The CVSD mission is to develop citizens who

**LEARN**
actively and collaboratively

**THINK**
creatively and critically

**LIVE**
responsibly and respectfully

**CONTRIBUTE**
positively to their community

**PURSUE EXCELLENCE**
THE CVSD MISSION IS TO DEVELOP CITIZENS WHO...

THINK
creatively & critically

Creative & Practical Problem Solving
a. Generate a variety of possible solutions, supported by evidence
b. Interpret information and derive meaning through the use of inference, empathy, metaphor, and imagination
c. Frame questions, make predictions, experiment with possibility, and design strategies
d. Develop and use generalizations, models, or abstractions

LIVE
responsibly & respectfully

Self-Direction
a. Take initiative in, and responsibility for, learning
b. Set goals, make informed decisions, and take constructive risks
c. Demonstrate a growth mindset by persevering when challenged

Informed & Integrative Thinking
a. Use evidence and reasoning to effectively support ideas or solutions
b. Identify main and supporting ideas, patterns, trends, clues, and relationships in sources of information
c. Analyze, evaluate, and synthesize information to build on knowledge
d. Evaluate the accuracy, bias, and usefulness of information

LEARN
actively & collaboratively

Clear & Effective Communication
a. Understand and use discipline-specific vocabulary
b. Demonstrate organized and purposeful communication
c. Adjust communication to suit the purpose, context, and audience
d. Demonstrate standard conventions of expression including oral, written, performed, and emerging technologies

CONTRIBUTE
positively to the community

Responsible & Involved Citizenship
a. Participate and collaborate effectively and respectfully to enhance the learning environment
b. Take responsibility for personal decisions and actions
c. Demonstrate a respect for differing cultures, values, and points of view
d. Demonstrate a commitment to community and personal wellbeing

Pursue Excellence
PRINCIPAL'S LETTER
ADMISSION OF STUDENTS
ASBESTOS MANAGEMENT PLAN
ASSESSMENT
BEHAVIORAL EXPECTATIONS AND DISCIPLINE
COMMUNICATION
BUSSING
CONNECTING YOUTH
CURRICULUM AND INSTRUCTION
Dances
DIRECTORY PROTOCOL
DRESS CODE
DROP OFF AND PICK UP
EDUCATIONAL RECORDS and FERPA
EDUCATIONAL SUPPORT SERVICES WITHIN A MULTI-TIERED SYSTEM OF SUPPORTS
FLEXIBLE PATHWAYS
FIELD TRIPS
FOOD SERVICE PROGRAM
HEALTH INFORMATION
INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)
LEAVING SCHOOL GROUNDS
LIBRARY
MARKING PERIOD
NEW AMERICANS
PARKING
PARTNERSHIP IN EDUCATION (PiE)
PART 2
PBIS
PERSONAL PROPERTY
PHONES and HEADPHONES/EARBUDS
POLICIES
PROTECTION OF PUPIL PRIVACY RIGHTS
RENTAL OF FACILITIES
RESPONSIBILITY FOR SCHOOL MATERIALS
RESTRAINT AND SECLUSION
SAFETY
SCHOOL BOARD
SCHOOL CHOICE WITHIN DISTRICT
HIGH SCHOOL CHOICE WITHIN THE STATE OF VERMONT
SCHOOL CLOSINGS
SEXUAL VIOLENCE PROTECTION ACT 1
SMOKING/TOBACCO PROHIBITION
SNACKS
SPORTS AND PHYSICAL EDUCATION
STUDENT ACTIVITIES
STUDENT SUBSTANCE USE POLICY
STUDENT RESOURCES AND SERVICES
SUPERVISION and EVALUATION
TECHNOLOGY USAGE
TRANSGENDER AND GENDER NONCONFORMING STUDENTS
VISITORS
VOLUNTEERS AND CHAPERONES
WEAPONS
ATTACHMENT A: Champlain Valley School District 10+ Consecutive Day Planned Absences Request Form
ATTACHMENT B (2 pages): Champlain Valley School District Protocol for Students Attending Other Programs/Activities on a Part-Time Basis

ATTACHMENT D: Hinesburg Community School Release of Student Information 2019-2020
# Champlain Valley School District 2019-2020 School Year Calendar
## Grades K-8

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**Student Days: 20**  
**Cumulative: 39**

- 9/24-9/25 Professional Development Days - No School
- 8/28 * First Day of School

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**Student Days: 25**  
**Cumulative: 44**

- 9/2 Labor Day - No School

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**Student Days: 21**  
**Cumulative: 65**

- 10/8 Yom Kippur (begins sundown on 9th) - No School
- 10/15 Grades K-8 Parent/Teacher Conferences - No School

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**Student Days: 16**  
**Cumulative: 81**

- 11/25-11/29 Thanksgiving Break - No School

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**Student Days: 15**  
**Cumulative: 96**

- 12/23-12/31 Early Winter Break - No School

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**Student Days: 21**  
**Cumulative: 97**

- 1/1 New Year’s Day - No School
- 1/20 Martin Luther King Jr. Day - No School

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**Student Days: 15**  
**Cumulative: 112**

- 2/24-2/28 Winter Break - No School

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**Student Days: 21**  
**Cumulative: 133**

- 3/20 Grades K-8 Parent/Teacher Conferences - No School

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**Student Days: 17**  
**Cumulative: 149**

- 4/20-4/24 Spring Break - No School

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**Student Days: 20**  
**Cumulative: 169**

- 5/25 Memorial Day - No School

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**Student Days: 9**  
**Cumulative: 178**

- 6/11 * Last Day of School
- 6/12 & 6/13 Professional Development Day - No School

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<th>Non-Student Days</th>
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<th>K-8 Early Release Days</th>
<th>Professional Development Days; Parent/Teacher Conference Days - No School</th>
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Dear Families,

Welcome to Hinesburg Community School!

This handbook has been created to assist you in becoming familiar with our wonderful school community, programs, procedures, and policies. Please read through the entire document as it may provide pertinent information for you and your family. Please review all forms located at the end of the handbook and return appropriate forms as necessary. In addition, all information can be found on our website.

We are very proud of our school, the programs we provide, and the faculty and staff who work with our children on a daily basis. With a strong partnership between home and school, all students will succeed. We look forward to working with you throughout the year.

Please don't hesitate to contact us with any questions (482-2106).

Sincerely,

Suzan Locke, Co-Principal
John Pontius, Co-Principal
Alicia Kurth, Director of Special Education
Administration:
Suzan Locke, Co-Principal: 482-6299
John Pontius, Co-Principal: 482-6298
Alicia Kurth, Director of Special Education: 482-6285

Administrative Office Staff:
Stephanie Davis, Bookkeeper: 482-6227
Libby Koch, Administrative Assistant: 482-6214
Deb Lavalette, Administrative Assistant: 482-6200
Candace LaFreniere, Special Education Administrative Assistant: 482-6283

Food Services:
Deb Bissonette, Cafeteria Manager: 482-6241

Student Services:
Betsy Boland, School Social Worker: 482-6265
Lynn Camera, Student Assistance Program: 482-6266
Shanda Driscoll, Assistant Behavior Coordinator: 482-6250
Jim Kelliher, Assistant Behavior Coordinator: 482-6250
Kate Myhre, Behavior Coordinator: 482-6211
David Rast, School Counselor: 482-6221
Ginny Roberts, Mentor Program: 482-6271
Shelley Torrey, Health Office: 482-6226

Transportation:
Ken Martin, CVSD Transportation: 482-7120

CVSD School Board:
Dave Connery, Chair
Colleen MacKinnon, Vice Chair and representative from Hinesburg
Ray Mainer, representative from Hinesburg
Kelly Bowen         Kevin Mara
Erin Bowen          Barbra Marden
Russ Caffry         Jeff Martin
Lynne Jaunich      Brendan McMahon

PiE:
Aimee Frost, PiE Co-Chair: frostfarmvt@yahoo.com, 802-482-3276
Jim Goldsmith, PiE Treasurer: H. 482-2926, W. 847-3675

Superintendent’s Office:
Elaine Pickney, Superintendent: 985-1910
Hinesburg Community School Staff

Preschool Teachers
Julia Wayne, Teacher
Nancy Wood, SLP
Sara Landry - Para
Jill Schoendorf - Para

Kindergarten
Eunice Branch
Miranda Johnson
Alyssa Lasher

First Grade
Natalie Cowden
Michelle Lass
Lauren Muir

Second Grade
Barb Hodge
Lisa Stanton
Lee Twarog

Third Grade
Kim O’Brien
Kerri Wallis
Joyce Wright

Fourth Grade
Erika Bickford
Amanda Neary
Michaela Whitman

Fifth Grade
Angela Galyean
Paul Lasher
Mary Muroski

Sixth Grade
Tom Darling
Nancy Pollack
Rebecca Zavadil

Seventh Grade
Maria Duryea
Stephen Heney
Greer Krembs

Eighth Grade
Stephanie Konowitz
Sarah Leister

Administration
Alicia Kurth
Suzan Locke
John Pontius

Administrative Office Staff
Stephanie Davis
Libby Koch
Candance LaFreniere
Deb Lavalette

Activities Director
Chris Shackett

Art
Rebecca Gove
Sonny Sammut

Cafeteria
Deb Bissonette
Ashley Haskins
Wendy Munsell

Custodians
Carrie Justice
Lenny Mongeon
Gabe Perez
Jeremy Wimble
Tim Peet - Supervisor

Drama
Niel Maurer

Instructional Coaches
Monica Carter
Sarah Schoolcraft

IT
Matt Kihm

Librarians
Yvonne Epstein – Asst.
Corinna Stanley

Mentor Coordinator
Ginny Roberts

Music
Cindy Fay
Danielle Sertz

Nurse
Shelley Torrey

Para Educators
Bert Anderson
Cindy Billen
Diane Boivin
Sheila Fazackerley
Gail LaPlant
Jodi McLeod
Melody Miner
Erin Murray
Hannah Palmer
Diane Terry

Para Specialists
Jessica Antonioli
Susan Driver
Kristen Harris
Laura Lass
Neil Maurer
Alex Sanabria
Cathy Steirman
Janet Thygeson
Peg Sutlive

Physical Education/Health
Chris Shackett
Cindi Stanley

School Counselor
Vicki Nelson
David Rast

School Psychologist
Katey Wisse

School Social Worker
Betsy Boland

Special Educators
Jen Bradford
Erin Dolan
Erin Kihm
Karen Poulin
Scott Webb

Speech and Language
Stephanie Claro
Kate Graves

Student Assistance Counselor
Lynn Camera

Student Services
Jim Kelliher
Kate Myhre
Shanda Driscoll

Technology Integration Specialist
Ann Pius

Title 1
Katherine Knox

World Language
Zalfa Kasti - French
Ainaka Luna - Spanish
ADMISSION OF STUDENTS

A student attending a school in the Champlain Valley School District must be a resident of one of its member towns, (Hinesburg, Shelburne, St. George, Williston or Charlotte), an approved participant in the Vermont School Choice Program, or an approved foreign exchange student. Students/parents may be held financially responsible for tuition covering the period of time in which a student is in attendance while not meeting the criteria above.

ASBESTOS MANAGEMENT PLAN

The Champlain Valley School District composed of Allen Brook School, Charlotte Central School, Champlain Valley Union High School, Hinesburg Community School, Shelburne Community School, and Williston Central School hereby provide the following notice in compliance with the Asbestos Hazard Emergency Response Act (AHERA) 40 CPR 763.93 [g.] [4] Requires that written notification be given that the following schools/buildings have Asbestos Management Plans for the safe control and maintenance of asbestos containing materials found in their buildings. These Management Plans are available and accessible to the public at the administrative office of each facility listed above. Dated August 13, 2019.

ASSESSMENT

The Champlain Valley School District implements a local comprehensive assessment system at all grade levels to monitor student progress and respond, as necessary. In addition, all Vermont students in grades 3-9 are required to participate in state-mandated testing developed as part of the Smarter Balanced Assessment Consortium (SBAC), or an alternative assessment, as appropriate. State-mandated assessment measures student progress in English Language Arts, and Mathematics. In addition, students in grades 5, 8, and 11 will participate in the Next Generation Science Standards (NGSS) Assessment, and students will also be assessed in Physical Education/Fitness. The Vermont Agency of Education does not permit parents to opt students out of state-mandated assessment.

ATTENDANCE

School Day: School starts at 7:50 AM and ends at 2:50 PM. Again this year we will have an early release of students, every Tuesday, at 1:50 PM to allow for staff professional learning. Announcements and daily attendance will begin the school day. Any student who comes to school after 8:00 AM will be considered tardy and must come to the office to receive a tardy slip. In addition, we must account for every enrolled student each day of the week. If a student is to be absent, a parent/guardian must report that anticipated absence by 8:00 am the day of the absence. An absentee reporting procedure is in place in each school.
Due to the impact of extended absences on student learning, we strongly encourage vacations to align with scheduled school vacations.

**Early Arrival:** Students may arrive at HCS anytime after 7:30. Each grade level has a designated area for students. During the first few weeks, we will be sure to usher students into these areas. Students may proceed to their classrooms starting at 7:50.

**Absence from School:** When it is necessary for your child to miss school for any reason, please call the school at 482-2106 before 8:00 AM to report the absence. The school practice is to call home in the event of an unexplained absence in order to ensure the safety of the children.

**Tardies/Early Dismissal:** The school requires an explanation by a parent, guardian, or responsible adult (note or telephone call) when a child is tardy or needs to be dismissed early. Any child who is to be dismissed is to be met by the parent, guardian, or responsible adult in the main office.

**ATTENDANCE:** In accordance with Vermont law, the Champlain Valley School District requires school attendance of students between the ages of 6 and 16 years of age. The Champlain Valley School District believes consistent attendance is a prerequisite for the academic, social and emotional growth of students. It is very important that all children be in school on time each day. If they are not, valuable learning time is lost. In addition, punctual attendance is important to the development of responsible and effective work/study habits. If your child is going to be absent or tardy, please call the school first thing in the morning. Please inform the school if your child needs to leave for an appointment during the day, or has any other changes in their schedule. As required by the state and our **Attendance/Truancy Policy**, if a pattern of absenteeism develops, you will receive a communication from the school for every 5 days of absence. At 20 days of absence, outside agencies may be notified.

**Planned 10 Day or Longer Absence:** While absences from school can be disruptive to the educational process, we are aware that, on occasion, students need to be absent from school for extended periods of time. If a planned absence will extend 10 or more consecutive days, the Planned 10+ Day Absence Form (Attachment A) must be filled out and signed by the principal, student, and parent/guardian, in order for the student to remain enrolled in school and earning credit/grades. The family is responsible for proposing a learning plan, which the student will complete as a result of the planned absence, and submitting it to the principal for approval. Absences through this plan will be noted as planned absences, and truancy action will not be pursued based upon these days of absence if the approved learning plan is completed. However, letters indicating the number of absences a student has will continue to be sent to the parent/guardian. Please note that the school is not responsible for fully “catching up” a child during a voluntary planned absence nor are they responsible for replicating any experiences the student misses during the planned absence. The Planned 10+ Day Absence Form (Attachment A) is **not to be used when a student will enroll at another school or educational program for a period of time within the school year and return.** In that...
case, the parent must withdraw the student. When the student returns, he/she can be re-enrolled.

Regular Weekly Absence for Attendance at a Part-time Program: If a student attends another program outside of school on a part-time basis, a parent/guardian is expected to complete the Form for Regular Weekly Absence, and return it to their school’s main office.

BEHAVIORAL EXPECTATIONS AND DISCIPLINE

Be a STAR Program: HCS is truly more than a place—we are a community of learners dedicated to academic success and safety through Belonging, Sharing, Trust, Accepting Responsibility and Respect. We use the acronym Be a STAR to remind ourselves daily that focusing on these values will build a stronger community and lead to significant individual success. We, the faculty and staff of HCS, sincerely believe that when it comes to behavior we will get what we pay attention to—and, consequently, we strive daily to make positive expectations clear to all of our students and to celebrate the progress we are all making together.

Discipline When adults recognize behaviors that may limit any child’s ability to be successful, they will work with the relevant student to help identify not only the reason(s) behind behaviors but also more effective ways of getting needs met.

Common adult interventions include but are not limited to:
- Friendly Reminders
- Brief Check-ins
- Take-a-Break
- Parent Contact
- Social Conferencing
- Behavior Plans
- Buddy rooms

If the behavior impeding student success continues despite staff intervention, the matter may be referred to an administrator.

Certain behaviors resulting in a dangerous situation will be referred to the administration regardless of whether earlier interventions have taken place. Such behaviors include:

- Bullying or harassment
- Destruction or theft of property
- Leaving school grounds
- Threats, fights and other forms of assault
- Weapons violations

Behaviors not permitted at school: Among those behaviors which are not conducive to a safe and successful school environment—and which are therefore not permitted—are:

- Alcohol or Other Drug Possession, Use, or Sale
- Bullying/Harassment/Hazing
- Cutting Class
- Disrespect to Staff or Peers
- Fighting or Assault
- Harassment
- Leaving School without Permission
- Profanity
- Significant Class Disruption
- Theft
- Threat/Intimidation
- Unsafe Acts on Bus
- Unsafe Acts at School
- Vandalism
- Weapons Possession or Use

**School Response Options:** Responses may vary based on need, past history, and severity of behavior. The school administration is committed to assigning consequences that are (1) in proportion to the offense and (2) aimed more at long-term student growth than short-term punishment. Therefore, consequences are determined by administrators with the well-being and needs of both the school community and the individual student in mind.

As administrators determine the most appropriate course of action in each case, they consider a variety of options and strategies including: conferencing with behavior interventionist, co-principals, or other administrator; referring to SAP or guidance counseling service; planning for repair/restitution; providing logical consequences; removing from regular school or after school activities; detention; and suspending from school.

When appropriate, the Hinesburg Community Police will also be notified. In the case of weapons violations, a school board hearing considering expulsion of the student must be held.

**Due Process:**

Parents/guardians have the right to due process to ensure that their children are being treated fairly under the school discipline procedure. Any parent/guardian wishing to exercise his/her due process rights should contact Mrs. Locke or Mr. Pontius.

**COMMUNICATION**

Communication with parents and guardians is a key component in maintaining family engagement and support. Currently, every teacher/team and school communicates regularly some way to families. Emails, blogs, newsletters, websites, and Facebook, are a few of these ways. If you reach out to a person who works in the district, you can expect a response to your communication within two (2) school days (keeping in mind that weekends and the days school is not in session are not included). In the event that a response will take more time, district employees may acknowledge receipt of your email with information about when they
will be able to provide resolution to your request. Please remember that if you have a concern, please go to the person most directly involved first.

**BUSSING**

CVSD offers transportation to most students to and from school each day on one of our more than 60 buses. The men and women who drive our buses all hold Commercial Drivers Licenses and most have extensive experience. We strive for consistent, on time performance. When an event occurs that will make a bus more than 10 minutes late, a Connect 5 phone message will be sent to those affected.

It is our **policy** to provide a safe environment on school buses and to maintain student discipline. All of our buses have surveillance cameras both inside and outside. Bus drivers are authorized and expected to maintain appropriate student behavior on the bus. Riding the bus is a privilege. Students who engage in inappropriate conduct may lose this privilege. In the event a student is denied transportation privileges by the principal or designee as a result of disciplinary action or consequences, the parent/guardian will be notified.

The following are expectations for behavior on CVSD school buses:

- All school rules apply on buses.
- Follow directions from bus drivers
- Respect the property and rights of others
- Sit in assigned seats
- Stay in seat until destination
- Keep hands and head inside window
- No eating or drinking on bus
- Speak respectfully to and about others

**Bussing Information:** It is recommended that students be at their designated bus stops at least five minutes before the bus is scheduled to arrive. Schedules may fluctuate due to weather, road, or traffic conditions. Local radio and television stations, the HCS webpage, the HCS Facebook page and the Connect 5 Notification Service will announce school delays or closings caused by bad weather or other conditions. Decisions to restrict bus service (such as to some of the hills in town) will be announced as soon as possible. Please contact Ken Martin at 482-7120 or kmartin@cvsdv.org with any questions regarding bus transportation issues.

**Hill and Emergency Closing Bus Drop Off Information:**

During the winter and spring there are times when the hills or certain secondary roads are not accessible for our busses. When these conditions occur during the morning hours we will contact you via Connect 5. During these times, you will need to make arrangements for getting your child to school.
If we have to cancel a bus route in the afternoon, we will also notify you via Connect 5. When this occurs, we will dismiss students as we normally do and the students who normally ride the bus home will be expected to do so unless the front office receives prior notification from a parent. The drivers are instructed to let the students off the bus at the bottom of the hills they cannot access. They will only let the students off the bus if parents are present or if the parents have designated someone else to be responsible to pick their children up.

**CONNECTING YOUTH**

CY Mentoring is one of the largest school-based mentoring programs in Vermont, serving 140 5th – 8th graders across the Champlain Valley School District. CY Mentoring promotes one-to-one relationships between middle school students and caring adult volunteers at Charlotte Central, Hinesburg Community, Shelburne Community and Williston Central Schools. The program began as a pilot in Williston in 1998 and expanded across the district in 2003. Program participants spend quality time with their mentors for one hour a week on school grounds, for a minimum of one year. While the commitment is just for one year, the majority of mentors and their students enjoy their time together so much that they continue through 8th grade graduation.

Connecting Youth (CY) is a 5-12 program of CVSD with a mission of promoting a culture that develops in our youth the power and conviction to make healthy choices. Overseen by Christine Lloyd-Newberry, Director of Integrated Wellness, CY is guided by an all volunteer Prevention Advisory Committee. Funded through a combination of federal, state and local grants as well as support from CVSD, CY offers substance use prevention, health promotion and youth leadership opportunities in CVSD schools. Programs include:

- CY Mentoring - matching 5-12 grade students with caring volunteer mentors
- Student Assistance - providing social/emotional support and substance use prevention education to students 5-12
- Leadership Education the Anti-Drug (LEAD) groups for 6th -12th graders,
- Substance Abuse Prevention Education - offerings for staff, faculty, parent and community members
- ParentIN - providing evidence-informed education, resources, community engagement events and facilitated meet-ups empowering parents to help their students live substance free lives.

For more information, check out CY online at [www.seewhy.info](http://www.seewhy.info), on Facebook at [www.facebook.com/connectingyouth](http://www.facebook.com/connectingyouth), or contact the CVSD Director of Integrated Wellness, Christine Lloyd-Newberry @ [cnewberry@cvsdvt.org](mailto:cnewberry@cvsdvt.org) or by calling (802)985-1931.
CURRICULUM AND INSTRUCTION

Champlain Valley School District and the state of VT have adopted the Common Core State Standards in mathematics and English language arts, and the Next Generation Science Standards which demand rigorous teaching and learning of knowledge and skills for college and career readiness. Effective with the Class of 2020, and aligned with Vermont’s Education Quality Standards and the Champlain Valley School District Graduation Policy, students will meet the requirements for graduation when they demonstrate evidence of proficiency in the following academic content and transferable skills.

<table>
<thead>
<tr>
<th>Academic Content</th>
<th>Transferable Skills</th>
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<tbody>
<tr>
<td>● English</td>
<td>● Clear and Effective Communication</td>
</tr>
<tr>
<td>● Health</td>
<td>● Self-Direction</td>
</tr>
<tr>
<td>● Math</td>
<td>● Creative and Practical Problem Solving</td>
</tr>
<tr>
<td>● Science</td>
<td>● Responsible and Involved Citizenship</td>
</tr>
<tr>
<td>● Social Studies</td>
<td>● Informed and Integrative Thinking</td>
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<td>● Physical Education</td>
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<td>● Technology</td>
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<tr>
<td>● Visual and Performing Arts</td>
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<tr>
<td>● World Language (grades 6-12)</td>
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</tbody>
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Curriculum and instruction focuses on both the academic content areas and the transferable skills. At the middle level, student learning becomes more personalized through the introduction of proficiency-based learning and the development of personalized learning plans (PLPs). At the high school, students continue to develop PLP’s to reflect on their learning and explore individual pathways to graduation. Curriculum documents may be viewed online on the CVSD website.

DANCES

Dances are periodically scheduled during the school year for students in grades 6, 7, 8. Dances are open to all students in the appropriate grades with the written permission of their parent/guardian.

Guidelines for dances are as follows: The dance hours are 7:00 – 9:00 PM, unless otherwise indicated.
● Students should not arrive until 7:00 PM.
● Parents/guardians will be notified if a student leaves the dance and appropriate consequences will be determined.
● Students must stay in the gym or the gym lobby for the duration of the dance.
● Students are not allowed to stand on the stage and must respect the rules of the DJ.
● The dance will end promptly at 9:00 PM. Students must be picked up at or by that time.
● Parents/Guardians or the responsible adult will be expected to give written permission for their child(ren) to attend dances and to provide a phone number where they can be reached during the time of the dance.
● No backpacks or other bags are allowed at dances. Coats and packs will stay in a designated location.

DIRECTORY PROTOCOL

Schools in the Champlain Valley School District may disclose designated directory information on students without the prior consent of the parent or eligible student, and without any record of such disclosure. The following types of personally identifiable information may be designated directory information: Student’s name, address, telephone number, electronic e-mail address, photograph, date and place of birth, grade level, major field of study, participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of attendance, and/or degrees, honors and awards received.

Disclosure may also include such personally identifiable information contained or reflected in photographs. As a parent/guardian of a student currently attending school in any of the supervisory union school districts, or are at least 18 years of age, you have the right to refuse to permit the designation of any or all of these types of information as directory information concerning your child, or self, by providing written notice of your refusal listing the type(s) of information which you refuse to have so designated to the principal of the school your child attends (or the school you attend, if you are an eligible student), on or before the last day of September. This notification is only a summary of rights. Further details are contained in the school district’s Education Records Policy.

DRESS CODE

Students should always be appropriately and comfortably prepared for school with regard to dress and attire.

School personnel/administration may require students to change if their clothing violates any of the following expectations:

■ Items of clothing should not display messages that depict, or symbolize, sexual references, drugs/alcohol/tobacco, weapons, harassing references (targeting
based on race, color, ethnicity, gender, sexuality, religion, sexual orientation, or disability).

- Hats and hoods may be worn in school as long as they are impacting learning
- All clothing should **fully cover the belly or midriff, rear, and chest**, and **should not be transparent** (see-through). Undergarments (not including straps) should also **not be exposed or revealed**.
- Administration also may make decisions that attire is inappropriate for a situation, season, or when community impact may be significant.

**Protocols for Dress Code:**

1. Any student’s dress not meeting these standards will result in the student being asked to wear additional clothing as cover or change into different wear.
2. If the student is not able or willing to change, family/guardian will be contacted to assist the student in compliance which may include the student going home to change if necessary.
3. Staff when identifying a potential dress code violation can send the student to the office for administrative assistance in helping the student to come into compliance.

**DROP OFF AND PICK UP**

Our side parking lot is the designated drop off and pick up location for students before and after school. Use of the bus lane is prohibited during this time. If you would like to accompany your child into the school, you must find an open parking space. If there are no spaces open, please use our lower parking lot (off of Silver Street). During drop off all students and parents/guardians should enter the school through the front door. During dismissal, parents should also enter through the front door and will only be allowed in after 2:30.

**EDUCATIONAL RECORDS and FERPA**

The [Family Educational Rights and Privacy Act (FERPA)](https://www2.ed.gov/about/offices/list/privacy/ferpa/index.html) has afforded students the right and protection of confidentiality. Parents and legal guardians have the right to inspect and review any and all of the official records, files, and data related to their children, but may not take them out of the school’s office. If requested, copies will be made and given. The request should be made in writing to the office and it will be handled as expeditiously as possible. Parents and legal guardians also have the right to seek amendment of the record if it is inaccurate or misleading. All student records, and any personally identifying information other than student directory information is confidential, and other than being shared with persons within the school who have legitimate educational interests in reviewing the records, will not be shared with others without expressed written permission of parents or legal guardians. If parents are divorced or separated, both parents have the same rights to review student
records, receive progress reports, etc., unless a court order provides otherwise. If the provisions of a divorce decree limit the rights of the non-custodial parent, please provide the school with a copy. Otherwise, the school will afford the same rights. For more details, see Education Records Policy.

**EDUCATIONAL SUPPORT SERVICES WITHIN A MULTI-TIERED SYSTEM OF SUPPORTS**

Act 157 is a Vermont initiative that requires a comprehensive system of educational services. The goal is to provide the resources necessary for the teacher and the student so children of all abilities can, to the maximum extent, learn with their peers in the regular classroom. According to this regulation each public school in Vermont “shall adopt a policy that establishes an instructional support system to assist teachers in making accommodations for children in the regular classroom”. Per the Vermont Agency of Education: “The job of an EST is to act as a “think tank” and help solve the puzzle of what is happening in school for a student and determine what the student might need to be more successful. It is also the job of the EST, with the aid of the classroom teacher, to monitor, review and revise student EST plans to ensure that the suggested programs, supports, and/or accommodations are effective. The focus is on what school staff can do differently, such as changing strategies, adjusting the environment, and altering expectations.”

(https://education.vermont.gov/educational-support-system/faq-est)

As part of a Multi-Tiered System of Support and per the Vermont Agency of Education, every school in Vermont must have an Educational Support Team (EST). The Educational Support Team (EST) may include the following members: classroom teacher(s), school counselor(s), necessary support staff, special educators as needed and an administrator. Parent/Guardian input is encouraged and parents are welcome to attend the EST meeting but it is not a requirement in order for a student to access services through an EST plan. Parents will be notified of any services and/or accommodations that result from any plan for their child. Parents will be notified of a request for an EST meeting at the time a referral is made. Not all referrals to EST will become formal EST plans.

**FLEXIBLE PATHWAYS**

Act 77 of 2013 expanded the availability of “flexible pathways” for students. Flexible pathways promote opportunities for Vermont students to achieve postsecondary readiness through
high-quality educational experiences that acknowledge individual goals, learning styles, and abilities; and increase the rates of secondary school completion and postsecondary continuation in Vermont. Flexible Pathways provides for: Expansion of the existing statewide Dual Enrollment Program; Expansion of the Early College Program; Increased access to work-based learning; Increased virtual/blended learning opportunities; Increased access to Career and Technical Education; Implementation of Personalized Learning.

FIELD TRIPS

Parental permission is required for all students for trips off school grounds. Some CVSD schools send out a blanket permission form for the year. However, you will always receive written notice of all trips or experiences off school grounds from the teacher or team/house. The CVSD School Board recognizes that the first-hand learning experiences provided by field trips contribute to the educational program. Field trips are those trips which are considered an integral part of the regular curriculum, are available to all students, and whose costs are absorbed by the school through means such as fundraising and other financial arrangements. Teacher(s) involved should make sure no student is denied participation for economic reasons or disability.

FOOD SERVICE PROGRAM

The CVSD Food Service Program is committed to supporting learning by providing the opportunity for all students to access nutritious meals in a cost-effective and delicious manner.

Breakfast and lunch are served every school day. Our breakfast entrees include milk and fruit at a cost of $2.50. The cost of school lunch is $3.50 and includes milk, a choice of a vegetable or salad, and fresh or canned fruit. Lunch menus and more information can be found on the school website.

Our food services operations are based on debit (pay upfront) not credit (pay after purchase). It is the expectation of our program that parents will honor their responsibility to provide meals for their children and will ensure that money is deposited into their child’s individual meal account. Parents and guardians are encouraged to make payments and keep track of student balances at myschoolbucks.com (https://www.myschoolbucks.com). Payments can also be made by cash or check at school or to the cashier, preferably before your child goes through the lunch line. Parents/guardians can put restrictions on their student’s account based on family preferences by contacting their Food Service Director.

Families are strongly encouraged to apply for the free and reduced-price meal program. Applications will be processed in a confidential and timely manner. All information is kept private and students receiving free/reduced meals will not be identifiable when they receive their meals. Families may submit an application at any time during the school year. Applications can be found on the school district’s website.
It is the policy of the Champlain Valley School District that no student will be denied a school meal or be served an alternate meal due to their account balance being in the negative. No K-8 student will be allowed to charge “a la carte” items on their account when in the negative. High School students balances may go to -$10.00 before being limited but students may then be placed on “obligations” restricting parking privileges and access to co-curriculars until the balance is paid.

The non-discrimination statement of the USDA and the Champlain Valley School District Food Service Program can be found at this link: https://www.usda.gov/non-discrimination-statement

We love volunteers! Help conduct taste tests, prep our daily salad bar, or share your recipes. Please stop by the kitchen and say hello. Families are always welcome to join their students for lunch. We are proud of our tasty, healthy, locally sourced food.

**Free Meals:** Parents/guardians who wish to receive consideration for free breakfast/lunch for their child(ren) may do so by completing an application form, which is available on our website and from the school office. These forms are available throughout the year in the event that a family’s financial status changes. Applications are evaluated in accordance with established guidelines, and information is kept confidential.

**Meal Payment Procedures:**

We encourage you to prepay meals at least a week in advance. You can pay at the main office or on the myschoolbucks.com link on the website. If a student is in extreme need, she/he will be served a lunch while a repayment plan is arranged.

**HEALTH INFORMATION**

Except in an emergency, students should have permission from their teachers before going to the health office. Any needed medical forms can be printed directly from the Health Office home page on the school website.

The school will provide a locked cabinet for the storage of medications. Authorization forms will be kept on file in the nurse’s office. A log, noting the student’s name, the name of the medication, the dosage, and the date and time given, will be kept on file in the nurse’s office. The working philosophy of the Health Office is that parents send their children to school believing that the student is healthy and feeling well enough to be at school for the whole school day. Likewise, if they are unsure of their child’s health condition, that they will keep them home or communicate the health concerns through a written note or telephone call to the Health Office.
Below are some guidelines for when a child should be kept home from school due to illness and school policy.

Health Office Recommendations For Health Absences

• Fever (greater than 100°). Your child’s temperature should be back to normal (less than 99°) for at least 24 hours before returning to school without the aid of medication.

• Coughing (excessive). Your child’s cough should be “dry” sounding and easily controlled by a drink of water or cough drop before returning to school.

• Vomiting or Diarrhea. Your child should be able to eat food and drink liquids without vomiting or diarrhea for at least 24 hours before returning to school.

• Red or Draining Eyes. Please keep your child at home and check with a physician to ensure your child does not have conjunctivitis. If being treated for an infection please follow the Infection recommendation below.

• Excessive Nasal Drainage. Please keep your child at home and check with a physician to ensure your child does not have an infection. If being treated for an infection please follow the Infection recommendation below.

• Lice or Nits. Please treat your child’s lice and nits with proper medication. Child can return following treatment and exam by nurse or principal designee.

• Unusual Rash. Please keep your child at home and check with a physician to ensure that the rash is not contagious. If being treated for an infection please follow the Infection recommendation below.

• Infection. If your child has been tested or treated for any contagious infection, please have him/her stay at home until test results available. If positive for infection, they should have had their medication for at least 24 hours before returning to school. This is to best ensure the infection has not spread and your child does not have a medication reaction/allergic response in school. If medication is to be given at school, please personally give the medicine to the Health Office with the medication permission form. Forms can be found on the CCS website.

Please help us keep the school safe and healthy by encouraging proper hand washing techniques and basic infection control, such as coughing/sneezing into the upper arm or tissue. If your child’s illness or injury results in medications being delivered during school hours, note the following from the student medication policy: “All medication has to be delivered and picked up by a parent/guardian, be in a properly marked pharmacy container, and be accompanied by the school’s permission for medication form with both physician and parent signatures.”

The CVSD nursing staff work collaborate with the other school staff in their buildings to maximize learning and wellness and promote a healthy and safe school environment for every student. If you have any questions about medication, illness, and allergies, please contact the health office of the school.

**Immunizations:** The Vermont Department of Health requires that all schools collect and assess immunization records and follow up with students who do not meet the immunization
requirements listed below. As of 2017, the State of Vermont School Immunization Law requires the following:

**Students entering kindergarten must provide documentation of the following:**

- 5 doses of DTaP (diphtheria, tetanus, and pertussis) vaccine
- 4 doses of polio vaccine
- 2 doses of MMR (measles, mumps, and rubella) vaccine
- 3 doses of hepatitis B vaccine
- 2 doses of chickenpox (varicella) vaccine. If the student has previously had chickenpox disease no vaccine or exemption is needed.

**Students entering the seventh grade must provide documentation of the following:**

- All of the immunizations listed above and
- One dose of Tdap (tetanus, diphtheria, and pertussis) vaccine

These requirements also apply to students in any grade entering a new school from outside of their previous supervisory union. Please note that the above are MINIMAL requirements for immunization. Students who do not meet requirements must either be admitted provisionally or have a signed exemption on file in order to attend school. Additional information about immunizations from the state of Vermont can be found here.

**Medication:** Prescription medication Pk-12, and non-prescription medicine for Pk-8, must be brought to school in a container labeled by the pharmacy or physician, and delivered directly to the school nurse or designee. For more details, please see Student Medication Policy.

**Allergies:** Each child with a known life-threatening allergy will have an Individualized Health Care Plan (IHCP) in compliance with Act 158, which governs safe school environments. Please see your health office for more information.

**Bloodborne Pathogens:** In order to protect employees who are reasonably anticipated to be exposed to bloodborne pathogens as part of their regular job duties, the Champlain Valley School District complies with applicable Vermont Occupational Safety and Health Administration rules. For details, see part D of this related policy.

**Communicable Diseases in School:** Please notify the school nurse of the school when a child is out of school due to a communicable disease. When appropriate, parents are notified when there is a communicable disease present in a class.

**Concussion Guidelines:** Act 58 of 2011 requires that PK-12 schools educate their coaches, their youth athletes, and the youth athletes’ parents and guardians regarding the prevention and
mitigation of concussion-related injuries. In accordance with Vermont State Law, any student diagnosed with a concussion will follow the “Return to Learn” protocol, then begin the “Return to Play” protocol. The health office, classroom teacher, parent/guardian and student will be responsible for reporting and tracking symptoms as the student moves through the steps of recovery. For details, see Vermont’s Return to Learn and Return to Play Guidelines.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

The Individuals with Disabilities Education Act makes special education and related services a federal entitlement for students with disabilities. It requires that these students be offered a free appropriate public education in the least restrictive environment and focuses on parent participation, procedural safeguards, and confidentiality. Amendments have extended the entitlement for education to students three to five, and addressed the needs of infants and toddlers with disabilities and their families. States receiving federal education funds are required to identify and evaluate students with disabilities and offer them an individualized education plan (IEP) or, in the case of infants and toddlers, an individual family service plan (IFSP) of special education and related services.

LEAVING SCHOOL GROUNDS

Students are not allowed to leave the building while school is in session without parent/guardian verbal permission given to school personnel or written permission. All students must be signed out in the attendance book located in the front office. If a student leaves the building without permission, parents/guardians and police will be notified.

LIBRARY

We welcome parents and community members to join students in visiting our school library. Members of the community are also invited to stop in to read and check out books.

School Year Hours: (school days only)

Monday, Wednesday, Thursday and Friday: 8:00 AM to 4:00PM

Tuesday: 8:00 AM to 3:00 PM

Students in 2nd-8th grades are invited to come to the library after school, independently. Students may stay after school in the library up to 3 afternoons per week. Students younger than 2nd grade are invited to use the library after school with a parent, guardian or responsible adult.
MARKING PERIOD

K-4 schedule for the 2019-2020 school year is as follows:
- First Semester: August 28th – January 17th
  - Report Cards go home to families on January 24th
- Second Semester: January 20st – June 5th
  - Report Cards go home to families on June 11th (Snow dates might change this date.)

The 5-8 schedule for the 2019-2020 school year is as follows:
- First Trimester: August 28th – November 22nd
  - Report Cards go home to families on December 6th
- Second Trimester: November 25th – March 13th
  - Report Cards will go home on March 20th
- Third Trimester: March 16th – June 5th
  - Report Cards go home to families on June 11th (Snow dates might change this date.)

NEW AMERICANS

Under Federal law, undocumented children and young adults have the same right to attend public primary and secondary schools as do U.S. citizens and permanent residents (Plyler vs. Doe, 457 U.S. 202 (1982.). Under state law, all Vermont children, including undocumented children are required to attend school until the mandated age of 16. Meeting this obligation means going beyond telling families to enroll their student(s). It includes working proactively to ensure they feel safe, supported and welcomed. Public schools may not: 1. Deny or terminate a student’s enrollment on the basis of actual or perceived immigration status. 2. Treat a student differently to verify legal residency in the United States. 3. Engage in any practices that have the effect of discouraging students from enrolling or attending school based on their immigration status. 4. Require students or their parents to disclose their immigration status or inquire of students or parents in ways that may expose their undocumented status. 5. Deny or terminate a student’s enrollment due to the student’s or parent’s failure to provide a social security number. See the letter on the State’s responsibility to protect the rights of undocumented Vermont students: Governor’s Letter Regarding Undocumented Vermont Students

PARKING

Visitors to school campuses may only park personal vehicles in designated parking spots. Please do not park in areas not intended for parking, including fire lanes, bus lanes, drop off lanes, fields, courts, and reserved parking spaces. Persons parking in designated “handicap-accessible” parking spots will be expected to display proper permits. The district
reserves the right to tow any vehicle that is improperly parked at the person’s expense. The district is not responsible for any damage or loss resulting from the use of a parking area.

**IDLING OF VEHICLES:** Vermont State Law prohibits a person from causing or permitting the idling of motor vehicles for more than five minutes in any 60-minute period while the vehicle is stationary [Chapter 23 V.S.A. §1110].

**PARTNERSHIP IN EDUCATION (PiE)**

The Hinesburg Community School, its staff and parents, believe in strong partnership. The inclusive vision of Partnership in Education (PiE) connects parents and staff to promote the constructive and active participation that enables the many facets of education. Visit The Viking, HCS Website, or HCS PiE Facebook page for PiE sponsored informational programs, events, and for ways to connect and participate in the school, your children’s education and the community. Welcome to HCS PiE. We are Partners in Education --- We are PiE.

**PART 2**

Part 2 Afterschool & Summer is a state licensed childcare program that provides children a safe environment where they are given the opportunity to express themselves and develop socially, physically, and creatively through a program that nurtures and respects the uniqueness of each and every child. Part 2 is a program of The After School Collaborative, Inc and is a partner with CVSD.

**PBIS**

Our preK-8 schools are proud to be a Positive Behavior Intervention and Support (PBIS) schools. Positive Behavior interventions and Supports is a school-wide approach to creating a positive and safe climate in which students can learn and grow.

PBiS is a framework for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBiS IS NOT a packaged curriculum, scripted intervention, or manualized strategy.

In our PreK-8 schools, teachers, administrators, counselors, and family members work together to teach and support behavior expectations at school. All school personnel are responsible for knowing the behavior expectations and providing consistent positive feedback to students. A school-wide approach to setting behavior expectations and recognizing appropriate student behavior helps all students make appropriate choices.
PERSONAL PROPERTY

Electronics: Students are strongly discouraged from bringing valuable personal property to school. HCS is not responsible for lost/stolen/damaged electronics that are brought from home. Students are not allowed to use iPods, cell phones, and other personal electronic devices at school without permission. If these types of devices are displayed or used at school without permission they will be turned over to the administration and returned to parents.

Lost and Found: All articles found at school are placed in the “Lost and Found Area,” located near the side entrance. This is where students and parents may claim their possessions. Whenever possible, all clothing, books, and other personal property should be clearly labeled with the student’s name to ensure prompt return to their rightful owners.

PHONES and HEADPHONES/EARBUDS

Students may only use school phones, personal cell phones, headphones and other electronic devices with permission from an adult. When used without permission, school staff members may confiscate the items to be given to either the students at the end of the day. For repeat violations, the staff can ask parents to pick up the electronic devices from school.

POLICIES

The Champlain Valley School District welcomes you to view our policies.

PROTECTION OF PUPIL PRIVACY RIGHTS

It is the policy of the Champlain Valley School District to comply with the provisions of the federal Pupil Privacy Rights Amendment (PPRA) and Vermont State Board of Education Rules governing the administration of certain student surveys, analyses or evaluations. See Protection of Pupil Privacy Rights Policy. In addition, we follow the Family Educational Rights and Privacy Act (FERPA) expectations. Please note that families can opt out of the school directory. For more information on this, see DIRECTORY PROTOCOL, in this handbook, or speak to your school.

RENTAL OF FACILITIES

It is the policy of the Champlain Valley School District to support the community use of school facilities in ways that complement regular school activities. See CVSD Policy on Facility Rental. If you are interested in renting the facility, please contact the HCS front office.
RESPONSIBILITY FOR SCHOOL MATERIALS

Parents and guardians must assume responsibility for loss of or damage to school property issues to their children. If a student loses or damages school materials, the parent/guardian will be asked to reimburse the school for that loss or damage. Students who have not fulfilled their obligations at the end of the school year will be asked to clear the debt before they will be issued their report card.

RESTRAINT AND SECLUSION

The purposes of State Board Rule 4500 are to create and maintain a positive and safe learning environment in schools, promote positive behavioral interventions and supports in schools, and ensure that students are not subjected to the inappropriate use of restraint or seclusion. State Board Rule 4500 defines the appropriate use of seclusion and restraint and the reporting requirements relative to any use of seclusion or restraint in school. See the AOE’s Frequently Asked Questions About Rule 4500.

SAFETY

The Champlain Valley School District takes very seriously our responsibility to provide a safe environment for learning. We are making improvements to our physical spaces, standardizing on best practices for training and drills, and are investing in the health of our school community by building relationships and focusing on social / emotional learning.

We have learned that one key element to maintaining safety in an emergency situation is effective communication to families. With this in mind, the Safety Committee prepared an informational letter entitled, Parents Expectations During A School Emergency. Please familiarize yourself with this information.

The most important proactive step a family can take to assure seamless communication is to confirm that our office has the most current and accurate contact information from you. We will send out an automated phone call to the numbers on file with an update and next steps. DO NOT TRY CALLING THE SCHOOL, USE SOCIAL MEDIA, OR TRY TO COME TO THE SCHOOL - THIS WILL ONLY SLOW DOWN THE PROCESS AND POTENTIALLY CAUSE MORE HARM THAN GOOD. The best thing to do when you receive this phone call is to get yourself home as quickly and safely as you can, so we can reunite you with your child as quickly as possible.
SCHOOL BOARD

The CVSD Board of Directors meet the third Tuesday of the month (except December and January) at 6 pm in room 160 at Champlain Valley Union High School. The meetings are recorded and broadcast on RETN. The agenda and minutes are published on the CVSD website, www.cvsdvt.org.

SCHOOL CHOICE WITHIN DISTRICT

Requests to attend a school in a town within the Champlain Valley School District that is not one’s residence, will be granted based on space availability, and with the goal of creating balanced class sizes in all schools. Transportation to PK-8 buildings will be provided for students attending school within one’s town of residence. For students choosing to attend school in a neighboring town, transportation is not provided by the district, unless the existing bus route passes the child’s residence on the way to or from the choice school, and there is sufficient space on the bus. Younger siblings entering school after a child who has exercised school choice may attend the same school as his or her older sibling. For more details, see the Intradistrict School Choice Program for Elementary and Middle Schools Policy, Procedures, FAQ, and Application.

HIGH SCHOOL CHOICE WITHIN THE STATE OF VERMONT

In 2012, the Vermont State Legislature made school choice statewide by allowing students to apply to attend any other high school in the state. From year to year, the number of spots available via school choice change. If more students apply for school choice than there are slots available, a lottery will be held to select the students who will participate. Since applications must be submitted for each student, a family may not submit a single application to cover multiple students. If you are interested in applying for school choice, please complete the application, linked below. Applications are due to the high school in the district that you reside. For more details, see the School Choice Application and Procedures for the 2018-2019 school year.

SCHOOL CLOSINGS

On rare occasions, school may be delayed due to weather related road conditions. When school is delayed two hours, morning preschool will be cancelled. Buses will pick students up two hours after their normal pick-up time (afternoon pre-school will be picked up at the usual
Delays may turn into closings if the weather worsens; check for updates. If school is closed, all activities scheduled at school are canceled. In the event of a school cancelation, the day may be made up at the end of the school year. Delays are not required to be made up. Please do not call the school when the weather is threatening. Rarely, the weather deteriorates after school is in session and a decision is made to close school before the normal dismissal time. Any changes will be communication via the normal channels. In the event of a school closing, delayed opening, or an early dismissal, families will be notified through the district’s broadcast system, “Blackboard Connect.” Please make sure that you have provided the most updated contact information to the school office. Emergency school closings will also be announced via local radio and television stations.

SEXUAL VIOLENCE PROTECTION ACT 1

Act 1 provides Vermont prevention practitioners and schools with the opportunity to work together to support understanding and implementation of comprehensive sexual violence prevention in school communities. Act 1 requires that all school employees, including non-teaching staff (bus drivers, custodians, food service staff), receive training on the signs, symptoms and dynamics of sexual abuse and sexual violence.

SMOKING/TOBACCO PROHIBITION

The district complies with state law thereby prohibiting smoking and/or tobacco use on all school district property, including all buildings and vehicles. Smoking is not allowed during any school sponsored activity, including those held off campus. Students must not be in possession of tobacco products, including electronic nicotine delivery systems, while on campus. Purchase, use or transfer of tobacco products and electronic nicotine systems by minors is against Vermont State Law. Students in violation of the Tobacco Prohibition Policy will be subject to disciplinary procedures. As with all law violations, the administration works cooperatively with the local or state police departments.
SNACKS

In keeping with our Wellness Policy, we encourage parents to provide healthy snacks and drinks for their children. Students may not consume food items such as candy, soda, coffee and energy drinks such as Red Bull during regular school hours.

SPORTS AND PHYSICAL EDUCATION

PE Class: All students must dress appropriately for physical education class—i.e. a shirt, shorts/pants and sneakers. A student will be excused from physical education class only if he/she has a note from his/her doctor or parent. The note must also be signed by the school nurse.

HCS Specific Fitness Gram: The Vermont Agency of Education has selected FitnessGram to serve as its statewide physical education assessment for state and federal accountability purposes. FitnessGram is a non-competitive fitness assessment developed in 1982 by The Cooper Institute, and is currently the most widely used fitness assessment tool nationally. FitnessGram was field tested statewide in the 2017-2018 school year and it will be formally incorporated into the state’s accountability system beginning in 2018-2019.

Interscholastic Sports: The interscholastic sports program is available to all students in grades 6-8, and when space is available 5th graders may participate as well. Practices are held after school, with most games scheduled to start at 3:30 PM. The sports available are cross country running, soccer, basketball, baseball and softball. Parents are responsible for picking up their child(ren) after practices and games, or for making arrangements for their child to ride the 4:15 PM. after-school activities bus.

Team Regulations and Behavior Expectations: The following is a list of the athletic department’s team regulations and behavior expectations of players. Please visit the HCS Athletic's website for more information.

1. All students participating on interscholastic teams at Hinesburg Community School are expected to display good sportsmanship and to act responsibly as representatives of the school and community. Students who fail to meet an acceptable standard may be suspended from participation.
2. It is our belief that each student’s academic performance is extremely important. It is recommended that those students who are having difficulties with their academic subjects participate in a parent/student/teacher conference to develop an academic plan for improved performance. It is expected that students will stay after school if requested by their teacher. The athletic department will support decisions of parents/guardians to restrict their child’s participation during this period.
3. Use of drugs, alcohol or tobacco may also call into a question a student’s participation in the program. Other unsafe or inappropriate behaviors will be addressed according to School Board policy.
4. Uniforms which are issued to students must be well cared for and returned in good condition at the close of the season. Failure to return a uniform will result in billing charges.

STUDENT ACTIVITIES

Student Activity Contract
All students participating in extracurricular activities must submit this signed contract before being allowed to participate.

After School Musical Program: All students in the grades 3-8, regardless of experience, are welcome to audition and participate in school plays. There are opportunities for students to work on sets, lights and make-up, as well as playing in the band for musical productions.

GeoBee and State Geography Competition: 5th - 8th grade team members will participate in the annual meet. If successful at the school level, regional and state competitions may be attended. The state GeoBee is a competition for individual students.

Math Counts Competition: A national mathematics competition, Math Counts, is held for 7th and 8th grade students at UVM during the month of February. Winning teams have the opportunity to move on to the state level meet, and possibly to national competition. Math Counts teams are comprised of four students.

Spelling Bee: The Spelling Bee competition encourages higher levels of spelling expertise. Those students who enjoy Spelling Competitions and who are good spellers in grades 5/6 and 7/8 are encouraged to participate.

7th and 8th Grade All-District Music Festival: All 7th and 8th grade students involved in band and/or chorus are invited to audition for this music festival, which takes place in February. Students who are selected perform in a concert for the public with students from all the schools in Chittenden County. The festival involves two days of rehearsals, followed by the performance. The three ensembles that perform are orchestra, band and chorus. The audition process varies between the ensembles, and generally takes place in November.

STUDENT SUBSTANCE USE POLICY

It is the policy of the Champlain Valley School District that no student shall knowingly possess, use, transfer, or be under the influence of, any drug, alcohol, or other regulated substance at school or at any school-sponsored activity. Purchase, use or transfer of drugs or alcohol by minors is against Vermont State Law. Students in violation of the Substance Use Policy will be
subject to disciplinary procedures. As with all law violations, the administration works cooperatively with the local or state police departments.

STUDENT RESOURCES AND SERVICES

Guidance Services: David Rast and Vicki Nelson are our school counselors. Our school counselors provide classrooms, small group, and individual services to students. They support the work of classroom teachers and often serves as a primary support for parents; collaborating with the school community in order to facilitate student success. As part of HCS’s Educational Support System, the school counselors work with other personnel and agencies to secure appropriate resources for students.

SUPERVISION and EVALUATION

All teachers are supervised and evaluated using Charlotte Danielson’s model from Frameworks for Teaching. There is a 4-year rotation to the supervision and evaluation model, during which educators strive to continuously grow as professionals. Teachers are observed by their administrators who use Danielson’s rubrics to provide feedback. Conferences with teachers and their supervisor take place throughout the process.

TECHNOLOGY USAGE

The use of District IT resources by students is a privilege, not a right. However, with the privilege of access comes the responsibility to exercise responsible and ethical use of these resources. The same rules and expectations govern student use of IT resources as apply to other student conduct and communications, including but not limited to the District’s harassment and bullying policies. The District’s computer and network resources are the property of the District. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the District’s equipment or network resources, including personal files and electronic communications, whether using school issued equipment or personal devices. The District reserves the right to examine any computer, imaging or recording device, including but not limited to laptops, desktops, netbooks, tablets, cell phones, cameras, and any other electronic devices with built-in computing, imaging or recording devices or network if there is reasonable suspicion that any of the above guidelines are being violated. This includes any device onsite including both personal and school owned devices. Violations of these guidelines will result in loss of network privileges and/or disciplinary review. In the event there is an allegation that a user has violated this policy, the school district will handle the allegation consistent with the student disciplinary policy. See policy on Responsible Computer, Network and Internet Use.
TRANSGENDER AND GENDER NONCONFORMING STUDENTS

All students need a safe and supportive school environment to progress academically and developmentally. Many questions arise for students and school staff when considering the best supports for transgender and gender nonconforming students. The AOE’s Continuing Best Practices for Schools Regarding Transgender and Gender Nonconforming Students are designed to provide direction for schools to address issues that may arise concerning the needs of transgender and gender nonconforming students.

VISITORS

Adult visitors are welcomed at Hinesburg Community School. For safety reasons, all individuals must enter through the front door and report to the main office for a visitor’s pass before going to their scheduled appointments in the building. Visits by former students may be arranged through classroom teachers and approved by an administrator.

VOLUNTEERS AND CHAPERONES

The Champlain Valley School District welcomes volunteers. In an effort to keep all children safe, there are required steps that volunteers and chaperones must take. There are two levels of volunteering in the Champlain Valley School District, each one having different requirements. Below is a summary of the requirements.

Level 1. Unsupervised volunteer/chaperone may be alone with students, and may drive students with additional steps.

   a. Requires a VT Agency of Human Resources Consent for Release of Registry Information Form
   b. Requires a criminal record check and fingerprinting
   c. Requires a current photo ID

   NOTE: If you would like to be considered as a volunteer/chaperone driver of students, everything above plus
   d. Requires a copy of current car insurance with a minimum insurance coverage of $100,000 liability and $300,000 uninsured motorist.
   e. Requires a copy of a current driver’s license.
   f. Requires appropriate child restraint that meets VT law. Children must wear seatbelts, and children 12 and under are not allowed to sit in the front seat. Children 1 to 4 years must be in a child restraint seat, and children 4 to 8 years of age must be in a booster seat.
Level 2. **Supervised volunteer or chaperones may NOT be alone with students and must be supervised by a staff member at all times.**

a. Must fill out the [VT Agency of Human Resources Consent for Release of Registry Information Form](#)
b. Requires a current photo ID

If you are interested in volunteering or chaperoning, please contact your school, or the Champlain Valley School District.

**WEAPONS**

The district is committed to providing a safe workplace and learning environment and prohibits the possession of any weapon, lawful or unlawful, on school property by anyone including, but not limited to, employees, students, volunteers, vendors, or clients. Students in violation of the [Weapons Policy](#), will be subject to disciplinary procedures. As with all law violations, the administration works cooperatively with the local or state police departments.

**WITHDRAWAL OR TRANSFER OF STUDENT**

Families who plan to withdraw their children from the Champlain Valley School District, or transfer their children to another school outside of the district, should notify their school’s office well in advance of the withdrawal. This allows the school time to complete the transfer so that the student can be properly registered in the new school.

**CVSD: Withdrawal and Transfer within District:** For details, see the [Intradistrict School Choice Program for Elementary and Middle Schools Policy, Procedures, FAQ, and Application](#).
ATTACHMENT A: Champlain Valley School District 10+ Consecutive Day Planned Absences Request Form

Student Name: _________________       Date of Request: ________________

Dates of Absence: _______________   Anticipated Date of Return:___________

Reason for Absence:

Educational plan for student during absence, as agreed to by the Parent/Guardian, and approved by the Principal (attach additional paper, if necessary):

Parent/Guardian Signature: ____________________  Date: ____________

Student Signature: ___________________________  Date: ____________

Principal Approval/Signature: ___________________  Date: ____________

CC:   Student File
      District Truancy Officer
      Student’s Teacher(s)
ATTACHMENT B (2 pages): Champlain Valley School District Protocol for Students Attending Other Programs/Activities on a Part-Time Basis

Student name:

Student grade and core subject teacher(s) names:

Name and contact information for the person responsible for the outside program:

Personal and academic goals of attending the program:

Dates the student would attend:

Description of what the student would miss:

Outline of plan for completing missed work (attach additional paper, if necessary):
Check-in date(s) to consider the academic and social impact (minimum 1x/trimester): 

Parent signature & date: 

Student signature & date: 

Core subject teacher(s) signature(s) & date: 

Principal signature & date: 

Notes: 
- The student’s attendance will be coded as “present,” but attendance letters will continue to be sent to the parents.
- This memorandum will demonstrate that the parent has worked with the school in regards to their student participating in the program.
- The parents agree to notify the public school, via the school’s regular process if their child is home sick on a day that he/she would be attending the outside program.

CC: Student File
    Student’s Teacher(s)
Attachment C: SAP Declination Form 2019-2020

I understand that a Student Assistance Program will be in place this year at my child’s school and services will be offered on a voluntary and confidential basis. I have read the above information that describes the SAP. I am returning this form so that if an outside referral is made on my child, the school will contact me first to discuss it. At that time I can make a decision about what action to take. I know that federal law (42 U.S.C. 290-dd-2) protects any information about a student if (s)he has applied for or received any alcohol or drug-abuse related services. That means that any child who self refers is protected by confidentiality and that parental notification in this case cannot be guaranteed.

I will discuss this form with my child(ren) and make sure that they know of my reasons for completing it.

NAME(S) OF CHILD(REN) AND GRADE(S) FOR CURRENT SCHOOL YEAR:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(Signature of parent or guardian)  (Date)
ATTACHMENT D: Hinesburg Community School Release of Student Information 2019-2020

Student's Name: _________________________________________________________

Signature of Parent/Guardian ______________________________________________

Date   _________________________________________________________________

☐ I do not give Permission.

Notes: ___________________________________________________________________

As part of our work with students and professional development of teachers at Hinesburg Community School, we often find a need to record samples of student work or images of the students themselves in a variety of settings. These settings may include (but are not limited to) the school webpage, classroom activities and newsletters, athletic events, concerts, plays, and other performances or activities. These work samples or images may be published in our school report, yearbook, newsletter, posted on our website and/or Facebook page, or shared with social and local media. As our teachers are deeply involved in curriculum work at the local, supervisory union, or state levels, there is sometimes a need to review student work samples for the purpose of enhancing the professional development of educators.

Some classrooms are now using communication and collaborative tools on the Internet such as blogs, video conferencing, wikis, and educational networking to communicate and create projects with other schools and/or professionals. These are supervised by classroom teachers. We make our best effort to keep our students safe. At times, student photos may be posted. No identifying information is attached to the photos, and only first names are identified with students’ work.

When sharing photographs, video or audio clips or other items with the media, we will not release additional information about your child without your permission.

If parents/guardians DO NOT wish their child’s name, photo, work, and/or information to be viewed by the public, they need to complete the form above and return it to the school office.

If we do not receive this document, your child's information, photos or/and work may be viewed by the public in accordance with the criteria listed above. Please call the school, if you have questions about this form.