

**Northeast Primary School
117 Temple Street
Rutland, Vermont 05701**

**Family Handbook
Table of Contents**

Page(s):	Content and/or Topic:
1	Principal's Greeting
2	Primary Program
3	School Hours
4	Lunch Periods, Recess and Inclement Weather Procedures
5	School Telephone and Reporting Student Absence
6	Academic Curriculum
7	Special Area Instruction
8 - 9	Discipline/School Rules/Consequences
10	Planning Room and Planning Room Referral Process
11	Student Family Services: Support Team
12	Educational Support Team and Health Services
13	Food Service: Breakfast, Lunch, Snack
14 - 16	Homework Policy
17 - 18	Transportation
19 - 21	Volunteer Opportunities
Appendix	Policies, Procedures and School Forms

“Where the Main Thing is Student Learning.”

Northeast Primary School
117 Temple Street
Rutland, Vermont 05701

Principal: Robert Johnson
Email: rjohnson@rutlandhs.k12.vt.us

Phone: 802 – 773 – 1940
FAX: 802 – 773 – 1911

Dear Parents and Families;

Welcome to Northeast Primary School! This 2010-2011 handbook has been developed to help you become more familiar with our school, and to help you to understand some of our procedures and programs. This handbook is the starting point for the development of a positive partnership between school and home. Together we can help our students become confident and competent readers, writers and mathematicians, as well as productive school citizens.

This year our school has approximately 260 children. There are five kindergartens, four first grades and five second grades. The teachers in each of the grade levels work closely together to coordinate their programs. Teachers also work across grade levels to ensure consistency in behavioral and academic expectations and to give children in different grades the opportunity to know each other.

We are working in every class and school-wide to ensure that our expectations for work and behavior are consistent. We are focusing on using a common language for students' attention and common consequences for inappropriate behavior. The children know that every adult in the school is responsible for every child and that we all need to respond to one another with a mutual understanding of dignity and respect.

We urge you to become involved in our Parent Teacher Community (PTC) and the many activities it sponsors. PTC Meetings are scheduled for the first Monday of each month, beginning at 6:00PM in the Northeast Library. We hope that you will visit our school, volunteer in classrooms, attend parent-teacher conferences, share information with the teacher, and request meetings when needed.

Together we can all do more to help our children become lifelong learners. Please join us in our efforts to provide our children with an outstanding educational experience.

Sincerely,
Robert Johnson
Principal

Primary Program

Northeast-Northwest

It is recognized that the early years of a child's education are the most critical of all. With this belief, the mission of Northeast Primary School and Northwest Primary School is to develop, support and enhance an environment in which all children become proficient readers, writers and mathematicians in a setting that ensures respect for oneself, each other and learning. To this end, the Primary Program:

- Adheres to the principles of the Responsive Classroom model, which provides for consistency in behavioral expectations school-wide and fosters students' resiliency and responsibility for their actions.
- Provides comprehensive reading instruction based on research and incorporates a range of skill development including phonics/phonemic awareness and multiple opportunities to write and to read a variety of quality literature.
- Provides comprehensive instruction in mathematics, using the Everyday Math curriculum focusing on both basic skills and problem solving for everyday life.
- Provides social studies, science and enrichment opportunities based on multi-disciplinary units and hands-on, active and collaborative explorations.
- Provides high quality professional development to its administrators, teachers and staff so that current research supports instructional practices.
- **Invites parents and community members to participate fully in the education of their children, including attendance at parent-teacher conferences, open house nights, PTC, plays and performances and field trips.**

*Our 2009-2010 Second Graders as they looked in Spring 2009 as 1st graders!
They are waving to us as they have moved onto Rutland Intermediate School!*

Northeast Primary School

Hours: 9:00-3:15

SCHOOL HOURS

Children may enter the building at 8:45 a.m. for breakfast. Students who do not have breakfast at school should go directly to the playground via the door adjacent to the cafeteria (2nd entrance to the building before the turn around).

Adult supervision begins on the playground at 8:45 a.m. On rainy mornings, or when the temperature falls below 10 degrees (ambient temperature), children may enter the building at 8:45.

Please remember that teachers are involved in meetings or preparing for the day and may not be in their classrooms until the buses arrive. Students should NOT be on the playground before 8:45, when supervision begins. **To leave your child unsupervised before 8:45 may put him/her in an unsafe situation.**

Breakfast program: 8:45-9:05 (If buses arrive late, children will be given breakfast when they arrive.)

School Hours: 9:00 - 3:15

It is important that each child have the benefit of a full day's learning in school. The school day ends at 3:15 and, unless there is an emergency, children are not dismissed before 3:15. If you must pick up your child early, please go to the office and sign your child out. He/she will be brought to the office to meet you. We must ask visitors to remain in the office so that we know who is in the building for safety reasons and so instruction is not interrupted with visitors congregating in the halls outside classrooms. If you need to go to a particular classroom in the building, you will be given a visitor's badge to wear so everyone will know that you have signed in at the office.

LUNCH PERIODS

Children have lunch before recess as follows:

<u>Lunch</u>	<u>Recess</u>
Second Grade 12:00 - 12:25	12:25- 12:55
First Grade 12:30 - 12:55	12:55 - 1:25
Kindergarten 1:00 - 1:25	1:25 - 1:55

All children have lunch before recess.

RECESS

Please dress your child according to weather conditions. Children will be expected to be outdoors each day for short periods of time. Teachers have assigned duties during recess times and there are no provisions for supervising children who wish to remain indoors.

For safety reasons certain types of equipment will not be allowed on the playground. These include: skateboards, skates, bats, hard balls, CD players and radios. Children should not bring these items to school.

If a child has a chronic or occasional health problem, she/he may remain indoors during recess only if the school receives an original doctor's written and signed order with reasons and expected duration as requested.

INCLEMENT WEATHER - SCHOOL CANCELLATION

It is the policy of the Rutland City School District that if/when inclement weather begins following the start of the school day, we will not dismiss school early. The logistics of trying to locate parents for an early dismissal are much too difficult. Therefore, we find it is safer and simpler to keep the children here. If parents find it necessary on such a day to pick up their child earlier, permission will be granted to do so.

Announcement about the closing of schools will be conveyed to you via our "Alert Now" system which simultaneously telephones parents of Northeast students with information concerning school closings. Announcements will also be made over the following radio stations: WJJR, WSYB and WZRT. The decision to close schools will be made by 6:00 a.m. It is possible that certain weather conditions will suggest that we close ONLY the elementary schools.

SCHOOL TELEPHONE

The Northeast School telephone numbers are: 773-1940 and 773-1941. For absences call 786-1722. The school secretary is at school each day from 8:00 - 4:00.

The School Nurse is at school each day and can be contacted at 786-1702.

STUDENT ATTENDANCE

Compulsory attendance is required in Vermont by law between the ages of six and sixteen.

The building principal determines whether an absence is excused or unexcused. An unexcused absence is considered truancy and will thus be reported to our Attendance Officer. The Rutland City Board of School Commissioners and the superintendent require and expect that students attend those days that school is in session.

Following is the procedure to be followed when a child is absent from school:

1. If your child is absent please call school (786-1722) before 9:15 a.m. If we receive no call the

child's absence is listed as unexcused. If a child has not arrived at school, and we have not received a phone call, the Planning Room Para educator will call your home. If there is no answer she will contact the emergency number you have provided. This procedure is designed to ensure that a child is safe if s/he does not arrive at school. Please note: absences need to be reported to the Planning Room Para educator and NOT the School Nurse.

2. Parents/guardians must send a signed and dated note, with child's full name and reason for the child's absence when the child returns to school. This is a Vermont state regulation. If a student is home sick for more than 3 days, he/she must have a doctor's note.

3. If your child is going to arrive late, please follow the same procedure and call 786-1722.

Vacations should be planned around the school calendar.

Attendance is important for your child's school success. When a child is absent, the continuity of learning may be interrupted and it is difficult for young children to catch up on missed instruction and on-going projects. We urge parents to plan family vacations around the times school is not in session. However, in the event that a parent needs to remove her/his child for more than 3 days, please follow these guidelines for requesting an excused absence when other arrangements are not possible:

1. If your child will be out of school for more than three days, you will need to obtain a form from the school secretary in advance of your child's absence from school.

2. The completed form should be given to the principal for review and approval.

3. Parents will need to develop a plan that demonstrates that the trip will have educational merit. Consult your child's teacher for suggestions.

4. The primary responsibility will be with the parents and the student to make up the regular classroom work missed during the child's absence.

5. Upon the child's return the parent is expected to meet with the teacher to discuss the work that can be made up.

6. Under no circumstances will excused absences be granted for more than ten days.

7. The student's attendance and academic records will be used as criterion to determine whether an extended absence should be approved.

8. Approval for this type of absence needs to be made well in advance. A two-week notice is customary.

9. Removing a child from school for a trip without following the above procedure will result in an unexcused absence and truancy.

CURRICULUM

Our K-12 curriculum is based on the Vermont Framework of Standards and Learning Opportunities. Copies of the Educational Goals and K-12 Standards and the two volumes of the Rutland City K-12 Curriculum can be found in our school library.

Our school supports a variety of teaching styles and each classroom may vary to some degree in the routines, materials, procedures/practices used. The development of social skills, good work habits, reasoning and problem solving skills are common strains that are consistent in all teaching and learning. Current knowledge of the developmental stages of young children and the different learning styles of individual students are taken into consideration whenever the teachers design and plan lessons. Teachers are sensitive to the fact that children learn in different areas at different times and in different ways. We also recognize that students learn best by “doing”. All of our programs focus on actively engaging our students in a variety of meaningful learning experiences. The Northeast School Staff recognizes that play and physical activities are a fundamental and important part of a primary education. Young children need to participate in vigorous physical activities. Play is crucial for developing movement skills and is important to the child’s total development. Play provides children with the opportunity to develop and practice appropriate social skills and to use their imaginations. These experiences are also very important in a young child’s intellectual development.

In addition, we have adopted a Co-teaching instructional strategy in which the teacher of children receiving special education support provides that instruction in the classroom. This means that at varying times during the school day two professionals, the general education classroom teacher and special education teacher will be working with the children. We have found this combined support enhances instructional opportunities for the children and strengthens our overall instructional program.

Reading is taught through an approach that integrates listening, speaking, reading and writing. These areas interrelate and support the development of literacy. The teaching of phonics and decoding skills, using the Wilson Reading System, is stressed and occurs in the meaningful context of good literature and poetry. The Houghton-Mifflin Reading program has been instituted K-6 in order to provide children with high-quality reading instruction and to provide consistency among the Rutland City Elementary Schools. A primary goal of our school is to ensure that every child becomes a competent and confident reader and writer during his/her K-2 experience. Since children develop differently, it is not unusual for some students to read earlier than others. If a child has difficulty learning to read, support services are provided to help children with specific skills. Parents are notified when a child may be in need s support services.

Our Mathematics program follows the standards developed by the National Council for Teachers of Mathematics. Our teachers use the Everyday Math Program to address these standards and learn math “basics” along with how to use math in real life through problem solving.

Science and Social Studies, along with Language Arts, and Mathematics are integrated and taught through developed Thematic Units.

“SPECIALS”

Along with the core curriculum, students receive weekly instruction in Art, Library skills, Music and Physical Education.



The primary Art Program is designed to expand upon the students' creative and imaginative growth. In using the elements and principles of design, such as line, color, shape, value, texture, students will create a variety of art projects. Students will also have the opportunity to explore a variety of art media, including tempera paints, water colors and oil pastels.

Pictured left are student artists with our Art Teacher, Mr. Bender, displaying their work displayed at the Chaffee Spring Student Art Show.

The Library Program focuses on developing an interest in and excitement about reading and books, instruction in using the library (learning center), and the selection of books for reading in the classroom and at home.

The library is accessible to all children throughout the week for book exchange, and independent learning. The use of available computers, equipment, software and materials to further develop personal interests and to compliment and expand on classroom lessons is also available throughout the day.

Music is a lifelong process that affects every corner of our world. Students are offered the opportunity to experience music in a variety of ways. Class activities include rhythmic development, awareness of the singing voice, introduction to instruments, use of rhythm instrument accompaniment, development of listening skills, creative movement and appreciation for the works of various composers. Each child is encouraged to sing to the best of his/her ability and to actively participate in all music activities. Children demonstrate their learning through either a holiday or spring concert each year. Concerts this year are scheduled for: 2nd grade, November 4th; 1st grade, February 2nd and Kindergarten, February 3rd.



The Physical Education Program is designed to encourage exploration of movement and motor skills with increased awareness of self-esteem and personal fitness. Basic rules and skills of sports are introduced, as well as new games which involve sharing, group play, cooperation, and having fun safely.

DISCIPLINE/RULES/CONSEQUENCES

The primary goal at Northeast Primary School is to create a safe and nurturing environment in which we will seek to build within each child a (life long) love of learning, sense of responsibility, self discipline, a positive self-image, and respect for others. Emphasizing these character traits, which includes strong social skills, good manners and decision-making skills at an early age will lay the foundation for the building of a confident and productive community member.

To achieve this goal, cooperation between the home and the school is essential. Both the home and the school must share in assuming the responsibilities that are necessary to assure the rights of ALL students. Our goal is to provide an instruction environment of the highest quality.

Children must be accountable for their behaviors. The Northeast Primary School's teachers and staff follow the Responsive Classroom model of behavior and expectations in which there is consistency within each classroom, between classrooms and school-wide. Disciplinary procedures will focus on helping a child learn from his/her misbehaviors and mistakes and to understand the logical consequences of his/her actions.

Rights and Responsibilities

A. The rights and responsibilities for everyone at Northeast Primary School include:

1. The right to a safe environment and the responsibility to act in a safe manner
2. The right to be treated with respect and courtesy and the responsibility to behave respectfully and be courteous towards all others in school including staff, faculty, students, parents and visitors.
3. The right to an education without interference from others and the responsibility to conduct oneself in a manner, which avoids interference with another's education.
4. The right to a quality education and the responsibility to conduct and prepare oneself in a manner that allows one to learn at highest level capable for that student.

B. Parents are expected to:

1. Instill in their children a respect for the rights, property and safety of other people and themselves.
2. Respond to communication from the school.
3. Send their children to school regularly, on time and prepared to work and communicate with school when their child will not be attending or will be late regardless of the reason.
4. Assist their children in understanding and supporting school rules and policies.
5. Cooperate with the staff to help the students solve discipline and academic problems.

C. Teachers are expected to:

1. Invite the students to participate in the formulation of classroom rules.
2. Help students to understand and follow the rules by consistently enforcing the school policies.
3. Respond to communication from students' home/family.
4. Seek conferences with families and other school personnel in an effort to help those students who have discipline problems to resolve them effectively.

D. Students are expected to:

1. Understand and obey the rules of the school.
2. Participate in the development of school and classroom rules.
3. Attend school regularly and arrive on time. Everyday!
4. Fulfill their academic and behavioral responsibilities.
5. Adhere to the direction of ALL staff at school and on the bus.
6. Earn the privilege of attending field trips and other special school functions both in and outside the school building by conducting themselves appropriately at all times.

School Standards of Behavior

1. Behave in a manner that promotes their own safety and the safety of others.
2. Show respect for ALL members of the school community.
3. Respect the property belonging to the school and to others.
4. Follow all school procedures as established jointly with their teachers and other adults.
5. Work hard and do ones best.

WE WILL TREAT OTHERS THE WAY WE WANT TO BE TREATED BY:

1. Showing respect for all children, adults, and the property of others.
2. Allowing others to learn.
3. Being kind and helpful.
4. Using appropriate language.
5. Keeping our hands and feet to ourselves.
6. Being mindful of the safety of others (i.e. walking in the building).

Certain behaviors are absolutely inappropriate in a school setting. They include:

- Blatant defiance or disrespect towards any other person, child or adult.
- Deliberate harmful or aggressive acts towards another individual.
- Intentional and deliberate profanity.
- Defacing school property.
- Bringing toy weapons to school or on the bus or anything that could be used as a weapon.
- Pokemon, Yu-Gi-Ough cards and “Bandz” are not permitted in school, as they distract children from the learning process and cause difficulties when children attempt to trade them.

Disciplinary Procedures

As responsible educators we will not allow a child to disrupt the learning environment to the degree that his/her classmates' educational progress is compromised. We cannot allow a child to create an unsafe or fearful environment for other children.

Some flexibility and adjustments may be necessary depending on the circumstances, as our school is comprised of young children.

PLANNING ROOM

The Planning Room will focus on both intervention and prevention by:

1. Assisting identified students to develop more appropriate coping and social skills;
2. providing space and personnel to serve students who need to be removed from a setting due to ongoing disruptive behaviors. The Planning Room Supervisor will assist students in developing a plan which will allow them classroom re-entry and the possibility of functioning more productively in an educational setting;
3. following-up with students who have been in the Planning Room to help them evaluate the effectiveness of their plan;
4. following-up with teachers regarding their students' progress.

Children are also expected to earn the privilege of joining their classes for field trips and special events. If a child's behavior has been in question, there may be a specific behavior plan in place for that child to earn back the privilege of participating with their class for one (or all) of these functions. There may also be a request for that student to have a family member attend the function/trip with them to support them if they are experiencing difficulties. That said, some flexibility and adjustments may be necessary depending on the unique circumstances associated with each child given their young age.

PLANNING ROOM REFERRAL PROCESS

Note: Any physical aggression or threat with intent to harm will result in an immediate referral to the Planning Room and possible suspension from school.

First Referral - The student will be referred to the Planning Room by a staff member. The referral to the Planning Room will occur only after the teacher or staff member has addressed the child's disruptive behavior with little success, the undesirable behavior creates an unsafe situation for other children, or the child is belligerent and disrespectful. The Planning Room Supervisor will process the situation with the child. Depending on the infractions and circumstances, the Planning Room Supervisor will help the child to develop a plan to correct the situation. Should a plan be necessary, a copy of the plan (see Planning Room Referral Form in Appendix) will be sent home by mail. The child's behavior and Planning Room referral will be documented.

Second Referral - The student will be referred to the Planning Room by a staff member. The Planning Room support staff will review past plans with the child. A new plan will be written to correct the most recent problem. Parents will be notified by mail and telephone. The school will

seek the parents' support to assure that further infractions and misbehaviors will not continue to occur.

Third Referral - The student will be referred to the Planning Room by a staff member. The student will develop a plan to correct the inappropriate behaviors. At this time, the parents will be contacted by mail and asked to schedule a meeting at the school. The meeting will focus on the child's behavior and the inability or unwillingness of the child to change the behavior. The meeting will be attended by the parent, planning room support staff, the building principal, the classroom teacher, the home-school coordinator and any involved staff member. Again, the focus will be to help the child function appropriately in an educational setting.

If a child is in the Planning Room during academic time, s/he will be required to make up the missed work.

STUDENT/FAMILY SERVICES

STUDENT SUPPORT TEAM (SST)

The Vermont Department of Education requires that every Vermont public school offers instructional support team services to children at risk of failure (Act 157). Northeast School has developed a procedure that provides teachers, specialists, parents and the school community access to a multidisciplinary team. The team uses problem solving techniques to assess needs, identify resources, and develop specific remedial or supplemental strategies to accommodate all students. The purpose is to assure each child's success in a regular classroom setting. The team will continue its involvement and support by developing a follow-up plan that may recommend further adjustments, supports and/or additional resources. Parents will be kept informed throughout the process and are requested to attend the SST meeting.

The Northeast Primary School Student Support Team consists of three classroom teachers, a Home-School Coordinator, a special education teacher, the Reading Coach and the Principal. The Support Team offers assistance to children in need of additional academic help and support. A support teacher is assigned to individual classrooms. She works collaboratively with the teacher to plan, implement and evaluate integrated educational programs. The team teaches lessons with the classroom teacher and also provides individual and small group instruction to children with an individualized educational plan (IEP). A student on an IEP, 504, or Act 157 plan will have a case manager who will be responsible for implementing and monitoring the student's plan.

HOME-SCHOOL COORDINATOR

The Home/School Coordinator is in our building every school day. This specialist provides our school with such options as individual counseling, support groups, crisis intervention, and assistance to parents who are experiencing difficulties. If you believe that you or your child might benefit from this service, contact your child's classroom teacher, the Home School Coordinator or the principal.

The Home School Coordinator offers our students a number of support groups. Banana Splits is a program geared to help children with issues associated with separation, divorce, step-families and loss. Support groups may also be offered to support children who have experienced life

stresses, such as death or substance abuse. Referrals are accepted from parents and staff members. Placement is based on parental consent.

HEALTH SERVICES

Health services at Northeast School include the following:

1. Screenings - Vision and hearing screening and height and weight checks are completed annually for all students. Blood pressures are checked on all first grade students. Parents are notified if problems are identified or suspected.

2. Medications - When necessary, prescription medication may be given by the nurse at school if there is written permission from the prescribing physician. If/when non-prescription medications need to be given during school hours, written permission from a parent is required. All medications must be in their original labeled containers. Please Note: ALL medications need to be brought to school and picked up by an adult and NOT the student. Medications to be given three times daily, or less, can usually be given at home. Please do not send your child in with cough drops since they present a choking hazard.

3. Communicable Disease Control - All children, per Vermont State Law, must have a record of current immunizations at school. The school nurse works with parents to ensure that all students are adequately immunized and that accurate records are kept. If your child contracts a contagious disease, such as head lice, scabies, or a bacterial infection, this needs to be reported to the nurse. If your child becomes ill at school, s/he will be sent home with an authorized person, as listed on your current emergency card. (Please refer to the policy on head lice at the back of this Handbook.)

4. Health and Safety Monitoring - Participation in recess and physical education is recognized as an important function of the school day. Children will not be excused from participation unless a written note from the student's physician exempts the student from such activity. Re-entry dates need to be provided by the physician.

5. Health Records - **The nurse will keep a health record for each student. In order to keep these records accurate and helpful, significant health concerns need to be related to the nurse by the student's parent or guardian. Information about allergies, current medications, fractures, surgeries, etc. can be key information for the school to utilize in planning appropriate educational activities.**

6. From our School Nurse, Sandi Marcell:
 - Children home that are sick or sent home by the school nurse need to be fever, diarrhea, vomit-free for 24 hours (temperature below 100F) prior to returning to school. Also, children ill who are on an antibiotic need to have a full 24 hour dose of antibiotic in their system before returning to school provided they are well enough to do so

FOOD SERVICE

Breakfast

All children are given the opportunity to order breakfast. Breakfast is served daily from 8:45-9:05 in the cafeteria. Breakfast cost: \$.75. Free/Reduced price breakfast: \$.00. Adult

breakfast: \$1.50. This program is free for those who qualify. *Please make sure that you have completed and returned to the school the application for free and reduced lunch.*

Hot Lunch

Hot lunch is served daily. Students have the option of purchasing lunch or bringing their own from home. Information concerning menus, prices, etc. is sent home at the beginning of the year. Menus are sent home at the beginning of each month. We offer free and reduced lunch to eligible students. If you did not receive a form and would like one, please contact the school. Hot lunch cost for child: \$1.50. Reduced price hot lunch: \$.40. Free for those who qualify. Milk is included with every hot lunch. Milk may be purchased separately for \$.40.

If a parent plans to join his/her child for lunch, the cost of an adult lunch is \$3.00. Please notify the kitchen staff before 9:30 that morning.

Students are not permitted to charge their meals or milk. It is very important that your child brings in his/her lunch and milk money at the beginning of each week or month. Children may also pay on a daily basis.

SNACKS

All children have a snack time each day. We encourage families to be sure that their children bring healthy snacks to school. Snacks such as fruit, vegetables, crackers and yogurt provide a higher level of nutrition than sweet treats. This is also a way of teaching children about nutrition and healthy living. Snacks are NOT provided by classroom teachers.

This past year we were fortunate to have participated in a federally subsidized program, "Fresh Fruits and Vegetables." On Tuesday and Thursdays, during their classroom snack times, children were introduced to an array of fresh fruits and vegetables. From the conventional apples, pears, plums and oranges, they also were introduced to kiwi fruit, kumquats, fresh asparagus, avocados and long string beans. It was well received by the children and we were recently informed by our Food Service Director, Marty Irons, that the grant has been approved for this year as well.

HOMEWORK POLICY

PURPOSE

Research has shown that homework and effective study skills are positively associated with student learning. The Northeast staff believes that homework is an integral and important part of each student's educational program. Homework is an extension of classroom work and reinforces the concept that education is a life long process. It is assigned to help students become more self reliant, learn to work independently, improve the skills that have been taught, and complete assigned projects. Homework assignments also afford a way for parents to acquaint themselves with the school program and their own child's educational growth. All homework assignments shall be for sound educational purposes.

TYPES OF HOMEWORK

Practice Assignments

This type of assignment reinforces newly acquired skills or knowledge.

An important part of our Every Day Math Program is "Home Links". These assignments are

intended to promote follow-up and enrichment in the home.

Preparation Assignments

This type of assignment is intended to provide background information. These assignments might include collecting materials for a class project or other activities requiring the gathering or organizing of information before a lesson or discussion.

Extension Assignment

These assignments encourage independent and creative learning based on the student's interests. The activities may also expand on the classroom's thematic units.

Guidelines

The type and length of homework assignments vary according to the student's level, ability and needs.

Kindergarten

A list of suggestions will be provided to the parents. It offers general suggestions of ways parents can assist the child's development.

Grades One and Two

Homework becomes an expected part of the student's educational program. Emphasis will be on math, language arts (reading, writing, listening, and spelling), social studies and science. The amount of homework should not exceed 15-30 minutes per night. Please notify the teacher if your child's homework is consistently taking more than 15-30 minutes.

Responsibilities of Teachers:

- To define and communicate expectations for homework to students and parents.
- To prepare the students so they can complete given assignments with a high degree of success.
- To ensure that homework is promptly checked and used for follow-up activities as appropriate.
- To provide parents with a written explanation outlining the purpose and expectations for projects and long-term assignments.

Responsibilities of Parents

- To cooperatively support this portion of the educational program through encouragement and involvement with your child.
- To provide a consistent and appropriate place and time for your child to do homework.
- To sign the homework sheet each evening to indicate that your child has worked on the

given assignment.

- To communicate to the teacher any problems your child is experiencing with the homework assignments.
- To replace the homework folder if lost or damaged. (These are available at school through the office.)

Responsibilities of Students

- To care for the homework folder, bring home necessary materials, complete and return assigned tasks within the established time frame.
- To make up work: During a student's absence a file of incomplete assignments will be kept. Upon the student's return the teacher will explain the assignments to him/her and establish a timeline for the assignments to be completed.

Consequences of not completing homework

Incomplete homework assignments have a negative impact on a student's ability to benefit fully from his/her educational program. The consequences for not completing homework are:

Step 1 The teacher will meet with the student, stress the importance of developing good work habits, responsibility, and meeting homework requirements. The teacher will offer any suggestions that may help the child.

Step 2 The teacher will contact parents regarding any homework concerns.

Step 3 If the school and parent involvement have not yielded the desired change then a meeting will be scheduled with the student, teacher, parents and principal to resolve the issue.

Reports on Student Progress

The progress of our students is discussed formally during two parent/teacher conferences scheduled for October and April. The teacher may also initiate additional meetings if needed. Written progress reports are sent home with each child in January and June. The same report form is used for kindergarten, first and second grades so parents can see evidence of their child's progress over the three primary years. We encourage parents to request additional meetings with the teacher if they have a concern or wish to have updated information on their child's progress.

GOING TO AND FROM SCHOOL

Bus Rules

The Rutland City School Commissioners have stated that transportation to and from school is a privilege granted to pupils. This privilege is conditioned on students complying with the established rules. When the rules are ignored and a student endangers himself and/or fellow passengers, bus riding privileges shall be suspended according to the following procedure:

The following bus rules are posted in the school buses:

1. Display the same conduct expected in the classroom.
2. Be courteous, do not use any profane language.
3. Do not eat, drink or chew gum on bus.
4. Keep bus clean.
5. Cooperate with driver's instructions and that of bus monitors.
6. Do not be destructive.
7. Stay in seat.
8. Keep head, hands and feet inside bus.
9. The bus driver is authorized to assign seats.
10. No physical aggression/abuse of others will be allowed.
11. No spitting or throwing of objects is tolerated.

Consequences of Misbehavior on Bus

First Offense - Bus driver reminds child of required correct behavior.

Second Offense - Driver accompanies child to the principal who will notify parents, in writing, that there is a possibility of bus suspension if misbehavior continues. Parent is to sign and return report.

Third Offense - The child meets with the principal who will notify parent that child is suspended from bus for a period of five (5) days. Principal, parents and child will meet to discuss restoration of bus privilege.

Fourth Offense - Bus Incident Report sent to principal who will notify parent that child has been suspended from bus for remainder of school year.

The building principal will discuss each offense with the student prior to notifying the parent.

Immediate Suspension

Any student misbehaving in a manner that creates a severe safety hazard to him/her, the driver, or other students, will immediately be suspended. The principal will inform the parent and set up a meeting of parent, child and principal to discuss behavior and the possibility of resumption of bus riding privilege.

Bus Information

1. Whenever there is a change in the way your child will go home from school we must have a written note informing us of this change. If we do not receive this written note your child will be placed on his/her regular bus.
2. We cannot permit children who are walkers or car riders to occasionally ride school buses.
3. We will permit children who are transported by bus to get off at a different bus stop on their route with prior written parental note.
4. We cannot permit children to ride on a bus other than their assigned bus.

Walkers and Car riders

Car riders are escorted by staff to their cars. It is very important that children get into the car on the sidewalk side, NOT the driveway side. Parents of car riders must remain outside until children are dismissed.

Whenever there is a change in the way your child will go home, a change in the person who will pick your child up, or a change in the place whether the child will be going after school, it is necessary that you send a note to the child's teacher providing this information.

PARENT INVOLVEMENT

Parents are a vital part of a child's education. We strongly encourage your participation in school activities.

All available research supports the conclusion that parent involvement in education improves student achievement and a child's attitude toward school. The following list offers some suggestions for involvement:

1. Join and become involved in the Parent-Teacher Community. The Northeast PTC meets the first Monday of each month from 6-7 PM in the school library.
2. Share interests and expertise.
3. Attend conferences and information meetings.
4. Chaperone - field trips, school events.
5. Assist with special class projects.
6. Serve as a room parent.
7. Work on school committees.
8. Be involved in your child's education at home.
9. Volunteer to assist with educational programs. (i.e. Books and Beyond, RIF)

10. Be a classroom reader.

Volunteer Opportunities

Birthdays

In our efforts to make every child feel very special, we celebrate our children's birthdays. On the last Monday of each month we recognize the children who have had a birthday during that month. The children sit at a decorated birthday table during lunch, and are served birthday cake by parent volunteers. We need parents to decorate the cakes and the birthday table. July birthdays are celebrated along with June. August birthdays are celebrated with September.

Pictured on the January Birthday Cake is "Stripes", the Northeast Mascot!

We request that any child who is planning a birthday party at home send invitations through the mail if the entire class is not invited.

Books and Beyond

We encourage children to participate in this wonderful reading program. Students who complete eight reading sheets will receive a gold medal at our year end award ceremony. Children also earn small prizes for each sheet turned in. Parent volunteers are responsible for managing this program.



Reading is Fundamental (RIF)

Northeast students participate in this national non-profit program which is affiliated with the Smithsonian Institute. Through this program your child will be involved in interesting reading activities. The program funds free book distributions during the school year. Parent volunteers manage this program.

Shown to the left, sharing a favorite book with Mrs. Abatiell's first grade class, during our annual "Picnic with a Book" celebration, is Superintendent of Schools Mary Moran.

Field Trips

Field trips are an important and integral part of the school's curriculum. The trips will be planned to expand the classroom program. Transportation is primarily provided on school buses. Parents may be asked to chaperone these trips.

If/when a parent is asked to use their own vehicle, the following information must be provided to the school: a copy of certificate of insurance showing that the amount of coverage is a minimum of \$100,000 for injury to, or death of, any one person in any accident, subject to a minimum limit per accident of \$300,000 for injuries to, or death of all persons in any one accident. In addition, a minimum limit of \$50,000 per occurrence for property damage shall be required. The parent will be the primary carrier with the school district as secondary carrier.

Classroom Helpers

Volunteers may assist teachers in a variety of ways: reading to students, assisting a student, or assisting with other classroom needs. Please be sure to plan with the teacher ahead of time if you would like to help in the classroom.

Room Parents assist the teacher with scheduled parties/in-class events throughout the school year.

Volunteer Qualifications

- Dependability, promptness.
- Respect for confidential nature of the job.
- Good health.
- Sense of humor.
- Willingness to try different tasks at school at discretion of the staff.
- Flexibility.

VISITING OUR SCHOOL

Parents and other authorized guests are always welcome in our school. However, to help insure the safety of the children and to provide for an uninterrupted learning environment, the following procedures are required:

1. Whenever you enter the school please use the main entrance (near library).
2. Check in at office where you will be given a visitor's badge.
3. If you are bringing something to your child, you may leave it at the office and we will be certain it is delivered to the classroom.
4. If you are removing a child from school before dismissal you will need to sign the child out at the school office. The child will meet you in the office.
5. No teacher shall allow any person to enter the classroom, or leave the school grounds with a child without a duly authorized dismissal slip.
6. If you wish to observe your child's classroom, or a particular part of his/her program we will be pleased to make arrangements. Communicate your interest to the principal or classroom teacher so a date and time can be set.
7. Teachers are available to speak with you (on some mornings) before school, during specials, and after school. The remaining times they are involved in direct instruction and should not be interrupted. Please consider this if you need to speak directly to a teacher.

INVITATION TO PARENTS

Come and have lunch with your child, from time to time.
Bring your family to school events, to the public library.
Enroll your children in extracurricular activities.
Help your children to learn while you shop, cook,
watch television, etc.
Meet regularly with teachers and staff of your school.

It shall be the policy of the Northeast Primary School to involve parents in the educational process and the activities of the school. Together we can make a difference in the life of your child.

Northeast Primary School is all of us.
Together, we can start our children on the road to lifelong learning!

POLICY: It is the policy of the City of Rutland Public Schools not to discriminate on the basis of

sex in its educational programs, or employment policies as required by Title IX of the 1972 Education Amendments.

PARENTAL RIGHTS:

Parents have a right to:

- 1) inspect and review records
- 2) challenge contents of records
- 3) obtain copy of records