

# **SUTTON SCHOOL**



**"Home of the Catamounts"**

## **Student & Parent Handbook 2025 – 2026**

**SUTTON SCHOOL**  
**Rachel Robillard, Principal**  
**95 Underpass Road**  
**Sutton, VT 05867**  
**802.467.3492**

**Website:** [www.kingdomeast.org/sutton-school](http://www.kingdomeast.org/sutton-school)

## Sutton School Faculty & Staff

Staff Member	Position	Extension
Michelle Barton	Maintenance Assistant	1467
Jeremiah Bias	Physical Education	1431
Gabrielle Bourassa	K-1 Teacher	1466
Janis Chamberlain	Literacy Intervention	1420
Jacqueline Colby	Intensive Instructional Assistant	NVM
Amanda Colon	Guidance & School to Home Coordinator	1470
Charles Delany	5th-8th Science Teacher	1459
Kathy Faulkner	2nd Grade Teacher	1464
Caitlin Fournier	Intensive Instructional Assistant	NVM
Tiana Gillespie	3rd-4th Humanities Teacher	1456
Destiny Hall	Intensive Instructional Assistant	NVM
Rebecca Jenkins	3rd-4th Math & Science Teacher	1457
Prudence Kaczowski	Speech & Language Instructional Assistant	1454
Katy Laverdiere	Art & Tech Teacher	1414
Valerie Lemieux	Nurse	1460
Alan McGrath	5th-8th Math Teacher	1465
Brendan Mold	World Language Teacher	1414
Kelly Mulligan	5th-8th Humanities Teacher	1455
Makenzie Murray	Intensive Instructional Assistant & School to Home Coordinator	NVM
Cynthia Noyes	Intensive Instructional Assistant	NVM
Nancy Penfield	Special Education Teacher (Grades 4-8)	1461
Mandy Pike	Administrative Assistant	1452

Jeannie Powers	KEAP Site Coordinator	1449
Anna Quinn	Music Teacher & Instructional Assistant	1414
Rachel Robillard	Principal	1453
Cheryl Robinson	School Clinician	1463
Amanda Sanville	Literacy Interventionist	1420
Alysia Spencer	Instructional Assistant	NVM
Wayne Whitehill	Math Interventionist	1471
Erika Worthing	Special Education Teacher (Grades K-4)	1419

NVM = No Voicemail

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## **INTRODUCTION:**

### **Kingdom East Vision, Mission & Goals**

#### **Kingdom East Shared Vision**

The Kingdom East School District Learning Community will ensure a rigorous, safe, healthy and creative learning environment. Children will leave 8th grade with solid growth and progress toward standards in literacy, mathematical content and practices, scientific inquiry and content knowledge, global citizenship, physical and health education, artistic expression and transferable skills.

Through high-quality instruction aligned to teacher professional growth, our 8th graders will be launched into high school prepared to continue to achieve a range of academic successes that will allow them to be positive contributors in our democratic society.

#### **Kingdom East Mission Statement**

*In partnership with the community, staff, and students, the Kingdom East School District is committed to providing a collaborative and equitable environment of educational excellence through rigorous learning experiences that develop individual and diverse talents and abilities of all our students to prepare them for successful lives as contributing, responsible citizens.*

#### **Kingdom East Prioritized Goals**

1. **CONTENT:** All teachers will provide high quality core instruction and/or intervention, aligned to a written curriculum with standards and assessment.
2. **PEDAGOGY:** Teachers engage in PLCs to design and deliver highly engaging units and lessons that are aligned with standards and unit outcomes and differentiate instructional practices to improve student learning.
3. **CULTURE:**
  - a. **MTSS**– District-wide structure that consistently implements responses that are aligned to MTSS principles and standards-based instruction.
  - b. **Social / Emotional Health**– Establish systems for student data and communication that promote strong relationships with families and foster partnerships that result in high student achievement. Students also have access to therapeutic and counseling services as needed.

- c. **Physical Well-being**– All students will be provided a learning environment that is welcoming, respectful, appreciates diversity and emphasizes empathy.
- d. **Physical Environment**– Kingdom East buildings and grounds will provide a safe and secure environment that is conducive to learning.

## Kingdom East Board of Directors

### Kingdom East Board of Directors (Sutton School Representatives)

**Jake Simpson:** [jsimpson@kingdomeast.org](mailto:jsimpson@kingdomeast.org)

- Term Expires: 2027

**Candace Houghton:** [choughton@kingdomeast.org](mailto:choughton@kingdomeast.org)

- Term Expires: 2028 (Appointed 2025)

### Kingdom East Board Meetings

The Kingdom East School Board holds regularly [scheduled meetings](#) each month at 6:00pm. The public is encouraged to attend these meetings. Please check the link or the Kingdom East website for meeting dates and locations.

### Kingdom East School Board Responsibilities

The school board is charged with the responsibility of developing and writing policies that govern the operation of the school. New policies must be warned before adoption. Any pending changes in existing policies must also be warned. Copies of the policies are available from the school office and are also located on the Kingdom East School District website.

### Kingdom East Contact Information

#### **Mailing Address:**

Kingdom East School District  
P.O. Box 129  
Lyndon Center, VT 05850-0129

#### **Physical Address:**

Kingdom East School District

Hilton Dormitory  
64 Campus Lane  
Lyndon Center, VT 05850

**Phone:** 802-626-6100

**Fax:** 802-626-3423

**Website:** [www.kingdomeast.org](http://www.kingdomeast.org)

## **Sutton School Mission Statement & Goals**

### **Mission Statement**

"Sutton School is a caring community, developing successful citizens through learning."

### **Continuous Improvement Goals**

**Goal #1:** Each child is supported to be socially, emotionally and physically healthy.

**Goal #2:** Each child will have at least a year's academic growth in literacy and math during the year. The focus is on understanding where students are at and what their next move is to learn.

### **Basic Information**

The Sutton School is a Kindergarten through 8th grade school serving approximately 110 students. For more detailed information, please visit the [school's website](http://www.kingdomeast.org/sutton-school) or call the school's office.

### **Address & Contact Information**

Address: 95 Underpass Road, Sutton, VT 05867

Telephone: 802-467-3492

Fax: 802-467-3023

Website: <https://www.kingdomeast.org/sutton-school>

Office staff will be available to answer the phone between 7:30 AM – 3:30 PM on school days. When the office is closed, voicemail or email may be used to leave a message for any staff member.



## **School Hours**

STUDENT ARRIVAL: 7:45 AM – 7:59 AM

CLASSES: 8:00 AM – 2:50 PM

EARLY RELEASE DAYS DISMISSAL: 12:10 PM

*PLEASE NOTE:* Student supervision begins at 7:45 AM. Students *should not arrive before this time*. Students are dismissed at 2:50 PM. There will be staff on duty for students waiting for pick up. Students are not supervised after 3:00 PM unless participating in the Afterschool (KEAP) Program or in an after school activity. KEAP runs Monday through Thursday 2:50 PM – 5:00 PM. Students must be registered with the KEAP in order to attend.

## **Title 1 School-Caregiver Compact 2025-2026**

### **Compact for Learning & Responsibilities**

Both parents and all school personnel are working towards the same goal, providing the best possible education for our children. Students also need to accept responsibility for being the best student they can be. When the three combine forces, the results are unbeatable. A committee comprised of the principal, school board members, parents, teachers, and students developed certain responsibilities that parents, school personnel and students need to accept and carry out in order for our school to promote the best possible education for students.

#### **School Responsibilities**

- Create an optimal learning environment in the building and classroom.
- Afford every student the opportunity to work to his or her fullest potential each and every day.
- Communicate frequently with caregivers for positive reinforcement as well as “when necessary”.
- Work closely with PTG to provide activities and programs for students.
- Assign homework regularly that helps children learn; provide parents with direction on how they can work with their children to get the most out of homework.
- Respect student individuality.
- Promote self-esteem and encourage respect for others.
- Set high academic standards for all students and help them reach their potential.
- Reinforce a positive discipline code based on clear agreements that are

established at the beginning of each school year and remember to reinforce positive classroom behavior.

- Encourage caregiver involvement by reaching out to involve them in their children's education, showing them how they can help their children at home, all the while remembering that caregivers want to work with teachers to help their children do their best.

### **Caregiver Responsibilities**

- Provide regular time, and a quiet, well-lit space for homework.
- Be available during homework time to help with questions but not to give answers.
- Read to your child and ask your child to read to you.
- Talk with your child about the day at school so you can better understand what happens there.
- Set positive learning examples for your child; i.e., if the child sees the caregiver reading, he/she may be influenced and want to read more.
- Communicate on a regular basis with the teacher(s) to be sure that the child and caregiver know what is expected and to relate any special home situations so that optimal teaching and learning can take place in the classroom.
- Be willing to volunteer in the school system, even if you can only do so for a short period of time or at times other than when school is in session.
- Be aware that the educational process is a joint effort that involves you as well as the child, teachers and school administration.
- Try to make comments that help the child feel valued as a person.
- Use positive, encouraging language to promote self-respect and self-esteem. Make your child feel good about themselves and recognize their progress.
- Send your child to school rested, nourished and dressed in appropriate clothing for the weather and school activities, and aware of appropriate school behavior.
- Encourage your child to be the best he/she can be.

### **Student Responsibilities**

- Understand the purpose of learning and therefore want to learn.
- Be willing to put time and effort into producing quality work.
- Have an open mind to accept new and different ideas.
- Be willing to risk contributing his/her own new and different ideas.
- Be caring and helpful, and encourage peers.
- Always be confident enough to accept criticism.

- Demonstrate good study skill habits daily.
- Set short and long term goals.

## **Required Title I Parental Notifications**

**Adequate Yearly Progress Report:** Our school has participated in the development of a districtwide continuous improvement plan called the [KESD Continuous Improvement Plan \(with Title I Schoolwide Plan requirements embedded\)](#). This plan is a working document and will be available at our school office.

### **PARENTAL RIGHTS NOTICE FOR TEACHER/INSTRUCTIONAL ASSISTANTS**

**QUALIFICATIONS:** Caregivers have the right to request information as to whether their child's teacher has met the state qualification and licensing criteria. Caregivers may also request whether the teacher is teaching under a waiver or provisional license. The request can also include what the designated major of the teacher was in his/her bachelor degree. If the child receives services from an instructional assistant (IA) or intensive instructional assistant (IIA), their qualifications may also be requested. Please call Principal Rachel Robillard at 802-467-3492 if you would like to request any of this information.

**PARENTAL INVOLVEMENT POLICY AND HEARING COMPLAINTS POLICY:** These policies were developed jointly with parents in April 2009, and updated and adopted in June 2010, February 2014, and most recently in 2018. These policies ([Parental Involvement & Public Complaints About Personnel](#)) are available on the [kingdomeast.org](http://kingdomeast.org) website.

### **PARENTAL NOTICE FOR STUDENTS WHO ARE LIMITED ENGLISH PROFICIENCY:**

20 U.S.C. §6312(g)(1) provides that parents of students who are of limited English proficiency are to be notified not later than 30 days after the beginning of the school year that their child has been identified as in need of services.

## **EMERGENCY INFORMATION:**

### **Student & Family Emergency Information**

*The school MUST HAVE CURRENT EMERGENCY INFORMATION FOR EVERY CHILD.* Families should update contact information through the [PowerSchool Family Portal](https://kingdomeast.powerschool.com/public/) - Forms Tab (<https://kingdomeast.powerschool.com/public/>). The school must have on record your current address, home and work telephone numbers, along with the

names and phone numbers of family or friends. This information is the basis for the school's emergency contact system, and ensures the school has a contact in the event that you cannot be reached. **Any change in this information must be reported to the school immediately. Please call if you have a new phone number.**

*Parents/guardians are responsible for notifying the school office immediately if changes occur.*

## **Custody / Legal Decisions**

Court documentation is needed for all custodial and/or binding legal decisions. Please update your child's file when any changes occur. It is the parties' responsibility to provide written documentation to the school.

## **Evacuation & Emergency Drills**

Emergency drills incorporating the Emergency Protocols are required by state statute §§ 1481 – 1483 will be held in accordance with current state guidance. Drills can include fire (evacuate the building), evacuation (to an alternative site), lock in (exterior doors locked and no one permitted to enter or leave the building), lockdown (all doors locked, halls cleared, and no one permitted to enter or leave the building or classrooms). The type and time of the drills are held at the discretion of the principal; however, weather and health are considered during the scheduling of drills.

Directions are posted in each room for all emergency situations. Visitors are to follow the requirements for students during all drills.

These drills enable us to check emergency procedures and provide for the safety of all school occupants in the event of a real emergency.

## **Emergency School Closing**

When inclement weather or an emergency situation occurs school may close early. The changes will be broadcast using our School Messenger system, VT Broadcasting system, and will notify the primary contacts as outlined in the emergency information form. For further information and updates during an evacuation call 2-1-1.

## **School Cancellation/Delay**

Families will be notified through the School Messenger system and VT Broadcasting system regarding school cancellations or delayed openings. Information from any of the above sources will be available by 6:30 AM. If school opening is delayed by 2 hours, school opening activities will begin 2 hours later than their original schedule. *This refers to bus transportation and drop off times.* If school is delayed, please continue to listen to reports in case we are forced to do a full cancellation. *It is possible that breakfast will not be served when school is operating on a delayed schedule. Buses and morning activities will be delayed for the same amount of time that school is delayed.*

## **Student Alcohol & Drugs**

It is the [policy](#) of the Kingdom East School District that no student shall knowingly possess, use, sell, give or otherwise transmit, or be under the influence of any illegal drug, regulated substance, or alcohol on any school property, or at any school sponsored activity away from or within the school. It is further the policy of the District to make appropriate referrals in cases of substance abuse.

## **Student Phone Calls**

Student phone calls and messaging: School telephones are to be used by students *only* in emergencies. Caregivers should call the main office to leave a message for the student's teacher or administrative assistant to deliver. Students are allowed to use the classroom telephones with permission from school staff. Caregivers should not communicate with their child using electronic devices while students are in school.

## **Personal Devices**

All students are required to either leave personal devices at home or hand them into a designated location within the school building. If students are found to have devices on their person during the school day, the device will be confiscated and held until the end of the day. If this behavior continues to occur, the administration will reach out to caregivers to have a conversation. Our goal is to create a safe and engaged learning environment for all students. Devices such as cell phones and smart watches are distracting and disruptive to the learning environment, and have a negative impact on brain development. Personal devices include cell phones, smart watches, tablets and other electronic devices capable of connecting to the internet.

# **SAFETY INFORMATION:**

## **School Security & Building Access**

Sutton School takes student and staff safety very seriously. In an attempt to provide a safe learning environment for everyone, the following protocols are in place:

- Exterior doors are locked when school is in session
- Visitors must enter through the front doors and check in at the office
- Emergency drills, including lockdowns, are executed periodically
- Students must leave the school grounds by 3:00 PM unless they are involved in school sponsored activities, extra curricular activity, an extra help session or waiting for their bus.

## **Visitors**

In order to be proactive in maintaining student safety, the Sutton School requires all visitors to enter and report through the Main Entrance. **All visitors must sign-in.**

The Sutton School welcomes caregivers and community members to visit the school and observe the academic setting. Any visitors wishing to observe the academic setting, are required to receive approval from administration prior to the day of the visit. Visitors are expected to abide by school rules, policies, regulations and emergency procedures.

Please review the policies [Visits by Parents, Community Members, or Media](#) and [Volunteers and Work Study Students](#) for further information.

## **Parking**

Students who are riding in vehicles should be dropped off in the rear of the building if arriving before 7:59am. 7:59 am and after, students need to be dropped off at the front of the school and checked in at the office. In order to ensure student safety, all families and visitors shall follow the traffic flow patterns.

We ask that caregivers dropping off students and picking up students in the rear parking lot only momentarily exit their vehicle to assist their child in and out of the vehicle. If caregivers would like to walk their child to the door in the morning, or if they would like to walk their child to their vehicle we ask that they park in the spots designated on the side of the parking lot.

## **Student Birthdays & Other Celebrations**

Kingdom East Schools recognize that families may wish to make their child's birthday special by bringing in food, balloons, or flowers. Due to allergies, and dietary and medical needs, families must follow the school procedures for bringing in such items:

- Families must reach out to the school at least 48 hours in advance to let the School know what they will bring in so that the School can ensure that everyone in the class has a food option that fits their needs.
- Families must comply with the Wellness Policy.
  - Caffeinated products are not permitted
  - Celebratory food consumption cannot interfere with the school meals schedule.
- If family members want to see their child in person, they can request that their child comes down to the office, so that the rest of the class is not disrupted.
- Balloons or flowers may need to remain in the office for the day, especially if allergies will be triggered by such items.

## **Bicycles, Skateboards, & Walkers**

Students riding their bikes or skateboards to school or walking are expected to walk their bikes or skateboards onto and off the school grounds at entrance and exits. *Wearing a bicycle helmet and locking bicycles is strongly recommended.* Bikes must be left in the bike racks. The school will not be responsible for any damages to or theft of a bicycle or personal property left on a bicycle. *Students riding bicycles or skateboards should not arrive before 7:45 AM.* Bikers, skateboarders are dismissed at approximately 3:00 PM and are expected to leave promptly once buses have departed. Once students arrive at school, bicycles and skateboards should not be ridden.

## **ATV, UTV, 4-Wheeler, Snowmobile, and Dirtbike Use on School Property**

Kingdom East School District does not permit its students to operate any of the vehicles listed above on school property, whether or not students, age 12-16, have passed a course to operate such vehicles.

Community members with a valid driver's license may drive such vehicles to and from the school for student drop off and pick up as long as all Vermont motor vehicle and traffic laws are followed. For instance, vehicles must be registered and anyone on board must wear a helmet. If seat belts are available, seat belt laws apply as well.

Typical traffic patterns must be obeyed by drivers of these vehicles. Driving on school grounds outside of designated traffic areas is not permitted.

## **Cubicles & Lockers**

Students may be assigned a cubicle or a locker. The school cannot be responsible for items lost from cubicles, lockers, or book bags/backpacks. Cubicles and lockers are school property. Students must keep cubicles and lockers neat and orderly. The administration or designee have a right to inspect cubicles and lockers at any time. Students are not allowed to put locks on their lockers.

## **Lost & Found**

Clothes, books, etc. should be clearly marked to ensure prompt return to their rightful owners. Lost articles found at school are turned into the lost and found. **Families, please check the lost & found regularly.** Personal items will be disposed of twice a year. Clothing items not claimed will be cleaned and donated.. The school cannot assume responsibility for valuables or personal property belonging to a student or adult under any circumstances.

## **Surveillance Cameras**

All Kingdom East schools use surveillance cameras to monitor the campus; outside, the parking lot, and several hallways and egresses in the buildings. Any recordings made with these cameras become the property of the school.

## **Playground**

The playground is an extension of the learning environment. On the playground, children have the opportunity to apply and practice appropriate social skills and also learn to assume responsibility for their behaviors. Every effort will be made to maintain consistent expectations and responses to playground conduct.

To ensure a safe and positive experience for all students, we ask that you review and adhere to the following playground rules. These rules are in place to prevent injuries, encourage positive social interactions, and protect school property.

### **General Safety Rules**

- **Supervision:** The playground is only to be used during designated times when school staff is present for supervision. For safety reasons, students should not



be on the playground right before and right after school hours unless participating in a school-sponsored and supervised program.

- **Public Access:** The playground is a public space, but for the safety and security of our students, it is **closed to the public during school hours (e.g., from 8:00 AM to 3:00 PM)**. During this time, only students and school staff are permitted on the playground. If an after school program, extracurricular activity or school related function is utilizing the playground, then the public is not permitted to access the playground area, until the school activity has concluded. We appreciate the community's cooperation in helping us maintain a safe environment for our students.
- **Emergency Procedures:** Students should report any injury or unsafe situation to the supervising adult immediately, no matter how small.
- **Appropriate Attire:** Students must wear appropriate footwear (closed-toe shoes are recommended) for running and playing. For safety, clothing with drawstrings or other loose items that could get caught on equipment is not allowed.
- **Boundaries:** Students must stay within the designated playground boundaries at all times. Leaving the playground area without permission is not allowed.

### **Rules for Equipment Use**

- **Slides:** Students must go down the slide feet first, one at a time. No climbing up the slide.
- **Swings:** Students should sit on the swing and swing forward and backward, not sideways. No jumping off the swing while in motion. Swinging should stop when others are walking nearby.
- **Climbing Structures:** Students should use the climbing equipment as intended, using their hands and feet. No jumping from high places.
- **General Equipment:** Playground equipment is to be used in a safe and respectful manner. Horseplay, pushing, or crowding on equipment is not permitted.

### **Rules for Social Interaction and Behavior**

- **Respect:** Students must treat all peers and staff with respect. Name-calling, teasing, and bullying will not be tolerated.
- **Fair Play:** All games should be played with an emphasis on sportsmanship and fair play. Students should take turns and share equipment.
- **Physical Contact:** Fighting, rough play, and physical contact that could lead to injury are prohibited. This includes pushing, shoving, and tackling.

- **Language:** Students are expected to use appropriate language. Foul or abusive language is not permitted.
- **School Property:** Students must be respectful of school property. Vandalism, littering, or damaging equipment will result in disciplinary action. Students are expected to pick up any trash they create and help keep the playground clean.

### **Parent Responsibilities**

- **Review the Rules:** Please review these rules with your child to ensure they understand the expectations for behavior and safety on the playground.
- **After-School Use:** If your child is using the playground after school hours, they must be supervised by a parent or guardian. Please remember that public use of the playground is at your own risk.

By following these rules, we can ensure that our playground remains a safe and enjoyable place for everyone.

## **SCHOOL EXPECTATIONS FOR PREVENTING AND RESPONDING TO STUDENT BEHAVIOR:**

### **PBIS & Core Expectations**

#### **Rules of Conduct**

Sutton School is committed to creating a positive school climate. All members of our community are expected to make sound choices in regard to the principles of responsibility, respect, safety and productivity for themselves, toward others and our environment. The administration and staff will work to prevent inappropriate behavior and will work with the students and families in a positive manner to resolve conflicts if they arise.

#### **Items Not Allowed at School**

**The following items are not allowed at school or school functions:**

- Weapons of any type including toy weapons (Student Conduct and Discipline)
- Bullets/Projectiles/Incendiaries/explosives of any kind
- Matches/lighters

- Tobacco products/drugs/alcohol/e-cigarettes (Student Alcohol and Drugs)
- Aerosol spray

Items not allowed at school that are found to be in a student's possession will be confiscated and turned in to the principal. Possession of these items and their return will be dealt with on a case-by-case basis.

## **Behavior Expectations**

1. Respect the students and adults within the school environment.
2. Respect the property of others. Ask before taking things that don't belong to you, and return it as you borrowed it.
3. Respect others' personal space by keeping your hands and feet to yourself.
4. Ask before leaving a room.
5. Keep yourself and others safe by walking when indoors.
6. Words have the power to hurt. Be mindful of the words you choose.
7. Food is allowed only at the times that the teacher sets. Caffeinated drinks are not permitted at all during school, recess, or on the bus. Gum is only allowed in special circumstances.
8. Public displays of affection (hugging, handholding, kissing, etc.) are not appropriate at school or at school related functions. Parents will be notified if students persist in this behavior.
9. Complete assignments to the best of your ability and hand them in on time. Extensions can be granted upon request.
10. Students must come to class prepared for work with all necessary materials.

## **Procedures for Preventing & Addressing Behaviors**

### **MINOR IMPACTS**

**Minor impacts include but are not limited to the following:**

- Using inappropriate language/gestures
- Making inappropriate physical contact with others
- Disrupting the learning process
- Being defiant, disrespectful, or non-compliant
- Property misuse
- Technology violations

The person supervising at the time of the incident will deal with minor behaviors. School staff may set forth rules and procedures that comply with the school's

general behavior expectations. Minor student infractions are to be handled with a common sense approach that sends the student a clear message of what is and what is not acceptable. Each staff member will respond in a consistent manner to minor infractions of the school's rules.

**Staff responses to these behaviors will include one of the following:**

- A verbal correction and warning
- A logical consequence
- A loss of privilege/social time
- Time away from the activity
- A reteaching of the expectations (during the student's time and only for those who need it)
- Reparation or restorative conversation
- Reporting possible harassment, hazing, bullying, and Title IX sexual harassment to a designee

**MAJOR IMPACTS**

Major impacts include any dangerous or disruptive behaviors that require immediate attention by the administration and have a major impact on the community and/or learning environment. Staff members will refer students exhibiting these behaviors to the office as soon as possible.

**These behaviors include but are not limited to the following:**

- Arson
- Abusive Language/Profanity
- Academic Dishonesty/Plagiarism
- Alcohol/Tobacco/ Drug Use or Possession
- Bomb Threats/False Alarms
- Defiance/Disrespect/Non-Compliance (severe)
- Firearms or Other Weapons on School Property
- Fighting/Physical Aggression
- Harassing, Hazing, and Bullying
- Inappropriate Displays of Affection
- Property Damage or Theft
- Repetitive Minor Impacts
- Skipping Class
- Sustained Disruption
- Technology Violation
- Threatening

**Consequences for major infractions may include but are not limited to the following:**

- Family contact
- Restitution/Community Service in the School
- Guidance referral
- Revoke school-wide privileges (recess/lunch with friends, field trips, sporting events, etc.)
- In-school suspension
- Out-of-school suspension
- Police report
- Recommendation for expulsion
- Reporting possible harassment, hazing, bullying, and Title IX sexual harassment to a designee

The administration reserves the right to remove a student from the premises if the student is at risk or is placing others at risk. The administration also reserves the right to take immediate action, such as suspending a student, if the situation warrants an immediate response. Parents will be notified as quickly as possible.

## **Discipline Philosophy**

Ultimately, it is our goal to create a restorative and supportive school environment where students feel safe, valued, and motivated to learn. At times, we know, students will make mistakes and disciplinary action will need to be taken. To this extent, the Kingdom East disciplinary philosophy includes the following elements:

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

## **Detention**

A student may be assigned detention for failing to adhere to behavior agreements. Detentions may be assigned during lunch/recess time or after school. Students who

are assigned a detention during lunch/recess will still have access to lunch and movement, but will not be with their peers. The focus of the detention time is:

1. Restorative – Repairing relationships and any harm
2. Instructional – Skill building
3. Completing assignments/work that were not completed as a result of the interfering behavior.

When this occurs the following procedures shall be followed:

1. Families will be notified that their child is serving or has served a lunch/recess detention on the day of the event.
2. Families will be notified that their child is serving an after school detention prior to the event.
3. For after school detentions, families will be notified of the end time, and when their child needs to be picked up for all after school detentions.
4. For after school detentions, families will share with school personnel whom they will have to pick up their child from school.
5. For after school detentions, students will remain in the supervision of the school faculty and/or staff, until they are picked up by a family member or person designated by the family to pick up.

## **In-School Suspension**

Students who are placed in in-school suspension will spend the entire school day away from their peers. Students who receive special services through a 504, IEP, or EST plan will still receive these services. Students will receive meals/snacks as scheduled and will also be given the opportunity for movement and exercise.

## **Out-of-School Suspension**

Serious violations result in serious consequences. Repetition of unacceptable behaviors is a serious concern. Suspension from school is intended to provide a clear warning that an immediate behavior change is required.

NOTE: Students are not allowed to participate in or attend any school function or activity on a day they serve suspension. If a suspension is issued on a Friday and is to occur the following week, any weekend school functions are off limits as well. Suspension from school should not be taken lightly.

All legal requirements of due process will be followed with the disciplinary action. While on suspension, students are expected to keep up with their academic work. All assessed work should be completed when a student returns to class. If a suspension is for more than one day, students should contact the office for assistance in receiving class assignments.

There are certain situations where, because of the severity and potential threat to the safety of others, there is a call for stern consequences. These situations may warrant a suspension of up to ten (10) days immediately with the consideration of expulsion.

There are also certain situations where law enforcement will be notified with the possibility of charges being filed and prosecuted in addition to school consequences.

### **Expulsion (Title XVI VSA Section 1162)**

**Definition:** Discontinuance of attendance of a student by the school board for a period in excess of 25 school days. The school board has the power to expel students for sufficient cause and/or repeated instances of inappropriate behaviors.

**Notice of Hearing:** Families will be notified of the Expulsion Hearing by written notice (certified mail, return receipt requested). The letter will include the charges, the date, time, and location of the hearing, and potential witnesses. It will inform the student and parents of their right to present evidence and witnesses. If such notice does not provide sufficient time for preparation, a parent may request a reasonable extension of time.

### **Kingdom East School District Behavior Response Matrix**

Possible Responses		Behavior	Student Examples
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<p>Student-Centered Behavior Reflection and Restorative Plan</p> <p>A verbal correction and warning</p> <p>A logical or natural consequence</p> <p>A loss of privilege/social time</p> <p>Time away from the activity</p> <p>A reteaching of the expectations (during the student's time and only for those who need it)</p> <p>Reparation or restorative conversation</p> <p>Teacher may notify parents/guardians</p> <p>Harassment, Hazing, or Bullying Investigation</p>	<p><b>MINOR IMPACT</b></p>	<p>Defiance/Disrespect/Noncompliance Disruption Dress Code Violation Inappropriate Language Mild Inappropriate Physical Contact Property Misuse Tardy/Out of Class without Permission Unprepared for Class (In School) Unprepared for Class (From Home)</p>	<p>Sharing food at lunch/snack Not letting others join your game Running in the hallway/jumping up at touching the ceiling Being loud during quiet work time Invading personal space Avoiding directions (disregarding) Roughhousing (playfully) Littering Talking when you should be listening (presentation, mini lesson...) Slamming lockers/doors Being a poor loser/pouting/arguing Hiding others' personal belongings Whispering secrets/gossiping Calling people names, unkind words directed at someone Laughing at someone else's expense Throwing items at people Playing with materials/causing a distraction Blurting/chatting/interrupting/talking over others Chronic avoider Repeatedly ignoring others' requests Swearing without directing it at another Telling people what to do/pushing an agenda (they're doing it 'wrong'/not your way) Taking and using others' belongings without permission Deliberate distraction and annoyance, avoidance including spacing out Using innuendo Wasting food and resources</p>
<p>A loss of privilege/social time</p> <p>Time away from the activity</p> <p>Alternative lunch and/or recess to make up or catch up or process, educate, and restore in connection to infraction</p> <p>Parent/guardian contact</p> <p>Student-Centered Behavior Reflection and Restorative Plan - Restitution/Community Service in the School</p> <p>Guidance Referral</p>	<p><b>MAJOR IMPACT</b></p>	<p>Abusive Language/ Inappropriate Language/ Profanity Defiance/Disrespect/ Insubordination/ Non-Compliance Disruption Forgery/Academic Dishonesty/Lying/Cheating Inappropriate Display of Affection Physical Contact/Physical Aggression Property Damage/Theft Skip class / Leaving class without permission Technology Violation (<a href="#">5-8 Technology Laptop Loan Agreement</a>) Non-weapon tool/device Repeated minor impact behaviors</p>	<p>Dissing and self-deprecating language Discouraging and disparaging language Chronic disruptive noises Bossing others around Teasing Talking back to staff Yelling/screaming in class Lying Invading personal space and making contact; tripping, poking... Minor property damage Directing innuendo at others Verbal aggression (minor threats, yelling/swearing/rude confrontations...)</p>



<p>Revoke School-Wide Privileges (recess/lunch with friends, field trips, sporting events, dances, etc.)</p> <p>Principal may provide Alternative Daily Schedule (could be for one class period, the rest of the day, one or multiple days)</p> <p>Harassment, Hazing, or Bullying Investigation</p>		
<p>Critical Incidents may result in a call for support team/ Administrative support -</p> <p>May result in immediate removal of student</p> <p>Threat Screening and/or Assessment (If required due to incident and procedures)</p> <p>Student-Centered Behavior Reflection and Restorative Plan</p> <p>Principal may provides Alternative Daily Schedule (could be for one class period, the rest of the day, one or multiple days)</p> <p>Out of School Suspension - Not preferred (Discretion of principal based on safety and other factors)</p> <p>Safety Plan: Developed by CARES Team</p> <p>Law enforcement may be notified</p> <p>Potential for recommendation of expulsion</p> <p>Parent/guardian contact</p> <p>Restitution/Community Service in the School</p> <p>Revoke School-Wide Privileges (recess/lunch with friends, field trips, sporting events, etc.)</p>	<p><b>CRITICAL IMPACT</b></p> <p>Derogatory Remarks about Others' Identity Hate Speech Arson Threats to Harm Self or Others Bomb Threat/False Alarm Harassment/Bullying/Hazing Assault and/or Physical Harm Leaving School Property without Permission Property Damage (Significant) Use/Possession of Alcohol or Drugs or Paraphernalia Use/Possession of Weapons Repeated Major Impact Behaviors</p>	<p>Possessing a weapon or dangerous object Assault on a staff member Serious fighting or injurious assault Intentional unsafe behavior that causes serious harm to another Out-of-control behavior or needing restraint Sexual assault or harassment Serious threats of bodily harm In-your-face profanity or racial/ethnic slurs Fire setting, serious vandalism, or theft Possessing and/or use of drugs or other illegal substances Leaving school grounds without permission</p>

This matrix is intended to be a guide for students, parents, teachers, and administrators of Kingdom East schools. Final decisions rest with the administration. School policies, state and federal laws take precedence over all handbook procedures. Alternative daily schedules can be administered on the school campus or in an out-of-school suspension.

## Harassment, Hazing & Bullying:

Please see the [Policy on Prevention of Harassment, Hazing, and Bullying of Students](#), and [Model Procedures on the Prevention of Harassment, Hazing, and Bullying of Students](#).

## Bullying

**Definition:** Bullying means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:

1. Is repeated over time;
2. Is intended to ridicule, humiliate, or intimidate the student; and
3. (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or  
(ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.

## Cyberbullying

**Definition:** Cyberbullying refers to bullying through information and communication technologies. If cyberbullying occurs, meets the definitions of bullying or harassment, and is brought into the educational environment, the same reporting, investigation, consequences and prevention will occur.

## Quick Reference on Bullying Prevention & Intervention

### Possible Strategies for Prevention:

- Assess the school environment.

- Adopt a comprehensive approach that considers the bully, the target and bystanders.
- Provide bullying prevention and intervention training to all faculty and staff
- Closely supervise all areas of the school.
- Update discipline plan and procedures; adopt all legally required related policies.
- Utilize multiple means for publicizing clear behavioral standards/rules.
- Establish an anonymous reporting system.
- Encourage parent and community involvement in bullying prevention.
- Use appropriate discipline and classroom management techniques for response to classroom behavior when needed.
- As warranted, refer victims and bullies to school counselors or mental health professionals.

#### **Possible Steps for Intervening in Bullying Situations:**

- Intervene immediately to stop the bullying.
- Talk to the bully and the victim separately. If more than one student is involved in bullying behavior, talk to each separately, in quick succession. (Expect bullies to minimize [or] deny their actions.)
- Remind the bully about school and classroom rules, reiterate what behavior is expected, and discuss sanctions that will be imposed for future bullying behavior.
- Reassure the victim that everything possible will be done to prevent a recurrence.
- Make other students aware of the consequences of the bullying behavior. Reiterate the school's policy of zero tolerance toward bullying.
- Phone the parents of both the bully and the victim as soon as possible. If possible, involve the parents in designing a plan of action.
- Continue to monitor the behavior of the bully and the safety of the victim.
- Consult teachers, administrators, and staff members to alert them to the problem and to get a better understanding of it.
- If the situation does not change, remove the bully – not the victim – from the classroom.

#### **Please refer to the following policies for more information:**

[KESD Policy on the Prevention of Harassment, Hazing, and Bullying of Students](#)

[KESD Procedures on the Prevention of Harassment, Hazing, and Bullying of Students](#)

## **Hazing**

The definition of hazing is similar to that of harassment. The key difference is that hazing is identified in connection with being a member of a team, club, or organization affiliated with the school.

## **Harassment**

### **Prevention of Harassment of Students Purpose:**

The purpose of this policy is to prevent harassment as defined in 16 V.S.A. § 11(a) (26) and amended by Act 91 of 2004 and to ensure that the District's responses to allegations of harassment comply with 16 V.S.A. § 565 as amended by Act 91 of 2004, Title VI and IX of the Civil Rights Act. It is the further purpose of this policy, when it is found that harassment has occurred, to ensure that prompt and appropriate remedial action, reasonably calculated to stop harassment, is taken by school district employees.

### **Definition of Harassment:**

1. Harassment means an incident or incidents of 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, sex, sexual orientation, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.
2. Harassment includes conduct which violates subsection (1) of this definition and constitutes one or more of the following:
  - a. Sexual Harassment, which means conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual, or physical conduct of a sexual nature when one or both of the following occur:
    - i. Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education.
    - ii. Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

- b. Racial Harassment, which means conduct directed at the characteristics of a student's or a student's family member's, actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to racial customs.
- c. Harassment of members of other protected categories, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, sex, sexual orientation, or disability and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display or circulation of written or visual materials, taunts on manner of speech, and negative reference to customs related to any of these protected categories.

### **Reporting of Student Harassment Complaints:**

A student who believes that he or she has been harassed, or who witnesses conduct that he or she believes might constitute harassment, should report the conduct to the designated employee at school. The student may report to any other school employee who should then report it to a designated employee. An Administrator or designee will investigate the complaint. Upon completion of the investigation, an Administrator or designee will meet with all concerned parties and present options for formal or informal resolution. Please refer to the Harassment policy in the Appendix for further information.

### **Reporting of Bullying, Harassment & Hazing:**

Students and parents are to report acts of bullying to teachers and school administrators. The school has established the following methods for such reporting:

**Anonymous Reporting:** written message to be left for principal- Rachel Robillard or the school counselor, Amanda Colon, or any school staff.

**Personal Reporting:** speak in person with any staff member, or principal- Rachel Robillard. *You may call 802-467-3492 and speak with any of the above.*

## **Designated Employees**

The following employees of the Sutton School have been designated by the Kingdom East School District to receive harassment complaints pursuant to this policy and 16 V.S.A. §565(c)(1): See appendix A, [Policy on the Prevention of Harassment, Hazing, and Bullying of Students](#).

Name: Rachel Robillard  
Title: Principal  
Contact information: 802-467-3492

Name: Amanda Colon  
Title: School Counselor  
Contact information: 802-467-3492

## **Seclusion and Restraint**

State Board Rule 4500 defines the appropriate use of seclusion and restraint. Rule 4500 also sets forth the reporting requirements that flow from any use of seclusion or restraint in school (e.g. – teacher to administrator, administrator to superintendent, and school to parent/guardian of affected student). Here is a link to a “Q & A” about Rule 4500: [http://education.vermont.gov/documents/EDU-Questions\\_and\\_Answers\\_on\\_Rule\\_4500.pdf](http://education.vermont.gov/documents/EDU-Questions_and_Answers_on_Rule_4500.pdf). Please refer to the [Use of Restraint and Seclusion policy](#).

## **ACADEMIC INFORMATION:**

### **Academic Honesty**

A learning environment is often about collaboration. However, there is a delicate balance between collaboration and cheating. Incidences of cheating will be handled differently depending on the grade the child is in. In the lower grades, for example, cheating will most likely be handled by the classroom teacher to educate the student on how to collaborate properly. Plagiarism, the taking, using, and passing off as your own work (including the use of Artificial Intelligence), the ideas or words or work of another, will be handled with education. However, if students willfully plagiarize, the consequence can involve redoing the assignment, community service, or detention.

## **Class Preparation**

The students are expected to come to school prepared and ready to be involved in their learning. Being prepared includes: being well rested and fed, homework completed, having supplies and needed materials (i.e. pencils, paper, books, electronic devices, classwork, etc.).

## **Homework**

Becoming a lifelong learner is a process that involves teachers, students and parents. Homework provides valuable practice in the skills of the previous school day and can keep parents abreast of the sequence of their child's learning. As our students progress through school you will see an increased amount of homework. We ask for your help and involvement in seeing that homework is completed. Homework is an effective way to practice organization and study skills which are important to people throughout their lives. It is an integral part of your child's education. If homework is not completed at home, your child will be asked to complete the work the next day at school. This could be during morning meetings, recess, or through a working lunch. If lack of homework completion is a chronic issue, you will be asked to meet with the teaching team to discuss how we can work together to resolve the matter.

**Your role in helping your child complete homework assignments productively might include the following:**

- Ask to see an assignment planner so that you know what is to be done.
- Help your child plan a regular time and place to do homework. As your family's schedule changes, be sure to restructure this homework time period.
- Provide a quiet space in which to work. Try a family "quiet-time" when TV & music are off to provide a peaceful atmosphere for thinking.
- Students are expected to write down assignments and bring home the proper materials.
- Parents are asked to review their child's assignment nightly.
- Assignments are given daily except on evenings when students are expected to return to school in the evening for a specific curricular event such as a musical concert or Open House.

Offer help and encouragement. Take time to sit with your child, even for a brief period. Remember, your ability to "help" with the homework content is not the most important issue. Showing interest and support of the homework practice and

sharing your adult experience with time management and strategies for “finding the answers” will be a valuable contribution to your child’s homework success.

## **Missed Assignments**

It is the student’s responsibility to see his/her teacher for any assignments missed.

## **Progress Reports & Report Cards**

Families shall be notified regarding their child’s progress and may receive reports mid-way through each trimester. This will provide parents/guardians with a written assessment of their child’s progress.

Report cards are standards-based and are prepared at the end of each trimester. Please review the report cards and progress notes carefully with your child. Feel free to contact teachers for information or to request a conference.

## **Assessments**

Throughout the school year, students in all grades are given a variety of assessments to measure learning progress. Scores are used by all Kingdom East Schools to adjust and adapt instruction. VTCAP is the most recent statewide test. These scores are used by all Kingdom East Schools to inform their instructional practices and are used by the Vermont Agency of Education to help measure school AYP progress. Once the scores are received they are available to caregivers.

## **Grade Advancement: Retention, Promotion & Acceleration of Students**

### **Parent/Guardian ESS Input & Student Class Placement**

Sutton School has an Educational Support System (ESS). The role of the ESS is described below. To access your school's ESS simply call your child’s teacher. The Educational Support System (ESS) is a school-based system designed to help all students improve their school performance and help them grow academically, socially, emotionally and physically. The ESS provides a way for school staff to address students' varying needs in school. Each school is required, by law, to develop an Educational Support System (ESS) and Educational Support Team (EST).

The Educational Support Team is a group of school staff who meet to review individual student referrals to recommend needed changes in the student's program. The EST will develop a plan to assist your child. In order to do this effectively,



parents are considered active partners with the school. Your child's teacher may invite you to attend an EST implementation meeting to discuss the concerns you or the school may have. At the meeting, the EST will discuss services or accommodations that might assist your child in the school setting. Examples include extended time to complete tasks, an after school homework group, a behavior plan, tutoring, and/or a peer buddy. If you or the EST feel it would be helpful, a referral may be made for a comprehensive evaluation, which is part of the special education process.

## **Curriculum**

All Kingdom East schools support a variety of learning styles, and classrooms may vary in the routines, materials, and methods used. However, we also support the need for consistency in the scope and sequence of learning for all students. The common links that hold the curriculum and learning programs together are the National Common Core Standards and the KESD curriculum guides. Through parent conferences, our assessment program, progress reports, and report cards, you should have a clear picture of the milestones of learning for your child. If you have any questions about the standards, curriculum guides or assessments, ask your child's teacher for more information.

Speak directly to your child's teachers to see the details of what your child is expected to learn this year. This is usually done at regularly scheduled conferences in December, but you can arrange a meeting with your child's teacher at a mutually convenient time by calling the school or by emailing your child's teacher.

## **Conferences**

There will be two conferences during the school year. One will be held in December and the second in March.

During the school year, students will conduct formal conferences with their parents to display their work and discuss their learning goals and strategies for meeting those goals. Students collect samples of their work throughout the term to showcase their learning and progress.

## **Physical Education**

Physical Education is an important part of the educational process. Participation, team building, and lifetime fitness skills are emphasized in the program. Students are

required to wear appropriate footwear (closed toed sneakers) for the physical education class.

Should injury or illness prevent participation in physical education classes, a physician's note stating the injury, physical limitations of the student and effective dates is required.

## **High School Choice**

Students have a choice of high schools. Eighth grade students and their parents/guardians will receive information about the high school application process throughout the year. The school counselor and the middle school teachers work together in assisting students and parents in this transition. All students need to complete a voucher with their choice for the Supervisory Union Office.

## **Health Services & Wellness Programs**

Health services will be provided to all students. The health services will be provided by a school nurse who will demonstrate medical knowledge and skill in nursing techniques, demonstrate knowledge of child and adolescent development, establish goals for a school-wide nursing program, and demonstrate knowledge of the Vermont Department of Health Standards of Practice in addition to government, community, and district laws and regulations. The school nurse will ensure school wellness programs are shared with the community. A link to the list of school and community wellness programs can be found at:

<https://education.vermont.gov/student-learning/content-areas/health-education#linking-health-&-learning-newsletters>. For a hard copy of this information, please contact the main office. Please refer to the [Federal Child Nutrition Act Wellness policy](#).

The school nurse will take preventative steps needed to control communicable diseases and conduct health screenings. Periodic hearing and vision screening—16 V.S.A. §1422 requires schools to test the hearing and vision of students pursuant to research-based guidelines, which can be found at this link:

[https://www.healthvermont.gov/sites/default/files/documents/pdf/cyf\\_26\\_Screening2016.pdf](https://www.healthvermont.gov/sites/default/files/documents/pdf/cyf_26_Screening2016.pdf) Caregivers choosing to opt out of screening must contact the school nurse in writing prior to September 1st, or within one week of the official enrollment date (if they enrolled after September 1st of that school year).

Policies and services are provided which will cover all aspects of a child's cumulative health history and are recorded in confidential health files. Each student will gradually assume more knowledge and responsibility for their own health and wellness by means of direct and indirect health teaching. The school nurse will facilitate, assess, plan, evaluate, refer, and serve as the direct link between the doctor, family, and the community services to assure a continuity of care for each student. The school nurse will follow the laws and regulations outlined in student immunization and student medication. The school nurse will be an integral member of the crisis team and managing emergency situations. In the event of diverse medical needs or 504 plans, the school nurse will be an integral member of this team. By signing the Health Information Form in PowerSchool, I hereby grant permission to KESD school nurses, school clinicians, and/or school administration to request or share pertinent information related to my child's health and well being with other school district personnel or community health care providers as necessary.

## **Immunization**

Effective July 1<sup>st</sup>, 2016, there was a change to The Vermont Immunization Law. After much debate and passionate testimony on both sides of the issue, the House and Senate passed H.98, eliminating the philosophical exemption to the requirement (per 18 V.S.A. 1121) for children to be vaccinated in order to attend schools (public and independent) and child-care facilities in Vermont. After eliminating the philosophical exemption, the sole exemptions to the vaccination requirement are for health-related reasons and religious beliefs. The effective date for the elimination of the exemption is July 1, 2016. The current Immunization Law requires all students be immunized before school entry unless exempted for immunization for health-related and religious reasons. Religious Immunization Exemptions must be filed annually with the school nurse. Please see *Vermont Immunization Law in accordance with 2012 Act 157* for more information or contact the School nurse for assistance.

## **Medication**

If you want your child to receive either Tylenol, Non-Aspirin non-prescription medication, or other over the counter medications without a call from the nurse, please fill out the Medical Information tab in PowerSchool or request a paper copy of the "Parent Permission for Administration of Non-Prescription Medication" form. The medical community is very responsive to scheduling prescription drugs for students during non-school hours, however, if your child's Dr. deems it necessary to prescribe doses during school hours, **all prescription and non-prescription drugs must be**

**given to the school nurse and must be in the original container(s) and include the Dr.'s directions for administering it.** With non-prescription drugs (cough medicine, etc.), please send in a note signed by a parent or guardian. No non-prescription drugs will be given without a signed Parental Permission Form or note from a parent/guardian. This saves time and ensures accurate delivery of medications. Please refer to the [Student Medication policy](#) for more information.

## **Concussions & Other Head Injuries**

Please refer to the following link for specific information regarding concussions and head injuries:

<http://education.vermont.gov/documents/edu-concussion-guidelines.pdf> Hard copies of the information are available per your request.

## **Educational Support Services:**

### **Special Education & Section (504) Rehabilitation Act**

Some students in our school have special needs that require individual education plans. Services are provided to these students in a variety of ways. Special education is designed instruction for students who have been identified as needing an individualized program. This individualized education plan (IEP) is designed in collaboration with an educational team consisting of parents, teachers, case managers, administration, related service providers, students, and any other supports requested by the family. It includes school programs, services, and related activities that are necessary in order to ensure that the students make realistic progress and have a successful school experience. A special education case manager oversees and coordinates these plans. There are special education services available for qualifying students with disabilities from birth to age 21. Some students require specialized plans to insure access to their education, section 504. If you feel your child needs specialized services or needs section 504 accommodations or if you have any questions concerning these, please call the principal or the special education personnel at 802-467-3492. The Kingdom East School District does not discriminate on the basis of handicap. Sutton School Section 504 case manager is Larry Fliegelman. Parents have the right to contact administration in the event of a complaint or grievance. (34 C.F.R. §§104.7 and 104.8)

**K-8 SPECIAL EDUCATION CASE MANAGERS:** Nancy Penfield & Erika Worthing

Special Education is a program based on state and federal laws and regulations for students with qualifying disabilities who require an individual education plan. There are strict guidelines in determining eligibility. As with the EST, teachers, parents, and students can make referrals for Section 504 and Special Education.

Parents who believe their child may need support through the Educational Support System, Section 504, or Special Education are encouraged to contact their child's classroom teacher or the principal.

## **Proficiency Based Learning**

**Proficiency Based Learning** refers to instruction, assessment, grading, and academic reporting that are based on students demonstrating they have learned knowledge and skills they are expected to learn.

Proficiency-based learning uses state standards to determine academic expectations and define "proficiency" in subject areas, and grade levels.

The general goal of proficiency-based learning is to ensure that students are acquiring the knowledge and skills that are deemed to be essential to success in school, careers, and adult life.

If a student fails to meet the expected standards, the student receives additional instruction, practice time, and/or academic support to achieve proficiency or meet the expected standards.

The process will take several years to implement. You will receive information about our progress over the next few years. Student Led Conferences and Habits of Work are components we are adding this year toward our goal of implementation of Proficiency Based Learning.

## **Retention**

The Educational Support Team will be utilized in order to aid academic achievement and social development. A child must be brought before EST a minimum of two times in a year before the child can be retained.

Sutton School believes that in order for retention to be a positive growth experience both parent and school need to be in agreement and work cooperatively to support and encourage the child. A child may be retained when it is in the best interest of the

child. The best interest of the child may include a lack of appropriate growth in academic achievement, social development, and/or maturation.

Retention of a pupil on an IEP will follow procedures required by federal and state regulations. This is regarded as a “change in placement” and as such will involve an IEP meeting.

## **Guidance**

Guidance services will be provided to all students. Guidance services include the counselor coming into the classroom to deliver a developmental guidance program. The developmental guidance program focuses on academic development, personal and social development, and career development. The program is based on the American Association of School Counselor Standards. The expectation is that the guidance counselor also works with small groups or individual children for more specific supports.

## **Student Mental Health Supports**

The School Counselor and District Therapeutic Case Manager are individuals who provide school services for students at Sutton School. All of these services are coordinated with the school’s instructional program and work to promote family and student support.

## **Breakfast, Lunch, Fresh Fruit & Veggies Snack / Expanded After School Snack Programs**

The Kingdom East School District provides several opportunities for students to access healthy and nutritional food before, during and after school. Dependent on federal grant funding, pre K-8<sup>th</sup> grade students receive fresh fruit and veggie snacks during the week, and students up to age 18 who stay after school receive a free after school expanded snack. Breakfasts and lunches are free this year for all students. The Abbey Food Service Group currently provides delicious, nutritious, and high quality meals to students and staff.

**Breakfast and lunch are free for all students again this year. Please still fill out the Free and Reduced lunch application as it is used to determine eligibility to participate in a variety of child nutrition programs.** Menus are sent home and are available online [www.abbeygroup.net](http://www.abbeygroup.net) at the beginning of each month to help you plan in advance. *Menus are subject to change.*

## **Food & Drinks**

Students may bring juice, tea, water or milk to school to have during a snack and/or lunch. Students may only consume water outside of snack and lunch times, unless they have a documented medical need. Students are encouraged to bring healthy snacks to consume during their scheduled snack break.

USDA School Beverage Guidelines define beverages as: unflavored low fat milk or flavored or unflavored nonfat milk or milk substitute or 100% fruit or vegetable juice, plain or carbonated water. Beverages will be kept within these parameters at all times. Caffeinated drinks will not be allowed throughout the school day.

## **ATTENDANCE**

If a child is in school, they are expected to attend and participate in all scheduled classes for that day beginning at 8:00am and ending at 2:50pm. If a child is unable to participate in the activity, a note from the child's doctor may allow the child to observe while remaining with the class.

### **Student Attendance Policy**

Please reference: [Student Attendance Policy, Procedures](#) and Vermont State Statute 16 VSA § 1121 for more information.

## **TRANSPORTATION**

### **Bus Transportation Procedures**

Bus transportation is a privilege. For the safety and well being of all children, certain rules of conduct must be observed. Standing, throwing things, running, undue noise, vandalism, fighting and vulgar language will not be tolerated. Assigned seats may be given at the discretion of the bus driver. School bus drivers are responsible for pupil discipline on the school bus in the same manner that teachers are responsible for pupil discipline in the classroom. The operator is expected to uphold on the school bus the same standard of conduct that has been established in the Sutton School Rules of Conduct section of the student handbook. The bus driver shall determine whether to issue a school bus *minor* or *major* office discipline referral (ODR) to administration or if the situation could be handled in another manner. All other general transportation policy information can be found in policy [KESD transportation](#).

## Authorized Drivers

**Parents/guardians are required to sign a release as part of the Kingdom East registration process:** *By my signature on the Sutton School Handbook & Compact for Learning form, I understand that I waive the right to hold the school responsible for the actions of the authorized drivers listed on the emergency form.*

## **FIELD TRIPS**

### **Field Trip Information**

Field trips are scheduled throughout the school year to enhance the curriculum and to introduce students to area resources. Parents will receive notification of field trips and will be asked to sign the Field Trip Permission Form and Medication Authorization Form.

When a bus is used to transport students, all students should ride the bus to the location of the field trip. The only exception will be for a student to ride with his or her own parent or guardian on the way home. The supervising teacher must be notified in writing by the parent or guardian that the student will be riding home with the parent.

It is a goal of KESD for all students to participate in all educational experiences, including trips. If a student is unable to attend a trip for any reason including safety or behavior concerns, alternative instruction will be provided. Parents will be notified by administration if their child is considered ineligible for participation on a field trip. Students who do not attend field trips are expected to attend school on the day(s) of the field trip, otherwise it is considered an unexcused absence.

If medication must be administered during a field trip or other school activity off campus, you must deliver an original labeled container with the appropriate dosage for the day (your pharmacy can provide you with the appropriate container). If we do not receive medication in the original container with the appropriate dose, your child will not receive medication while attending the school activity.



## **Student Eligibility Guidelines**

The school principal or designee will make the final determination regarding student eligibility to attend field trips.

## **STATE/FEDERAL LAWS AND KESD POLICIES:**

### **Mandatory Reporting for Child Abuse & Neglect**

As educators and mandated reporters, it is our duty to help protect students from abuse and neglect. Act 60 of 2015 provides that any mandated reporter who reasonably suspects abuse or neglect of a child shall report in accordance with the provisions of Section 4914 of this Title within 24 hours of the time information regarding the suspected abuse or neglect was first received or observed. 33 V.S.A. § 4913(c). Concord *employees do not investigate* any abuse or neglect but are mandated to cause a report to be filed when there is reasonable cause for concern.

### **Protection of Pupil Rights Act**

### **FERPA (Family Educational Rights and Privacy Act)**

### **§ 1753. False Public Alarms**

### **Policy Title: Weapons**

### **Electronic Communications Between Employees & Students**

### **Responsible Computer, Network & Internet Use**

### **The Prevention of Harassment, Hazing and Bullying of Students**

### **Prevention of Sexual Harassment (Title IX)**

**KESD Title IX Coordinator:** Morgan Moore, PO Box 129, Lyndon Center, VT, 05850 (802) 626-6100 x4731, [morganmoore@kingdomeast.org](mailto:morganmoore@kingdomeast.org)

**Search & Seizure of Students by School Personnel**

**Education Records**

**Student Medication**

**Student Alcohol & Drugs**

**Use of Restraint & Seclusion**

**Student Athletics, Clubs & Activities**

**Student Distribution of Non-School Sponsored Literature**

**Kingdom East Student Dress Code Guidelines & Procedures**

**Student Attendance & Truancy**

**Student Device & Technology Acceptable Use**



# SUTTON SCHOOL

*The 2025-2026 Student & Parent Handbook can be located by visiting the [Sutton School Page](#) on the [Kingdom East Website](#).*

***We have read and understand the 2025-2026 Student Handbook.***

**Parent Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_