRUANCY

Children who are absent from school without an excused absence will be determined truant. When a child is truant, a referral will be made to an appropriate agency such as the town truancy officer, Youth Services, or the Orleans County State's Attorney.

When a student reaches his/her seventh (7th) absence, a letter will be sent home to the parent or guardian.

FIELD TRIPS

Occasionally all classroom teachers will set up field trips as a special event for the students in the class. Permission slips need to be returned to school as soon as possible so that students are allowed to participate with these excursions. If a student does not have a field trip permission slip on file with the teacher, he/she will not be allowed to go on the trip.

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

Parent/Guardian chaperones on trips are expected to fulfill the role as stated in the "Guidelines for Chaperones on Field Trips" form. Parents/Guardians volunteering to chaperone a field trip must complete the "Guidelines for Chaperones on Field Trips" form. Parent/Guardian drivers also need to provide a valid driver's license, valid registration of the vehicle being used for the class trip, and proof of adequate insurance coverage. The school will provide the form(s) for that parent to complete.

SCHOOL BUSES

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

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

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

Expectations of students while riding the bus:

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

SCHOOL POLICIES

There is a copy of all school policies in the Principal's office. Any parent/guardian wishing to review these may come in during normal school hours or may call the school for an appointment.