

**ROCHESTER SCHOOL  
STUDENT & PARENT HANDBOOK  
2017-2018**



**PRINCIPAL  
MS. DANI STAMM**

Dear Rochester Students and Parents,

I am excited to begin my second year working with the students, teachers, parents and community of stakeholders at Rochester School. Although last year was filled with so many questions and uncertainty we stuck together and made it through. As we begin our journey in year two together I am excited about what the future holds for Rochester.

The teachers and staff have spent the better part of their summer preparing for a year filled with engagement, rigor and student centered learning. The elementary team has logged numerous hours this summer aligning their curriculum, creating a multitude of resources and strategies to support all students and redesign their grading to meet the proficiency standards. Mr. Lenihan and Mr. Mason will be implementing an experiential learning component into our middle school programming. Ms. Mugford has continued to find ways to improve our music accessibility to all students at all levels. Ms. Turk, Mrs. Stringer, Mr. Mason and Mr. Lenihan will be pulling their resources together to provide a team-teaching approach for our middle school curriculum. Ms. McPhetres has been looking for additional avenues to showcase student work. Finally, we are excited to have Ms. Martin join our team as our Physical Education teacher and Mr. Forman as our new math teacher.

The student and parent handbook was reviewed and revised over the summer based on observations made last year. Respecting the things that have been working, while revisiting some items that were not so effective, there is a new, streamlined feel to the procedures at Rochester. Please take a moment to review this document carefully as a family, and do not hesitate to drop in, call, or email if you have any questions. We want to continue making Rochester an open, transparent operation fueled by strong communication and consistent leadership.

For our students, there are a few basic rules to live by in order to find themselves successful at Rochester:

1. Be in the right place, at the right time, with the right attitude.
2. Respect self, respect others, and respect tradition.
3. Always try your best.
4. Make smart decisions.

Developing young leaders who have a keen and focused eye on citizenship, creativity, communication, collaboration, and critical thinking is what “doing school with kids” is all about in the 21<sup>st</sup> Century. With that said we will continue setting higher standards and higher expectations to see how far we can go as one learning community.

I look forward to working with each of you again to ensure that we exhaust every effort to make Rochester a smashing success moving forward.

Respectfully,

Ms. Dani Stamm  
Principal, Rochester School

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## General Information

### About Us

Rochester, population 1000, is located on Route 100, a scenic Vermont highway. Nestled in a valley of the heart of the Green Mountains, next to the White River, the area is a popular tourist attraction. Thirty miles from Rutland, Rochester is equidistant from two major world class ski resorts, Sugarbush and Killington, which provide seasonal employment to area residents. Local businesses include a hardware store, an independent grocery store, gas station, mini-mart, small retail shops, several local eateries, a marble quarry, computer related businesses, publishing company, and small home businesses.

The Rochester School houses PreK-8<sup>th</sup> grade students. The elementary and middle school actively engage 94 students. We are proud of our academic rigor and relevance and innovative approach to teaching and learning using our wealth of community resources. We specialize in outdoor and experiential learning. Our staff constantly seek opportunities to learn about proven methods that increase student achievement.

## Administration and Staff

### Administration

Principal Dani Stamm

### Elementary Building Staff

|                      |                                  |
|----------------------|----------------------------------|
| Lisa Blair           | Office Manager/Finance/Registrar |
| Lauren Harootunian   | Preschool Teacher                |
| Burliegh Griffith    | Preschool Teacher Aide           |
| Amy Braun            | Kindergarten Teacher             |
| Jenna Plouffe        | Grade 1 Teacher                  |
| Linda Gendreau       | Grade 2 Teacher                  |
| Lisa Cruikshank      | Grade 3 Teacher                  |
| Faye Severy          | Grade 4 Teacher                  |
| Katie Martin         | Physical Education Teacher       |
| Shelley Vanderwende  | Special Educator                 |
| Kelley Foy           | Title I Reading/504              |
| Debra Burrell        | Title I Math                     |
| Alicia Riesterer     | Occupational Therapy             |
| Susan Clarke         | EEE Special Educator             |
| Julie Taylor         | Foodservice                      |
| Sam Eller            | Custodian                        |
| Priscella Desjardins | ParaEducator                     |
| Michele Schnabel     | ParaEducator                     |

### Middle School Building Staff

|                   |                      |
|-------------------|----------------------|
| Ryan Veilleux     | MS Admin. Assistant  |
| Dea Kimball       | Guidance Counselor   |
| Kay Stringer      | MS Teacher/MTSS/SST  |
| Jennifer Turk     | MS Teacher           |
| Mike Walsh        | ParaEducator         |
| Shawn Lenihan     | MS Teacher           |
| Cole Mason        | MS/Tech Ed Teacher   |
| Steve Forman      | MS Math Teacher      |
| Cynthia McPhetres | Art Teacher/Library  |
| Holly Mugford     | Music Teacher        |
| Jessie Potter     | Maintenance Director |
| John Potter       | Custodian            |
| Lenny Settlers    | Custodian            |

Harvey Downs  
Richard Schulze

Bus Driver  
Bus Driver

## Rochester School Class Schedules

### **Regular Middle School Day**

|             |   |
|-------------|---|
| 7:40-7:45   | Students must be reporting to classrooms  |
| 7:45-8:30   | First Period  |
| 8:30-9:15   | Second Period   |
| 9:15-10:00  | Third Period  |
| 10:00-10:45 | Fourth Period   |
| 10:45-11:30 | Fifth Period  |
| 11:30-11:50 | Lunch   |
| 11:50-12:35 | Sixth Period  |
| 12:35-1:20  | Seventh Period  |
| 1:20-2:05   | Eighth Period   |
| 2:05-2:25   | Advisory  |
| 2:25        | Dismissal   |
| 2:25-2:55   | After School Academic Enrichment for all bus riders and any other student with parent permission. |

### **Regular Elementary School Day**

|             |   |
|-------------|---|
| 7:40-7:45   | Students must be reporting to classrooms  |
| 7:45        | All students must be in their classrooms ready to begin the day                                   |
| 11:30-12:00 | Recess  |
| 12:00-12:20 | Lunch   |
| 2:25        | Dismissal   |
| 2:25-2:55   | After School Academic Enrichment for all bus riders and any other student with parent permission. |

**Middle School Two Hour Delay Schedule**

|               |                                  |               |  |
|---------------|----------------------------------|---------------|--|
| 9:40-9:45     | Students Reporting to Classrooms | 12:05 – 12:35 | 5 <sup>th</sup> RTI (T,W,F); PE (M,TH) |
| 9:45 – 10:15  | 5 Social Studies                 |               | 6 <sup>th</sup> RTI (T,W,F); PE (M,TH) |
|               | 6 Tech Ed                        |               | 7 <sup>th</sup> Science                |
|               | 7/8 Art                          |               | 8 <sup>th</sup> Tech                   |
| 10:15 – 10:45 | 5 <sup>th</sup> English          | 12:35 – 1:05  | 5 <sup>th</sup> Tech Ed                |
|               | 6 <sup>th</sup> Math             |               | 6 <sup>th</sup> Social Studies         |
|               | 7 <sup>th</sup> English          |               | 7 <sup>th</sup> Math                   |
|               | 8 <sup>th</sup> Social Studies   |               | 8 <sup>th</sup> Science                |
| 10:45 – 11:15 | 5 <sup>th</sup> Math             | 1:05 – 1:35   | 5/6 Art (T,W,F); Research (M,TH)       |
|               | 6 <sup>th</sup> Science          |               | 7/8 RTI (T,W,F); PE (M,TH)             |
|               | 7 <sup>th</sup> Social Studies   | 1:35 – 2:05   | 5-8 Band (M,W,F)                       |
|               | 8 <sup>th</sup> English          |               | 5/6 Chorus (T)                         |
| 11:15 – 11:35 | Lunch                            |               | 5/6 RTI (TH)                           |
| 11:35 – 12:05 | 5 <sup>th</sup> Science          |               | 7/8 Chorus (TH)                        |
|               | 6 <sup>th</sup> English          |               | 7/8 RTI (T)                            |
|               | 7 <sup>th</sup> Tech Ed          | 2:05 – 2:25   | Advisory                               |
|               | 8 <sup>th</sup> Math             | 2:25          | Dismissal                              |

**Elementary School Specials Two Hour Delay**

|               |   |
|---------------|---|
| 9:40 -9:45    | Students Reporting to Classrooms  |
| 9:45 – 10:15  | 3 <sup>rd</sup> & 4 <sup>th</sup> Beg Band<br>K – PE (M,TH)   |
| 10:15-10:45   | K – Library (TH)<br>K – Music (T)<br>2 <sup>nd</sup> – Art (T)<br>2 <sup>nd</sup> – Library (F)<br>2 <sup>nd</sup> – Music (W)<br>2 <sup>nd</sup> – PE (M,TH)                                 |
| 10:45 – 11:15 | K & 1 <sup>st</sup> – Art (T)<br>1 <sup>st</sup> – Music (W)<br>1 <sup>st</sup> – PE (M,TH)<br>4 <sup>th</sup> – Art (M)<br>4 <sup>th</sup> – Music (T,TH)<br>4 <sup>th</sup> – Library (W,F) |
| 11:15 – 11:45 | Recess  |
| 11:45 – 12:05 | Lunch   |
| 12:05-12:35   | 3 <sup>rd</sup> – Art (T)<br>3 <sup>rd</sup> – Library (F)<br>3 <sup>rd</sup> – Music – (W)<br>3 <sup>rd</sup> – PE (M,TH)  |
| 12:35 – 1:05  | K-2 – Beginning Chorus  |
| 1:05 – 2:15   | Elementary Classes  |
| 2:15 - 2:25   | Prepare for dismissal   |
| 2:25          | Dismissal   |

**Middle School Half Day Schedule**

|               |  |
|---------------|--|
| 7:40-7:45     | Students Reporting to Classrooms   |
| 7:45 – 8:30   | 5 <sup>th</sup> English/Social Studies<br>6 <sup>th</sup> Science<br>7 <sup>th</sup> Tech Ed<br>8 <sup>th</sup> English/Social Studies                                     |
| 8:30 – 9:15   | 5 <sup>th</sup> Science<br>6 <sup>th</sup> Math<br>7 <sup>th</sup> English/Social Studies<br>8 <sup>th</sup> Tech Ed   |
| 9:15 – 10:00  | 5 <sup>th</sup> Social Emotional Development (Dea)<br>6 <sup>th</sup> Tech Ed<br>7 <sup>th</sup> Math<br>8 <sup>th</sup> Science   |
| 10:00 - 10:45 | 5 <sup>th</sup> Tech Ed<br>6 <sup>th</sup> Social Emotional Development (Dea)<br>7 <sup>th</sup> Science<br>8 <sup>th</sup> Math   |
| 10:45 – 11:30 | 5 <sup>th</sup> Math<br>6 <sup>th</sup> Social Studies/English<br>7 <sup>th</sup> Social Emotional Development (Dea)<br>8 <sup>th</sup> Social Emotional Development (Dea) |
| 11:30 – 12:00 | Lunch  |
| 12:00         | Dismissal  |

**Elementary School Specials Half Day Schedule**

|               |   |
|---------------|---|
| 7:40-7:45     | Students Reporting to Classrooms  |
| 7:45 – 8:25   | Beginning Band 3 <sup>rd</sup> & 4 <sup>th</sup><br>K – PE (M,TH)   |
| 8:25 – 9:05   | K – Library (TH)<br>K – Music (T)<br>2 <sup>nd</sup> – Art (T)<br>2 <sup>nd</sup> – Library (F)<br>2 <sup>nd</sup> – Music (W)<br>2 <sup>nd</sup> – PE (M,TH)                                 |
| 9:05 – 9:45   | K & 1 <sup>st</sup> – Art (T)<br>1 <sup>st</sup> – Music (W)<br>1 <sup>st</sup> – PE (M,TH)<br>4 <sup>th</sup> – Art (M)<br>4 <sup>th</sup> – Music (T,TH)<br>4 <sup>th</sup> – Library (W,F) |
| 9:45– 10:20   | 3 <sup>rd</sup> – PE (M,TH)<br>3 <sup>rd</sup> – Art (T)<br>3 <sup>rd</sup> – Library (F)<br>3 <sup>rd</sup> – Music (W)  |
| 10:20 – 11:00 | K – 2 Second Step   |
| 11:00 – 11:30 | 3 <sup>rd</sup> & 4 <sup>th</sup> Second Step   |
| 11:30 – 11:50 | Lunch   |
| 11:50 – 12:00 | Prepare for Dismissal   |
| 12:00         | Dismissal   |

## School Hours

Buses arrive at approximately 7:25 am. Classrooms open at 7:40 am. School officially starts at 7:45 am. Students entering the school building before 7:45 am must go directly to the cafeteria where adult supervision is provided. Dismissal is at 2:25 pm. Students arriving in private cars should get out at the front walk and enter the main door. Parents bringing or picking up students should enter the school road. The school road is a ONE-WAY street during school hours. In addition, we ask everyone driving into the school yard to please drive slowly at all times and do not pass a school bus unloading students when the lights are flashing. Children may be present and we want them to remain safe. NO IDLING of vehicles in front of the school building during school hours for the safety of our students.

## Rider and Walker Dismissal

“Riders” and “Walkers” are accompanied by a staff member to the gym to wait until the person picking them up arrives.

## Athletic Dismissal

All middle school students participating in Athletics will dismiss at 2:20 and report directly to the bus in front of the middle school. They will return to the same location upon completion of practice. If there are any questions regarding athletics, please contact the Athletic Director.

## Bus Rider Dismissal 2:25 – 2:55 – Instructional Focus Schedule

\*\*All k-4 students riding the bus or given permission by their parent to attend Instructional Focus will report to the gym with all belongings at 2:25. Students will then be divided into groups based on the schedule below. Each teacher assigned to a group must meet them at 2:25 in the cafeteria. Teachers will take attendance for their group and will then bring students to the ES Library/Learning Commons for Instructional Focus (Academic Enrichment). Additionally, if any child has not been picked by 2:30p.m they will report directly to academic enrichment.

\*\*All 5-8 students riding the bus or given permission by their parent to attend Instructional Focus will report to the Learning Commons with all belongings at 2:25. Students will then be divided into groups based on the schedule below. Each teacher assigned to a group must meet them at 2:25 in the cafeteria. Teachers will take attendance for their group and will then bring students to the ES Library/Learning Commons for Instructional Focus (Academic Enrichment).

| Monday   | Tuesday   | Wednesday  | Thursday   | Friday   |
|--|---|--|--|--|
| Mugford/Desjardins K-2<br>Snow/Walsh - 3/4<br>Veilleux /Schnable - 5-6<br>McPhetres– 7-8 | Mugford/Desjardins K-2<br>Snow/Walsh - 3/4<br>Veilleux/Schnable – 5/6<br>McPhetres– 7-8 | Mugford/Desjardins K-2<br>Snow/Walsh - 3/4<br>Veilleux/Schnable- 5/6<br>McPhetres -7/8 | Mugford/Desjardins K-2<br>Snow/Walsh - 3/4<br>Veilleux/Schnable- 5/6<br>McPhetres -7/8 | Mugford/Desjardins K-2<br>Snow/Walsh - 3/4<br>Veilleux/Schnable- 5/6<br>McPhetres -7/8 |

At 2:55 pm all students participating in the After-School Enrichment program will be dismissed to the bus. All busses will depart at 3:00 pm.

## School Reach Parent Notification System

Keeping parents informed is a priority so Rochester School offers the BlackBoard Notification Service. This system allows the district and individual schools to contact parents via phone with important announcements about emergencies. Parents will be notified of cancellations or early dismissals due to inclement weather. The success of this system is dependent upon accurate contact information for each student. Please be sure you complete a Student Information Sheet and return it to the office at the opening of school. You must notify the office immediately if contact numbers change.

## Enrollment of Students

In order to enroll your child, you must provide a copy of your child's Birth Certificate and the completed paperwork. You can submit all materials to the registrar, Mrs. Blair, in the elementary building.

## Changes in Student's Normal Destination

We must always have a note or phone notification from parents/guardians to allow students to change an after-school destination. We must also have a note if someone other than a parent is to pick up a child.

For the safety of all children, you should call the office before 1:30 pm to change a student's after-school plans or to change buses. Students are allowed limited use of school telephones only with permission from their teacher in emergency situations.

## Emergency Information

The school must always be kept informed about current numbers (emergency and work) in the event your child becomes ill or is injured and someone needs to be notified. We also need your emergency information on file so that we may reach you in the event of an unplanned early-dismissal. Please notify the school of any change of address or telephone number.

## Attendance/Call Back

Rochester School supports the philosophy that the instructional program is the vital part of a child's education. Parents/guardians should strive to have their students in school and on time every day that school is in session, except in cases of emergency, illness, or school approved absences. If your child is going to miss a day of school for any reason please call the school between the hours of 7:45 and 9:00 am. We will contact parents if a child is absent and we have not been notified. A note should also be sent with your child when he/she returns to school stating the reason for the absence. For absences of three days or more, a doctor's note is required.

Any student who has accumulated more than the equivalent of 10 days of unexcused absences (to include class time missed due to being tardy) will be considered truant. The parents or guardians of any student determined to be truant will be informed by phone that their student has more than 10 days of unexcused absences, and that DCF (Department of Children and Families) will be contacted and informed of the number of days of unexcused absences.

## Visitors

To protect our school, we ask all visitors to report to the office and sign in. Please do not go directly to the classroom. If you need to give your child a message, lunch money, homework, etc. please go to the office and the secretary will make sure your child gets any messages and whatever you brought for them.

A parent must submit a written request to the principal to have students from other schools attend during the school day. The request will be considered after consultation with the classroom teacher.

## Student Health

### **Role of the School Nurse**

The State of Vermont requires that a school nurse should be a Registered Nurse with a Bachelor's Degree in Nursing. The Rochester/Stockbridge School Nurse is a full-time position that covers the PreKindergarten-12th grade students. The role of the school nurse includes but is not limited to the following: providing health services for illness and injuries, administering medications, performing mandated hearing and vision screenings, developing and implementing Individual Health Care Plans, maintaining student immunization and health records, working with the Vermont Department of Health to manage reportable communicable diseases and being a health education resource for students, staff, and parents/guardians.

The School Nurse serves as a direct link between health care providers, families and community agencies to assure access and continuity of health care for the students. The primary goal of the school nurse is to maintain the health, safety, and wellness of the entire school community in order to maximize the ability to learn.

The School Nurse, Jane Glick, will be at the Rochester school Monday-Friday from 8:00 am – 11:30 am and 1:30 pm – 3:00 pm. From 11:45 am – 1:15 pm she will be in Stockbridge and can be reached there at 802-234-9248 ex 209.

### **SCREENINGS**

In order to address potential health problems that are barriers to learning or symptoms of underlying medical conditions, the school nurse often engages in screening activities. Screenings may include vision, hearing, postural, height/weight (body mass index), lice, or blood pressure depending on the concerns or referrals. The annual mandated hearing and vision screenings from the Vermont Department of Health are as follows:

Hearing: Grades K, 1, 3, and 5.

Vision: Grades K, 1, 3, 5, 7, 9, and 12.

When there appears to be a need for further evaluation, the school nurse will send a written referral to the parents/guardians. It is requested that the results of the follow-up evaluation be reported to the school nurse.

### **EMERGENCY FORM**

At the beginning of each school year, parents/guardians are asked to fill out a confidential Emergency Form for each child. It is very important to fill out all information. Students must have this form completed in full and returned to the nurse before they are permitted to participate in any field trips.

### **Immunizations**

Vermont's immunization law requires the vaccination of all children enrolled in childcare facilities or schools. Immunizations protect both individuals and the community. An official immunization record must be presented to the school upon admission. If a student's immunization record does not meet the mandated vaccine requirements, they may be provisionally admitted while they are in the process of receiving the necessary immunizations. The school nurse will notify parents/guardians by mail if your child's school Health Record is missing any of the mandated immunization dates. If you have any questions, please contact your child's healthcare provider.

The Provisional Admittance Form requires a signature from a health care provider verifying that the student is in the process of receiving the needed immunizations. The provisional admittance is for a period of up to six months after which the student will be excluded from school if they have not met the immunization requirements. Please notify the school nurse if your child receives any mandated immunizations so this information can be added to their school health record.

In order to claim a medical exemption, the child's health care provider must complete a medical exemption form. If a parent or guardian chooses to exempt their child on religious or philosophical grounds, they must sign an exemption from annually acknowledging that they have read and understood the evidence-based information regarding immunizations and are aware of the risks associated with not vaccinating their child. All exemption forms need to be signed and returned to school. Students who have an immunization exemption may be excluded from school if there is a related disease outbreak. Additional information about immunizations and the required forms may be found at: <http://healthvermont.gov/hc/schoolentry.aspx>

### **MEDICATIONS IN SCHOOL**

If your child is prescribed a medication that is to be given once or twice a day, please give it at home unless there are extenuating circumstances. The school nurse will administer medication in compliance with the following State regulations:

#### **Prescription Medications:**

1. A signed prescription medication form from a physician must be provided to the school nurse detailing the student's name, the name of the medication, the dosage, the time to be given and the reason for giving the medication. A parent/guardian should sign this form as well, which gives the school nurse permission to comply with the physician's order. A new medication form is needed every school year for any prescription medication that has been given previously to a student including Inhalers for asthma or Epi-Pens for allergic reactions. These forms are available at the physician's office and in the school nurse's office as well.
2. Medication must be in a container labeled by the pharmacy or the physician. It is extremely important that you request a second labeled medicine container from the pharmacy so that one may be kept at school and one kept at home.
3. Delivery of all medications to the school nurse is the responsibility of the parent/guardian or a designated adult. This is in order to protect every student from accidental ingestion and to prevent the medication from being misplaced or lost. Any medication which is not picked up at the end of the year will be destroyed.
4. In 2008, Act No. 175 was passed in Vermont "permitting students with life-threatening allergies or asthma to possess and self-administer emergency medication at school, on school grounds, at school-sponsored activities, on school-provided transportation and during school-related programs." Parents/Guardians need to provide written permission for their child to carry emergency medication and either an Emergency Care Plan (for life-threatening allergies) or a Vermont Asthma Action Plan (for asthmatics) from the physician. Student's labeled Inhalers, student's labeled EpiPens and Benadryl (for allergic reactions) are always sent in the First Aid Kits on all field trips in both the Elementary School and the Middle School.

#### **5. Inhalers for Asthma**

All students who have an Inhaler need to have a prescription medication and permission form and a Vermont Asthma Action Plan filled out by their health care provider at the beginning of every school year. All Inhalers need to be labeled with the student's name. As a rule, the Inhalers for the Elementary students are kept in the nurse's office.

#### **6. Epi-Pens for Allergic Reactions**

All students who have an Epi-Pen for a life-threatening allergy need a prescription medication and permission form and an Emergency Care Plan filled out by their health care provider at the beginning of every school year. All Epi-Pens need to be labeled with the student's name. As a rule, the Epi-Pens for the Elementary students are kept in the nurse's office.

### **Non-Prescription Medication:**

1. There is a section on the Emergency Form that asks parents/guardians for permission to administer non-prescription medications.

### **ILLNESS/INJURY**

1. Students should remain at home if they have a fever (over 100 degrees), a persistent cough, an undiagnosed rash or other symptoms of a contagious disease, had a high fever the previous day, or have nausea/ vomiting. Please inform the secretary as early as possible if your child will be absent for the school day and the reason for the absence.
2. If an illness or injury will cause a prolonged absence from school or from the Physical Education class, please have their physician write a note for the main office with the diagnosis, the treatment and if applicable, the anticipated duration of restricted activity. A copy of this note will be given to the physical education teacher and the school nurse who will place it in the student's health record for future reference. Please remember that a second note from the physician will be needed when your child is able to resume the Physical Education class/sports.
3. Parents/Guardians are asked to notify the school nurse if your child has been diagnosed with a communicable disease. Some examples of communicable diseases or conditions are: Chickenpox (varicella), Mononucleosis, Pertussis (Whooping Cough), Strep Infection, Ringworm, Conjunctivitis (pink eye), Scabies, Impetigo, Measles, Mumps, Influenza, Fifth Disease, and Lice. Students who have been put on antibiotic therapy for a Strep throat may not return to school until they have had 4 complete doses.
4. If a student becomes ill or injured at school, a parent/guardian will be notified to transport the student home. If a parent/guardian cannot be reached, then the next contact on the Emergency Card will be notified.
5. In the case of an emergency when a physician's care is deemed necessary and a parent/guardian cannot be reached, the school nurse will call the White River Ambulance. Every year Parents/Guardians are asked to sign the emergency treatment section of the Emergency Form that allows the Gifford Medical Center to treat the student without the parent/guardian present.

### **Money, Valuables and Personal Belongings**

Money, other than what is needed for lunch or other school programs should not be brought to school. We strongly recommend that valuable items such as baseball cards and other collectibles, CD players, toys, etc. be left at home. Toys, games, comic books, magazines, and playing cards are permitted in school at the discretion of the classroom teacher. Students should be warned, however, of the potential for something being damaged or taken.

### **Fire Drill Procedure**

Fire and other emergency drills will be held periodically throughout the school year. Each teacher will familiarize their students with the exits used when leaving the building in case of fire. To provide for the greatest possible level of safety, the following regulations must be followed:

1. Leave the classroom quietly and quickly.

2. Listen carefully to the teacher's instructions.
3. Walk in an orderly fashion to the appropriate exit.
4. Keep the line moving until you have arrived at the designated area to wait for directions.
5. When the all-clear signal is given, re-enter the building quietly.

## Bulletin, Notices & Announcements

Announcements of calendar events, upcoming activities and general information about the larger community are available in the monthly newsletter, on our website <http://www.rochesterschoolvt.org/> and school Facebook Page <https://www.facebook.com/Rochester-K-12-School-VT-930432030418929/>. Parents, students, or organizations who wish to make announcements should send the announcements to the office, preferably via e-mail to [rveilleux@wrvsu.org](mailto:rveilleux@wrvsu.org). If you wish to receive the newsletter electronically, please send your email address to Mr. Veilleux.

## School Dress Appearance

The school maintains that students' attire should be safe and not distracting to the educational process inside or outside the building and during all school functions. Students are encouraged to use sound judgment in dress and hygiene. Clothes shall provide sufficient coverage, and be worn in a manner so as to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off the shoulder or low-cut tops, strapless tops, and bare midriffs are prohibited. Shorts must reach the mid-thigh and skirts and dresses must be no shorter than fingertips. Tights are only allowed with dresses, skirts or shorts that are of appropriate length as outlined above. Shoes must be worn at all times. Apparel that is vulgar or profane or promotes the use of alcohol, tobacco or illegal substances is not permitted. Students are encouraged to dress in layers or keep a sweatshirt or sweater on hand. Whenever, in the opinion of faculty, staff or administration, attire interferes with the educational process, students will be requested to alter that attire. Parents may be requested to bring alternate clothing if needed or the student will be sent home. Repeated offenses may result in other consequences.

## Student Services

Rochester School provides different services to support student learning. These services include MTSS – Multi-Tiered Systems of Support, EST – Educational Support Team, Title I, RTI (Targeted Tutoring/Tiered Instruction) and Special Education.

## Discipline and MTSS

Rochester School will be utilizing the MTSS structure for discipline issues. Please refer to the MTSS manual for further information such as an explanation of MTSS, discipline matrix and academic and behavioral frameworks.

## Title I

Title I services are offered to students who may need some additional learning support in reading, writing or math. Students are selected based on student assessment scores, classroom performance, and teacher recommendation. Parents are notified if their child qualifies for services and parents must provide consent for their child to receive these services. Title I services may be provided in the classroom or in a separate location.

## Response to Intervention

Our school has developed a Response to Intervention (RTI) Model. Response to Intervention provides targeted instruction or tutoring to students who may be struggling with specific math or reading skills. Students who are identified will receive additional instruction in their specific area of need. Data is kept to monitor student

progress. This instruction will usually last several weeks. During this time students, will be working in either 1:1 or in small groups settings. Parents will be notified if their child will be receiving these services. Parents will also, be given some skills and strategies to work on at home with their child to help support their child's learning.

## Screenings

Preschool – All children are entitled to an early inventory screening to determine if they need services to prepare them for entrance to school.

Visual – All students enrolled at CES will have periodic eye tests

Hearing – All students enrolled at CES will have periodic hearing tests

## Opting Out of Hearing Test

16 V.S.A. §1422 requires schools annually to test the hearing of students in the first, third, fifth, seventh, and ninth grades. Parents are permitted to opt their children out of such tests. Please call the School Nurse for information regarding the procedure for opting out.

## Special Education:

Some children have learning disabilities and need support services to achieve their highest learning potential. We provide referral evaluations to determine needs. We also conduct a needs assessment to identify and assist students with support in Reading, Writing, and Math.

## The Arts

Students in elementary/middle school express their ideas, feelings, thoughts, and creativity through the arts. Art and music classes are scheduled regularly each week. Rochester School also offers Band, Chorus and instrumental instruction for students in Grades K-8. Students also participate in musical performances during the school year.

## Physical Education

Each child participates in Physical Education classes twice a week. During PE, children must wear comfortable clothing and sneakers. There are after school opportunities to play sports like soccer and basketball that are organized and coached by local parents.

## Curriculum

Excellence in education requires constant improvement with new approaches to learning. We have established a curriculum based on best practices for helping children learn. Our program encourages many different learning styles because we know that all children can learn if they are supported in different, appropriate ways. Our curriculum is based on the Vermont Grade Expectations. The Common Core provides a guideline that helps schools in Vermont meet goals with improvements in these areas:

What students learn    How students learn  
How we measure student learning

The CC links the “skills” and “subjects” with the practices that we know are most likely to lead to success for each student and prepares each student to be college and career ready.

## Assessment and Reporting

The primary purpose of assessment is to provide meaningful feedback for advancement of student learning and to improve instruction. Assessing student work is a continuous process. Observation and accurate documentation are fundamental. Anecdotal records, reading logs, running records and teacher checklists are examples of this type of assessment. At times, a simple short answer test is the appropriate tool. Teacher created open-ended tests, which involve students explaining their answers also provide important information. Portfolios of student work and assessment of this work by rubrics are powerful tools. Rubrics provide criteria that describe student performance at various levels of proficiency. A rubric can help teachers score students' work more accurately and fairly. It can also give students a better idea of what qualities their work should exhibit. We encourage parents to discuss student progress at any time.

We currently use the following assessment and reporting tools to measure our student's performance:

- Grades K-4 utilize a trimester reporting system. Specific Grade Expectations are included with each report card.
- Grades 5-8 utilize four grading period each consisting of 9 weeks.
- Progress reports may be issued midway through each of the marking terms.
- Parent conferences are scheduled twice a year.
- Parents and teachers may also hold extra conferences as needed.
- Star360 Online Assessment Tool
- The NECAP (New England Common Assessment) Science Assessment is administered in May to Grade 4 students.
- This year, the state replaces NECAP assessments in Math and ELA with Smarter Balanced Assessments. These will be administered in the spring.

Parents are encouraged to ask questions about student's work and the educational program at any time.

## Bus Routes

### Morning Run:

- Mr. Downs (Bus #2) - Route 100/Stockbridge/Pittsfield/River: Mr. Downs' will leave the Pittsfield Village Green at 6:43, Jerusalem Hill at 7:04, Austin Hill (Rt 73) at 7:10, Bingo at 7:17, Corporation Road at 7:20 and will arrive at school at 7:25.
- Mr. Schulze (Bus #1) —Hill/Route 125/Hancock/Granville: Mr. Schulze's morning route will start at Mtn. View Loop at 6:30, then to the Town Line Road —top of Quarry Hill at 6:42, the Granville Post Office Hill Road at 6:50, Bowl Mill at 7:00, Route 125/Hancock Hotel at 7:06, then Route 125 to Jacques Veilleux's at 7:10, then back down to Route 100 at 7:15, then Deerings at 7:18, arrive at the school at 7:25.

### Afternoon Run:

- Mr. Downs (Bus #2) - Route 100/Stockbridge/Pittsfield/River: Mr. Downs' bus will leave the Rochester school at 3:05, is at Austin Hill at 3:09, Bing at 3:15, Corporation Road at 3:18, Jerusalem Hill at 3:26, Pittsfield Village Green at 3:40, and he will arrive at the Stockbridge School at approximately 3:50.
- Mr. Schulze (Bus #1) - Hill/Route 125/Hancock/Granville: Mr. Schulze's bus will leave Rochester School at 3:05, arrive at Mt. View Loop— 3:12, top of Quarry Hill Road (Town Line/Oak Lodge) at 3:21, Deerings at 3:34, then to Route #125 by 3:37, turn around Jacques Veilleux's @ 3:43, then Route 100N 3:48, Post Office Hill Road 3:54, back to school by 4:14.

Transportation to and from school is provided for students in grades K-8. Driving a school bus is not easy. The driver must not only pay attention to his/her driving but must always be concerned with the safety of the passengers. If the passengers are noisy, quarrelsome and boisterous, this will interfere with the safe operation of the bus. If an individual student abuses this privilege, then she/he is responsible for the consequences of her/his action.

A driver may remove a student from the bus when that student's behavior represents a serious immediate threat to the health and safety of fellow passengers and/or the driver and when removal of the student will not endanger the student's health or safety.

### **Rules**

1. If you are spoken to and corrected by the bus driver, you are expected to follow those directions.
2. Greet the driver politely; say thank you.
3. Once the bus is in motion, you must remain seated with feet on the floor.
4. Keep hands and feet to yourself.
5. There will be absolutely no littering or vandalism on the bus. Parents will be held financially responsible for any damage done by their child to the bus.
6. No eating or drinking on buses.
7. Help others. Listen to your peers in conversation.
8. Use quiet voices.
9. Use appropriate language.
10. Have patience.
11. Keep track of your belongings.

On the school bus, if a student receives a discipline slip issued by the driver as a result of misbehavior, the following will occur:

**First Offense:** Warning by bus driver or principal. Copy of School Bus Incident Report mailed to parent, given to teacher and kept on file in the office.

**Second Offense:** Consultation with involved parties. Student loses riding privileges for 3 days. Copy of School Bus Incident Report mailed to parent, given to teacher and kept on file in the office.

**Third Offense:** Consultation with involved parties. Student loses riding privileges for 5 days. Copy of School Bus Incident Report mailed to parent, given to teacher and kept on file in the office.

**Fourth Offense:** Possible loss of bus riding privileges for the balance of the school year. Copy of School Bus Incident Report mailed to parent, given to teacher and kept on file in the office. If your child is suspended from the bus, you will be called to pick him up at school. If you cannot be reached, your child will be allowed to ride the bus home on the day of suspension and the suspension will begin on the following day unless the child is an immediate danger to himself and others. Suspension notifications will be placed in the student's file.

## Lunchroom Behavior

Students are required to enter the lunchroom quietly, get their lunch and sit down at a table. They are expected to stay seated at the table until their lunchtime is over. Children are encouraged to eat their own lunch and not share foods (for health reasons) with their classmates. They are expected to display appropriate table manners and wait to be dismissed. The lunchroom is considered a part of our instructional day where learned social skills

are applied. Lunchtime is an opportunity for students to relax, take a break from their schoolwork, and eat lunch. Students are encouraged to talk quietly with their peers during the lunchtime.

## Playground Rules

The playground at school provides a valuable play area for our students. All children are expected to follow the school rules, the directions of the supervising staff, and respect the equipment. Children will lose their recess privileges if they fail to follow these rules. Additionally, they will participate in community service around the school. Please impress upon your children the need to take care of their school grounds, equipment, and building and to report to the school any problems.

## Outside Play

All students are encouraged to play outside throughout the school year with their friends. It is important to keep them warm and safe. The best way to protect children from cold temperatures is to dress them in layers. Children should come to school in the winter with an extra set of shoes, socks, underwear and pants because they may have to change their clothing. Ordinarily, we will limit their outdoor playtime to 20-minute increments in cold weather, and will not allow your children to play outside in extreme conditions. Our basic guideline is to keep children inside if the temperature is below 10 degrees Fahrenheit or if a wind-chill advisory has been issued.

You can help your child prevent cold weather health risks by dressing them properly. Children should come to school with a hat and scarf as well as gloves or mittens. They will also need to wear a warm, water-resistant coat or parka, snow pants and boots. For a child to play on the playground in the snow, snow pants and boots are recommended. If your child does not bring snow pants and boots with them, they will be asked to remain on the cement walk during recess.

Regardless of the season, young children need exercise daily. Children enjoy being outdoors and fresh air helps keep them healthy and free of communicable disease. We hope you will agree that we need to work together to insure the health and welfare of your child.

## Parent, Family and Guardian Involvement

Parent involvement in the school is very important. When schools and families work together to support learning, students benefit through higher grades, higher test scores, better attendance, more positive attitudes, and a sense of pride in themselves as well as their school. The role of parents in their child's education is crucial for success. Rochester School welcomes you to become an active participant in your child's school life. Listed below are ways you, your family, and the community can be involved with the school.

- Attend Open House
- Attend Student Presentations
- Attend Parent Conferences
- Attend School Board Meetings
- Become a PTO member and attend meetings
- Volunteer at fundraising events
- Volunteer to serve on school committees
- Become a mentor
- Accompany classroom on field trips
- Volunteer to read in a classroom once a month
- Assist in school-wide events

## Partner's in Your Child's Education

Children feel a sense of pride when they know their parents are concerned with their educational progress. Teachers feel rewarded and much appreciated when parents support them.

Here are some areas of cooperation that are important:

- Make sure your child attends school regularly
- Support the school in its efforts to maintain proper discipline
- Stay in tune with what your child is learning – ask questions about the day
- Let the school know if any problems outside of school affect your child
- Stay in touch with the classroom teacher and principal
- If the teacher or staff has been helpful, let them know – we all need compliments!

## Procedure for Addressing School, Student, Parent Problems

Problems or questions often arise between the home and school regarding homework, discipline, rules and regulations, procedures, or academics. It is often difficult to know who should be contacted first to get information or to get help solving a problem.

For situations that happen in the classroom, the classroom teacher or specialist teacher working with the class should be contacted during the school day. Call the office at 767-3161. They will direct your call and have the teacher contact you by phone as soon as possible. If the classroom situation has not been resolved or additional assistance is needed, the principal should be contacted at the school. For a situation that needs additional attention and has not been adequately resolved by a teacher or the principal, the superintendent's office should be notified at 763-8840. If the problem or situation has still not been resolved or explained to your satisfaction, the chairperson of the school board should be contacted. The chairperson may arrange a meeting with all concerned to assist and resolve the situation.

For situations regarding buses, playground, or other out of classroom areas, the principal should be contacted.

## Building Use

The Rochester School building is available for use by various organizations. We encourage community members to use the school. A request form for the use of the building is at the school office. The form must be filled out in advance and is subject to the conditions and approval as outlined by the school principal.

## School Policies

The following policies are a sampling of the rules, regulations, or procedures that govern Rochester School. The policies are available at the school and on our website. You may call the office to make an appointment to view the policy book.

Admission of Resident Students

Electronic Communication and Data Management

Student Assessment

Student Medication

Weapons

Hazing and Harassment -16 V.S.A. 565 (d)

The Vermont State Legislation has revised the harassment law and passed a bullying law.

## Bullying & Harassment

**Bullying** is any act or acts which are directed against a student by another student or group of students and are intended to ridicule, humiliate, or intimidate the student; occur during the school day on school property, on a school bus, or at a school sponsored activity; and are repeated over time (there must be two or more incidents).

**Harassment** refers to verbal, written, visual, or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity that has the purpose or effect of creating a hostile or offensive environment or interfering with a student's educational performance or access to school resources.

Rochester School is a public school that is open to all students. We make every effort to provide a safe & respectful learning environment to all of our students. Anyone who feels that Bullying or Harassment is happening at Rochester School should make a report to Ms. Kimball or Ms. Stamm, who will investigate the complaint and take appropriate action in accordance with school policy and Vermont state law. Copies of the complete legislation/school policy are on file and are available upon request.

## Family Rights

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's educational records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal, a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records if the parent or eligible student believes they are inaccurate. Parents or eligible students should write the principal and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record, it will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personal identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirement of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

## Assemblies

Assemblies are a regularly scheduled part of the curriculum, and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful.

## Field Trips

Field trips are an important and integral part of a teacher's classroom program. Therefore, throughout the school year trips will be planned which will expand the classroom program. Students cannot participate in these out of school activities unless we have obtained your written consent. We seek your permission to have your child attend field trips planned by the teacher. Prior to each trip you will be notified and receive pertinent information. Teachers will notify parents before the day of the field trip. Students are expected to ride the school bus unless there are medical reasons to the contrary. Prior arrangements must be made with the teacher and principal.

## Library Books

Students have library periods and are encouraged to borrow books. It is expected that books will be returned on time. Students not returning books will not be allowed to take out additional books. At the end of the year, students must return or pay for any outstanding books. If these accounts are not settled, final report cards will be withheld.

## Food Service

It shall be the policy of the Rochester School to comply with the federal rules and regulations prescribed for the operation of child nutrition programs (i.e. school lunch, breakfast) as stipulated by the U.S. Department of Agriculture and related state rules and regulations as stipulated by the Vermont State Department of Education.

Current rules and regulations are on file in the office of the Superintendent of Schools.

The Rochester Nutrition Program will operate with a procedural set of guidelines established annually by the Rochester School Board. Payment for breakfast and lunch servings will be required at the time a student receives a meal. To avoid accumulation of charges, which can lead to large deficits for the School Nutrition Program, students and families are expected to maintain a positive balance at all times. If a student's balance becomes low or falls into negative numbers, a bill will be sent home. Failure to pay the bill in a timely manner will close the account and an alternative bag lunch will be served at the student until account is brought up to a positive balance.

The price for meals is as follows:

- Student breakfast: \$1.50
- Student Lunch: \$3.00
- Adult breakfast: \$1.50
- Adult lunch: \$4.00
- Milk: \$.50
- Reduced lunch: \$0.40

Breakfast will be served from 7:25 a.m. – 7:40 a.m.

Lunch will be served from 12:00-12:20 for K-4 and 11:30-11:50 for 5-8.

Forms for reduced price and free meals are sent home in the first day of school packet and are available in each office throughout the year. All information on the free or reduced application is kept confidential. Eligibility is determined by the amount of money earned in the household and the number of people living in the household. All information on the free or reduced application is kept confidential. Please take advantage of this program if you qualify. A lunch menu is given to each elementary student to take home, and also placed on the Rochester website ([www.rochesterschool.org](http://www.rochesterschool.org)). Middle students can pick up a copy of the menu up in the high school office.

Students are expected to:

1. Wait in the serving line quietly.
2. Treat themselves and others with respect at all times.
3. Sit at tables and eat breakfast/lunch quietly and remain seats until they are dismissed.
4. Leave the table and the floor/ground near them clear and free of litter both inside and outside.
5. Clean up after themselves, which includes wiping the tables before leaving the cafeteria
6. Pay for breakfast/lunch before or when they receive it.

No food or drink is allowed outside of the cafeteria at any time, unless specific permission has been granted by a teacher or administration. Bag lunches carried to and from lockers are expectations to this general rule. Every effort will be made to support this practice.

All students who qualify for school meals will receive both breakfast and lunch at no cost. Every family should fill out an application for free meals since eligibility may have changed. If you have questions, please call the school for assistance.

The lunch accounting system is computerized. Each student has an account. You may pay for your child's lunch by the week, month, or longer if you would like. It is advised that you pay for at least a week at a time. Please send payment in the form of cash or check. If you are sending a check please put your child's name on the bottom of the check. A single check may be used to pay for more than one child as long as each child's name is on the check. Unless you specify on the envelope, the money will be divided evenly between each child. We will send menus home monthly to inform you of the meals for the upcoming month. The Rochester School will also be sending a welcome letter to parents explaining their policies.

## Nutrition-Healthy Snacks

A healthy body requires a combination of a well-balanced diet and regular exercise to be ready for learning. Research has shown that good nutrition is directly related to school performance. Rochester Elementary School encourages you to send healthy snacks with your child such as fruit, cheese, crackers, pretzels, raisins, carrots, celery, and juices or water.

**Additionally, all parents wishing to send food items with their child to class for any reason (i.e. celebrations, parties, rewards, etc.) must notify the classroom teacher at least one week in advance by completing the Request to Send Food paperwork. This paperwork can be found in the main office or online on the school website <http://www.rochesterschoolvt.org/>.**

## Cell Phone Use by Students

Cell phones and pagers are not to be used at school. Students may bring a cellular phone into the school building with parental permission. All personal electronic devices must be turned off and out of sight. Classroom use will be determined by the teacher.