

ELM HILL PRIMARY SCHOOL

*...where children begin the journey to reader, writer,
problem-solver, artist and friend*

PARENT / STUDENT HANDBOOK

2014 / 2015



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Springfield, Vermont 05156
Telephone: (802) 885-5154 Fax: (802) 885-5159
Website: <http://ssdvt.org>

WELCOME!

We are pleased your child's first public school experience is with us at Elm Hill! We know the greatest success in education comes when families and schools work together in a partnership.

Elm's Mission

...where children begin the journey to reader, writer, problem-solver, artist and friend.

The Springfield Elementary School Mission

The Springfield's Primary and Elementary Schools will provide students with beginning life-long learning skills and the *foundational academic tools necessary for the continued journey of learning, socializing, and developing self-worth, integrity, and concern for others.*

Springfield Schools' Mission Statement for the District:

The Springfield Schools will empower students to think, learn, and act intelligently; to develop self-worth; to conduct themselves with integrity and concern for others.

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ATTENDANCE

School Hours

The Main Office opens at 8:00 AM each morning and closes at 4:30 PM. After 4:30 PM messages can be left on voicemail by calling (802) 885-5154 and following the prompts.

Instruction begins at 8:55 and ends at 3:25. If your child would like recess and/or breakfast, they can arrive as early as 8:35. Occasional dismissal before 3:25 for appointments is acceptable but not for extracurricular activities. Early dismissals are tracked in our attendance program just as tardies are. Children involved in after school programs that are sponsored by Elm Hill School may be on school property with the designated staff member. All other students must leave the premises.

Should you need before or after-school child care, please call "All-4-One" (also known as LEAP) located at Park Street School (885-2531).

Absences

If your child is sick, will be late or is unable to attend school, please let us know at 885-5154 before 9:00 A.M. If no call is received, we will attempt to notify you that your child is not at school and make sure that he/she is in safe care. Upon returning to school after an absence longer than two days, the student should bring a note explaining the absence. If a student is late (tardy) to school (after 8:55am) s/he must be signed in by a parent/guardian.

The decision to take children from school for vacations should not be taken lightly. Making up missed class instruction is nearly impossible and for that reason teachers may provide "homework" for such absences. Any missed assessments or regular homework are expected to be completed upon return to school.

Early Dismissal

If you need to pick-up your child early, please send a note to the office or call the office BEFORE noon.

Children may not be dismissed on a regular basis earlier than 3:25. In the interest of safety, children may not ride home with persons other than their parents unless written permission is received from the parent/guardian. We do have a few car booster seats should you need to borrow one.

Truancy

Experience tells us that children, who miss a lot of school in the early years, often have difficulty completing high school. It is the policy of the Springfield School District to require student school attendance in accordance with the VT law in order to facilitate and enhance student learning. It is the responsibility of the student and legal guardians to ensure that the student attends school. Any student who has 7 absences will be subject to the district's attendance procedures.

Homelessness

Homeless is defined as an individual who lacks a fixed, regular and adequate nighttime residence or who has a primary nighttime residence that is: A supervised or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for the mentally ill); An institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

The McKinney-Vento Homeless Assistance Act of 1987 is federal requirement of schools. This Act states that a school that has any student who meets the definition of homeless, the building administrator will make a referral to the Department of Children and Families. An action plan will be developed to provide the student a free and appropriate education. Please let us know if we can help.

Guardianship

The district encourages all parents to be involved in their student's school experience. Unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the non-custodial parent.

A non-custodial parent may receive school records pertaining to their student and to consult with teachers concerning their student's welfare and education unless legal documentation is provided by the other parent denying the access. Please let the office or child's teacher know if you will need a second set of newsletters and report cards. Students may not be released to the non-custodial parent without the written legal permission of the parent having sole custody.

TRANSPORTATION

Eligible students for busing must meet the following requirements:

- Pupils K-5 living outside .8 mile (8/10th) limit from school or nearest stop.
- Pupils who must walk in hazardous areas may be granted bus transportation upon approval of the Transportation Coordinator and/or Superintendent of Schools. Call 885-5141 ext. 20.
- Pupils, who, because of physical condition, are unable to walk, may be granted bus transportation upon the approval the Superintendent of Schools. A doctor's certification will be required.

While waiting for the bus you should remain at the designated waiting area. The bus driver is not expected to wait for stragglers or latecomers. Kindergarten students must be accompanied at the bus stop by an adult. Bus students who wish to ride a different bus requires a bus variance form (see below).

Bus Variance requests can be picked up and filled out at the Main Office.

Requests that are accommodated are:

- Students going to "after school" work or childcare
- Students going to service or community groups such as Scouts or 4/H
- Emergency needs such as parent away for a funeral, hospitalization, etc.

Bus Conduct

1. Stay in assigned seat with seat belt on
2. Be respectful to the driver and to peers
3. No profanity or yelling
4. No eating or drinking on the bus
5. Keep hands and feet to yourself and inside the bus

Bus Consequences

Riding on the school bus is a privilege. All school rules apply on the bus and at all bus stops. Any student behavior that distracts the driver and/or endangers the safety of other students will result in bus suspension.

1st offense—Warning; letter to parents.

2nd offense— Up to ten (10) days suspension of bus privileges.

3rd offense—Suspension of bus privileges for 30 days.

4th offense- Suspension of bus privileges for the rest of the school year or 90 days.

Flagrant violations—The administration reserves the right to remove a student indefinitely in the event that a student poses a risk to self, others, or property.

If a student loses the privilege of riding the bus, the student is not allowed to ride on a school bus during the suspension time for any school-sponsored activity that requires bus transportation (i.e. class trips, athletic games). Students will reimburse the district for any damage to property for which they are directly responsible.

The Family Educational Rights and Privacy Act (FERPA) & Protection of Pupil Rights Amendment (PPRA)

In 1974 the federal government passed the Family Educational Right and Privacy Act. It allows all students and their immediate family to inspect and review the student's records, seek amendments of the student's education record that the parent or eligible student believes are in error. The law specifically allows 30 days notice to be given to the school authorities when families request to see school records of their children. Complaints with the US Dept of Educ may be filed if it is believed that the school has failed to comply with this act.

Educational Support Team (EST) and 157 Plans

The purpose of EST is to provide assistance and support to the classroom teacher in developing instructional strategies and designing a plan to help individual students become more successful in school. This team is made up of classroom teachers, special educators, reading specialist and guidance counselors, and results in a student plan in accordance with Vermont law.

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 / ADA defines a person with a disability as anyone who has a mental or physical impairment that substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. 504 Plans are federal and provide students with a disability equal access to school.

Special Education (IDEA) or IEP Plan

If it is determined, through an appropriate evaluation under 300.304 through 300.311 that a child has an educational disability (a learning impairment, a hearing impairment (including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disturbance (referred to in this part as —emotional disturbance), an orthopedic impairment, autism, traumatic brain injury, and other health impairment, a specific learning disability, deaf-blindness, or multiple disabilities) she/he may need special education or related services, resulting in an IEP or individualized education plan that effectively modifies a student's educational program.

No Child Left Behind

Under the Federal No Child Left Behind Act of 2001, Vermont students must demonstrate proficiency with the Common Core State Standards. Vermont will use data from the SBAC to determine schools' progress from year

to year. Adequate yearly progress (AYP) is an individual state's measure of yearly progress toward achieving state academic standards. Schools must reduce the percentage of students who score at the partially proficient or substantially below proficient level, and increase the percentage of students who score at the proficient or proficient with distinction level in order to reach adequate yearly progress. **We anticipate that Elm Hill will be entering its first year of corrective action following the release of the last scores.**

HEALTH INFORMATION -- Direct phone line into the Elm Hill Health Office is: 885-1572

Hearing and vision screenings will be conducted for Kindergarten and first graders who have not been screened by their primary health care provider. The nurse will also make recommendations to families of children with life threatening allergies or chronic illnesses for medical 504s.

A student who has an injury or illness during school hours will be assessed and, if necessary be dismissed through the Health Office. It is the responsibility of the parents/guardians to submit at least two (2) emergency contact phone numbers for a student.

A child should stay home if they have had any of the following 12 hours before school:

- Fever (100F)
- Vomiting and/or Diarrhea
- Open sores
- Active lice
- Severe cold symptoms

Dispensing Medication

Only medication that is considered absolutely necessary by a prescribing physician will be administered during school hours, and only with a doctor's note on file. Whenever possible, the medication schedule should be arranged so that it may be taken at home. Only the school nurse or the designee may administer medication.

1. All medication, whether prescription or over-the-counter, must be kept in the Health Office.
2. Prescription medication must be in a pharmacy-labeled container with a written doctor's order and written parental/guardian permission to take prescription medication at school. The physician's orders must detail the name of the drug, dosage; time interval the medication is to be taken, diagnosis and reason for giving.
3. Over-the-counter medication must be in the original container. Written parental/guardian permission on file is needed to take over-the-counter medication at school.

*******All medication MUST be transported to and from school by an adult and never carried on the bus.*******

Safety Procedures

Students practice safety drills such as fire, intruder, lock-down, or natural disasters. There are district policies in place about safety. The Vermont Agency of Education has issued us the schedule of required egress and secure the school drills for the school year. Elm Hill School will conduct one required drills each month with two drills taking place during the month of September.

Harassment and Bullying

There is zero tolerance at the Springfield Schools for harassment and bullying. Any suspicion of such behavior will be immediately investigated and disciplined according to the findings.

Harassment is defined as an incident of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, 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 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.

Bullying means any overt act or combination of such acts directed against a student by another student or group of students and which (a) occurs during the school day on school property, on a school bus, or at a school-sponsored activity; (b) is intended to ridicule, humiliate or intimidate the student and (c) is repeated over time.

Should you have reason to believe that such behavior has occurred at Elm Hill Primary School please contact Dana Jacobson-Goodhue, Principal or Rebecca Spaulding, School Counselor designated employees at 885-5154. In the event of an independent review or appeal please contact David Cohn, Director of Curriculum, Instruction & Assessment at 885-5141 ext. 30

Restraint (and Seclusion)

In the event that a student becomes a danger to him/herself or others, trained members of the Springfield School District staff may use physical restraint for the safety and well being of all. There are no circumstances in which a child would be secluded at Elm Hill.

Planning Room

The planning room staff at Elm Hill Primary School work together with our teachers, students and their families to help students who are having difficulties with their behavior. Ashley Rich is a licensed Special Educator and Marcey Getty is a behavioral paraprofessional. Elm Hill Primary School uses the Responsive Classroom approach for creating a positive school climate. Responsive Classroom is a nationally used, research-and evidence-based way of teaching expected behavior to help children build academic and social-emotional competencies day in and day out.

On the occasion that a student has unexpected, or negative behaviors, the Responsive Classroom process first uses a 'peace chair' for the student to take a break. This chair, located in the classroom, gives the student the opportunity to stay in their learning environment but gives them the space they need to reconsider their behavior before rejoining the group. This is typically a short break, generally about 5 minutes, and then the student is able to return to the larger group. If the student's behavior has not settled or begins again quickly, the next course of action would be to send the student to the 'buddy room.' The buddy room is a neighboring classroom, where the student has previously been introduced to the teacher and the physical space. The student will spend a similar amount of time in the buddy room as the peace chair, regrouping, and can then return to the classroom.

Rarely, a child's behavior escalates beyond what can be addressed by the classroom teacher while they are continuing to teach to the classroom at large. In order to allow the classroom teacher to continue with their academic lessons for all students, the planning room staff is available to respond. Initially, the classroom teacher contacts the planning room and either Mrs. Rich or Mrs. Getty will respond. The goal at that point is to de-escalate the child or provide emotional support so that they may be able to stay in the classroom and access their education with the group. If this is too disruptive for the classroom or if the child needs more individual attention, the planning room is a safe place that the staff and child can access.

While in the planning room, the student may do a 'fix-it plan' to help them identify why the choice they made was against the rules, come up with some alternative behaviors to have their needs met and come up with a plan to help make things right. If the student did something that affected others, it will be important that they

either make an appropriate apology or commit to not doing it again. It is the staffs' goal to make sure that each child is treated as an individual, we use a therapeutic process to meet them at their level of social-emotional development. Consequences will be fair, but may not always be equal. The consequence of the misbehavior will fit the child and the situation. Consequences are to be handled with dignity, preserving the student's self-esteem and relationships.

The emotional and physical well-being of our students is of the utmost importance. If any child talks about wanting to harm themselves or others, they will be referred immediately to Becky Spaulding, our School Guidance Counselor or Ann Tarmey, our school based clinician. They will make a determination about whether or not that child should access additional mental health supports. The parent will also be notified right away. Both planning room staff members are trained in variety of methods to deal with students experiencing difficulties and they are both certified in non-violent crisis intervention by the Crisis Prevention Institute. The primary goal of CPI is to de-escalate a situation before it becomes unsafe.

Parent involvement is incredibly important in the work that is done in the planning room and by the planning room staff. When your student has had a behavior that is considered '*major,*' i.e. *deliberate physical contact, bullying/harassment, theft, swearing/screaming, out of bounds, property damage, threat, weapons, or repeated pattern of minor behavior,* you will receive a copy of that behavior referral outlining any intervention that occurred. Planning room staff and/or the classroom teacher typically contact the parent by phone to discuss the student's behavior as well. Classroom teachers often communicate with parents for lesser behaviors as well.

Working together to make sure our student's know what is acceptable at school and what is not is one of our most effective tools in ensuring that your child is successful in the learning environment. Should you have any questions or concerns, to include significant changes at home that may affect your student at school, please don't hesitate to begin a conversation.

Suspension

Suspension may be used as a disciplinary action which requires a student to be absent from classes (either in an alternative assignment or out of school suspension) for a period of ten (10) continuous days or less. A long-term suspension of more than 10 days or expulsion from school may be imposed only by the School Board upon recommendation of the Superintendent.

*Special Education students who receive ten (10) or more suspensions must be offered a manifestation hearing to determine if the suspension was the result of a disability.

Due Process

Due Process requires notification of students who are being placed on suspension. Students have the right to speak in their own defense, and their parents/guardians will be informed of the action by phone and/or by letter. All parents/legal guardians have the right to appeal a disciplinary action, which has resulted in a suspension. A written request to appeal must be sent to the Elm Hill administration.

Principals Discretion

The principal has the authority to make exceptions to the student handbook depending on the circumstances of the situation and in compliance with Board Policy.

Complaints or Concerns

If a student or parent has a concern about a school policy or an employee, the following chain of command should be followed in order to resolve the problem as quickly as possible:

1. Contact the person with whom you have a complaint about to discuss concerns
2. If the problem still exists, contact the Principal
3. If still unresolved, contact the Superintendent

FREQUENTLY ASKED QUESTIONS

What if a student is planning to move or transfer out of the district?

If your child is leaving the district, please notify the Office as well as your student's teacher. It is the district's policy that all records are mailed to the new school. When you register your child(ren) in the new school district, they will mail or fax us a request for your students records to be transferred.

What does a person need to do to be a school volunteer?

A volunteer is an adult who works with school children not to exceed an average of 10 hours per week without compensation or economic benefits. Volunteers will be under the immediate supervision of a licensed professional employee and are expected to comply with school policies, rules and regulations. Volunteers should sign-in and wear a visitor badge that must be worn, and you must sign out in the office upon departing the building.

What happens if a parent needs to speak with their child or child's teacher during school hours?

All teachers also have voicemail and you can leave a message on it anytime during the day. Teachers will return calls when they are not teaching.

What are the cost of school meals?

The prices for school meals at Elm Hill School are as follows:

Breakfast: Full Price = \$1.25, Adult = \$2.00

Lunch: Full Price = \$2.25, Ala Carte Milk= \$0.65, Adult = \$3.50

How do students pay for their meals?

All meal money needs to come to school in an envelope marked with the student's name, classroom teacher, and the amount of money inside the envelope. Checks should be made payable to Elm Hill School. Meals cannot be charged.

Are free meals available at the Springfield Schools?

Parents may apply for free meals for their child. Eligibility will be determined in compliance with Federal guidelines. Forms are available in the District Office and the Elm Hill School Office.

How will I know if school is cancelled, delayed or closes early?

If school must be cancelled or delayed in opening, or closed early due to bad weather or for any other reason, an announcement will be placed on local radio stations, public access television (SAPA) and on the school website (ssdvt.org). Our automated notification system will also be activated and will call the numbers you have listed on the blue paper included with the packet of forms along with sending e-mail and/or text messages.

How will my child get home if school is closed early?

The busses run their regular routes. Children will be sent home according to the instructions given on the goldenrod permission form included with the packet of forms. Please keep the office updated if you need those instructions changed.

What should students know about school lockers?

Your child will be assigned a locker or cubby for each year at Elm Hill. It is important to understand that all lockers are the property of Springfield School District. Lockers are to remain free of all stickers. Please do not provide a personal lock for your child's locker. In order to maintain security, children

should not leave valuables in his/her locker, and should make sure his/her locker is closed securely at all times. The Springfield School District is not responsible for lost, stolen or missing items.

Where is the elevator/lift?

The elevator is located in the gym on the left hand side just as one enters through the gym doors, on the main floor of the building. The elevator will stop on the stage on the left hand side. Those who have ambulatory problems should only use the lift/elevator.

When do report cards come out?

At Elm Hill we will report on your child's assessment progress three times a year (November, March and June). We will also send home a narrative standards-based report card in January and June. We use PowerSchool at Elm Hill so if you would like to access the parent portal, please let the office know.

What supplies or materials do students need?

Students are to bring to school a backpack and supplies as requested by the teacher. All students are required to have soft sole shoes for physical education classes.

What if a student has lost or found something?

Please label your student's belongings. When items are found in the school, they should be turned in to the Main Office and will be kept in the front entry area for 30 days.

When are school pictures?

Each year students have the opportunity to have their class pictures taken at no cost. Students may also purchase school pictures on a pre-pay basis. Picture day for this year is on **Thursday, October 9**. Order forms will be sent home a week or two before this date.

How do field trips work?

A form is included with this booklet for permission for pupils to participate in activities within Springfield. Please fill out the form and return to school. Should the activity be an out of town experience additional forms are necessary to be signed by the parents.

What should students wear to school?

Students are requested to dress in seasonably appropriate clothing and not disruptive of the educational process. Shoes should be flat soled and closed at the heel.

What rules govern computer use?

You and your child will be required to read the Student Acceptable Use Procedures Agreement included with this handbook and sign the Student Acceptable Use Procedures Agreement form that is included in the forms packet before being granted access to the school's computer network.

Is there school injury insurance?

Parents may purchase an optional student insurance plan. Contact the office with questions.

Can my child bring toys and/or Electronics to school?

Please do not allow your children to bring toys or electronics to school. They can be disruptive and are at risk for being broken but toys and electronics can also become an object for a select few, which makes others feel excluded.

What can parents do to honor special occasions/party invitations?

In an effort to follow the model of inclusive schools – and be sure that all children feel included and a genuine sense of belonging – please refrain from sending party invitations through school channels

unless the entire class (or all the boys/girls in a class) is invited. It is very hard on the children who are not invited. We also ask that you speak with your child's teacher about bringing in a special treat for everyone and refrain from sending in flowers or balloons, which can be distracting or make others feel left out.

Student Acceptable Use Procedures Agreement

General Procedures

Students in the Springfield School District have access to the school's electronic resources for the purpose of enhancing learning. To gain access to these resources, all students under the age of 18 must obtain parental permission and must sign and return the form to the personnel designated (Elm Hill School Office). Students 18 and over may sign their own forms.

Students may access the school's electronic resources for educational purposes only. Acceptable use includes classroom activities, career development, curriculum driven research and may involve electronic communication, as designated by the school. The school's electronic resources shall not be used for commercial or entertainment purposes, as a public access service or a public forum, unless permission is allowed by the school. Students are expected to follow the rules of personal conduct outlined in the student handbook as well as abide by state and federal laws in the use of the school's electronic resources.

Parents/guardians are warned that some material accessible via the Internet, through the school's electronic resources, may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While it is the school's intent to provide appropriate electronic resources to enhance the curriculum, students may find ways to access other materials as well. The District believes the benefits to students from access to electronic resources and the Internet for information gathering, research and to provide opportunities for collaboration, exceed the potential disadvantages. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using electronic resources. To that end, we support and respect each family's right to decide whether or not to apply for access.

Individual User Responsibilities

System users shall:

1. Understand that electronic mail transmissions and other use of the electronic communication system is not confidential and may be monitored at any time by designated staff to ensure appropriate use;
2. Not distribute personally identifiable information about themselves or others by means of the school's electronic communication system;
3. Be responsible at all times for the proper use of their account by taking all reasonable precautions to prevent others from gaining access to their system account and password;
4. Not use another person's system account or password, or present themselves another person without written permission from the system administrator or school coordinator;
5. Not purposefully access or send materials, which include pictures, video or audio files, that are rude, disrespectful, abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
6. Purge electronic mail in accordance with established school e-mail retention guidelines.

Student Acceptable use Procedures Agreement – Form G11-1

Individual user may be held financially responsible for any hard to the system as a result of carelessness or intentional misuse.

Parent/Guardian Permission

You are asked to sign the permission form that is included in the forms packet indicating that you have read this information. You also should understand that school access is designed for educational purposes only. The school has taken precautions in an attempt to eliminate student access to controversial materials. However, it is impossible for the school to restrict access to all controversial materials. Thus, you will not hold teachers, staff, administrators or the school board responsible for supervision if and when my child's electronic resources use is not in the school setting.

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Springfield School Board encourages public participation at its meetings. All meetings of the School Board or its subcommittees will comply with the Vermont Open Meeting Law. All actions of the School Board shall take place in open session and the deliberations leading to Board action shall likewise be conducted, openly, except matters discussed in Executive Session. When the pressure of Board business is severe, or when a large number of people wish to speak on matters before the Board, reasonable rules may be used to insure that meetings are conducted in an orderly fashion and that the business before the Board is completed in a timely manner.

The Board will provide opportunities for public participation at its meetings prior to board action on any item on the Board agenda in accordance with procedures developed by the Board.

Springfield School Board

Ed Caron
Jeanice Garfield
Steve Karaffa
Laura Ryan
Ken Vandenburg

The School Board Meetings are regularly held on the first Monday of each month in the Springfield High School Library. The monthly agendas as well as any agendas of special meetings will be posted on the office bulletin board as well as on the district website.

BOARD COMMITMENT TO NON-DISCRIMINATION

The Board recognizes its obligation to respect the legal rights of all students, parents, employees, applicants for admission or employment, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the school district. The Board will seek to comply with all applicable federal and state non-discrimination laws. The Board will not unlawfully discriminate against any person or group on the basis of race, color, religion, national origin, place of birth, sex, sexual orientation, disability or age.

Notice of Non-Discrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions and professional organizations holding collective bargaining or professional agreements with the Springfield School District (District) are hereby notified that the District does not discriminate on the basis of disability, race, color, national origin, sex, age, religion, ancestry, sexual orientation, or place of birth, in the admission or access to, or treatment or employment in its programs, services, and activities. Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (Title II) prohibit discrimination on the basis of disability; Title VI of the Civil Rights Act of 1964 (Title VI) prohibits discrimination on the basis of race, color, and national origin; Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex; and the Age Discrimination Act of 1975 (Age Act) prohibits discrimination on the basis of age.

DISTRICT POLICIES

All policies can be located on the district website: ssdvt.org

Comprehensive Student Discipline Plan Springfield School District Updated August 18, 2010

I. STUDENT CONDUCT

Springfield School District is committed to a restorative approach when dealing with conflicts and disputes. Restorative justice practices offer a positive alternative to traditional methods of handling conflicts and disputes. In short, restorative justice aims to bring together all parties involved in an offense so that each individual's needs can be met. Together, the parties reach agreements that address the harm caused to the affected parties and the damage done to the school community, and enable the person who caused the harm to take responsibility and hear how his/her actions have impacted others. By developing a clear understanding of the entire impact of the actions being addressed, restorative methods turn disciplinary action into a productive and enlightening process, and emphasize reparation instead of punishment. All school personnel should have training in these practices.

A. **APPROPRIATE BEHAVIOR**

Acceptable student behavior is characterized by the following examples:

1. Demonstrating self-control and self-respect.
2. Respecting other persons, their property, their right to an education and their privacy.
3. Helping to keep school buildings, school grounds, and instructional materials clean and free from destructive acts.
4. Behaving honestly and with a sense of fair play.
5. Cooperating with others to promote the goals of the school.
6. Arriving at school on time and maintaining regular school attendance.
7. Bringing appropriate materials to class.
8. Practicing good personal hygiene and grooming, and dressing properly.
9. Complying with the law and with school policy, rules and procedures.

B. **INAPPROPRIATE BEHAVIOR**

Unacceptable student behavior is characterized by the following examples:

1. Actions which are disruptive to the educational process. (i.e., inappropriate lunch room behavior, destroying or defacing school property, refusal to follow directions)
2. *Actions which are physically or mentally injurious to any individual or group of individuals. (i.e., fighting, hitting, name calling, intimidating, dangerous operation of motor vehicles)
3. *Preventing or attempting to prevent any staff member or student from carrying out his/her responsibilities and learning activities. (i.e., making loud noises, talking back, throwing things, purposeful physical interference, refusal to provide [or providing false] identification, leaving school without permission)
4. Inappropriate physical contact.
5. *Actions or expressions which are profane, obscene, prejudiced or abusive to any individual or groups of individuals. (i.e., swearing, belittling, name calling with gender, ethnic and/or religious references)
6. *Selling, distributing, possessing or using alcoholic beverages or illegal drugs, unauthorized prescription drugs, and possession of drug related paraphernalia, on school property or at school sponsored activities. (i.e., alcoholic beverages, drugs, marijuana pipes). See Policy, F -7.
7. Use of tobacco on school grounds or at school **activities is prohibited.**
8. Loitering on school department property. (A student is loitering when (s)he remains on school property after being requested to leave).
9. *Actions which damage or may result in loss of school department property of the property of others. (i.e., theft, destruction or defacing of property)

10. *Possession of or bringing to school a dangerous weapon or device. See Dangerous Weapons and Devices in School Policies F-1 and F-21.
11. * 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, gender identity or gender expression, 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. See Policy on Prohibition of Student Harassment, F-20.

*Actions which constitute hazing in violation of the Hazing Policy, F-24.

* Bomb Threats and Conduct During Bomb Threats.

*Bullying is dangerous and disrespectful behavior as further defined below in Section II.

*Actions in violation of the laws or regulations of the United States, the State of Vermont, the City, or policies of the Board of School Directors, and/or school rules.

NOTE: The behaviors listed above, and the examples in parentheses, are not intended to constitute an exhaustive or finite list of inappropriate behaviors, but to illustrate types of behavior which are unacceptable.

* = may receive a long-term suspension or may be expelled from school until the end of the school year or 90 days, whichever is longer. Violation of the Weapons Policy shall result in expulsion from school for up to a calendar year, unless the Board modifies the penalty.

C. ALTERNATIVES:

Below are some alternative techniques a school may use in attempting to foster appropriate behavior. They are intended to be examples and not an exhaustive list. Each individual school may adopt other methods to achieve appropriate student behavior, as long as such techniques are in keeping with School Board policy. Choice of technique(s) should be related to the frequency and/or severity of the student's misbehavior.

1. The use of various Restorative Practice Techniques including individual counseling, restorative panels, etc.
2. Individual education (by a teacher, counselor, or administrator).
3. Temporary removal from class.
4. Telephone contact with parents.
5. Loss of privileges.
6. Detention.
7. Letter to parents/guardians (to inform parents to have an opportunity to work with the student prior to more serious action being taken).
8. Individual contract for improved behavior.
9. Responsibility for restoration of damaged property (work, payment)
10. Parent conference.
11. In-school suspension.
12. Home visits (by teacher, counselor, nurse or administrator).
13. Alteration of student's schedule or length of school day.
14. Out-of-school suspension.
15. Group counseling.
16. Referral to outside agencies or individuals (mental health professionals).
17. Consideration of change in educational placement/program.
18. Use of other District services.
19. Referral for expulsion.

Adequate records shall be kept to support disciplinary decisions.

Addendum #1—Alcohol and Drug Abuse

Springfield School District Policy

Springfield, Vermont

Code F7

STUDENT ALCOHOL AND DRUG ABUSE

Policy

1. The Springfield School District is concerned with the safety, health and well-being of all of its students, and strives to consider the individual needs of all students, including substance abuse problems. It is the intent of the Board to help students with drug and alcohol related problems,

while protecting the right of all students to learn without disruption.

Springfield School District is committed to a restorative approach when dealing with conflicts and disputes. Restorative justice practices offer a positive alternative to traditional methods of handling conflicts and disputes. In short, restorative justice aims to bring together all parties involved in an offense so that each individual's needs can be met. Together, the parties reach agreements that address the harm caused to the affected parties and the damage done to the school community, and enable the person who caused the harm to take responsibility and hear how his/her actions have impacted others. By developing a clear understanding of the entire impact of the actions being addressed, restorative methods turn disciplinary action into a productive and enlightening process, and emphasize reparation instead of punishment. All school personnel should have training in these policies.

2. The possession, use, sale/distribution, or being under the influence of tobacco, alcoholic beverages, regulated drugs, or controlled substances on school property or at school functions is a violation of Vermont criminal law and of this policy. When such behavior takes place in a way that direct harm to the school can be demonstrated it will be considered a violation of this policy. In addition the possession of "paraphernalia" and "look alike" substances purported to be an illegal substance(s) will be considered a violation of this policy.

3. Parents/legal guardians and community at-large have primary responsibility to assist their children in developing attitudes, strategies and behaviors to avoid the use of tobacco, alcohol and drugs. The school district will support and supplement parents' efforts by offering students factual information and opportunities to discuss concerns, issues, and attitudes about alcohol and drug (substance) use. Instruction dealing with tobacco, alcohol and other drugs will be offered in various courses in the District's K-12 Alcohol and Drug Abuse Prevention curriculum as mandated by Vermont law. School staff who implement the curriculum shall be provided with a training program covering at least the minimum areas required by State law (VDE Rule 4213.2).

4. The knowing and unlawful delivery or sale of any regulated drug on a school bus, or on school property is a felony punishable by imprisonment. Vermont law specifically prohibits any person from using any building or property to keep or sell regulated drugs or to furnish or sell tobacco or alcoholic beverages.

5. The use and possession of legal prescription and non prescription medications, under a doctor's lawful prescription, while at school or at school functions, is allowed only in strict compliance with the District's policy on medications.

6. All members of the community need to actively work together for the prevention of substance abuse. The Springfield Schools, through the School Board and all administrators, teachers, staff, students and all persons on school property, shall work actively to assist health agencies, professional specialists, parents, citizens, law enforcement officers and governmental agencies in the enforcement of Vermont and federal drug and alcohol abuse laws. Information about the Alcohol and Drug Abuse policy, and programs will be included in school student/parent handbooks and on the Springfield School District website.

7. It is also the policy of the Springfield School District that all employees shall be expected to act lawfully and responsibly with respect to alcohol and drug abuse matters.

8. The Springfield District shall submit any required annual report to the Commissioner of Education by July 1 of each year, describing the District's alcohol and drug abuse prevention program and its effectiveness; evaluating the curriculum; and assessing the problems of alcohol and drug abuse within the district. VDE Rule 4215.

Date Warned: 7/31/07; 9/24/07

Date Adopted: 10/1/07

Legal Reference(s): 20 U.S.C. §§1701 et seq. (Safe & Drug-Free Schools & Communities Act of 1994)

16 V.S.A. §909 (Education curriculum)

16 V.S.A. §1045 (Driver Training Course)

16 V.S.A. §1165 (Alcohol and drug abuse)

18 V.S.A. §4226 (Drugs: minors, treatment, consent)

Vt. State Board of Education Manual of Rules and Practices §§4200 -4215)

Cross Reference: Student Conduct and Discipline (F1)

Search and Seizure (F3)

Interrogations or Searches of Students by Law Enforcement)

Officers or Other Non-School Personnel (F5)

D. INVESTIGATION

The principal/designee will conduct an investigation of any report or information giving rise to the suspicion that a student(s) is/are involved in the possession, use, sale or distribution, or being under the influence of alcohol or drugs. Such investigation shall be in addition to any police investigation, but school and law enforcement authorities may coordinate efforts in order to accomplish investigations effectively.

Note: In carrying out an investigation, the Principal and school personnel shall also comply with applicable due process requirements for short and long term suspension and expulsion, found in Rule 4311 of the Vermont Department of Education rules, and School District Policy.

E. DISCIPLINE AND SUSPENSION GUIDELINES

1. First Offense (possession/use or being under the influence)

a. Where a student is found to be in violation of the provisions of this policy, the Principal, Student Assistance Counselor, parent/guardian and student will make an educational, intervention plan to include consequences if the plan is not met.

b. The Principal shall notify the Superintendent, and the Superintendent shall notify the Board, of the incident, and the action taken if any of the

aggravating factors in ¶ E. 5. below are present.

c. The Principal shall provide the parent and student with oral and written notice of the consequences of a second offense.

2. Second Offense

a. Where a student is found to be in violation of the provisions of this policy for the second time in a student's school year, the Principal, Student Assistance Counselor, parent/guardian and student will make an educational, intervention plan to include consequences shall suspend the student for ten school days, in the absence of aggravating factors (see ¶ E. 5. below).

b. In addition, the student shall be barred from any school- sponsored extracurricular activities, including weekend activities, for a period of 45 days.

c. The Principal shall notify the Superintendent, and the Superintendent shall notify the Board, of the incidents, and the action taken.

d. The Principal shall provide the parent and student with oral and written notice of the consequences in the event of a third offense.

e. The Parent shall make an appointment for the child with a substance abuse specialist (at parent's expense), and shall provide the school with a copy of the specialist's recommendations. The student shall also be referred the Educational Support Team and to the Student Assistance Program for a probationary period to be determined by the counselor.

f. In addition, the student and parent (unless the child is 18) shall appear before the school board for a hearing and consideration of possible additional disciplinary action, up to and including long-term suspension or expulsion. The school board may also, at its discretion, impose a long term suspension or expulsion on the student, and stay the additional period of suspension or expulsion for a period of time to allow the student the opportunity to successfully complete the recommendations of the specialist referred to in subparagraph (e) of this section. Failure to follow through with the recommendations will result in the imposition of any "stayed" disciplinary consequences.

3. Third Offense

a. Where the principal determines that a student has committed a third violation of the provision of this policy, the principal shall impose a ten day suspension on the student, and refer the student to the School Board with a recommendation of expulsion.

Note: The possession referred to in subparagraphs 1-3 of this section means amounts/items consistent with individual consumption. Possession of larger amounts will be considered evidence of possession with the intent to distribute or sell, and will be subject to the greater discipline described in section 4 below.

4. First (and subsequent) Offense(s): Distribution, Sale, or Possession with Intent to Distribute or Sell.

a. Possession of drugs, will be defined as a misdemeanor by Vermont State Statute 18VSA, Sec. 4230, 4231, 4232, 4233, 4234, and 4235. The felony level, also defined by Vermont State Statute 18VSA, will result in expulsion.

b. Where the principal determines that a student has committed a violation of this policy, by selling, distributing, or possessing with the intent to sell or distribute, substances or items defined above, the principal shall impose a ten day suspension on the student, and refer the student to the School Board with a recommendation of expulsion.

c. The possession referred to in subparagraphs 1-3 of this section means amounts/items consistent with individual consumption. Possession of larger amounts will be considered evidence of possession with the intent to distribute or sell.

5. Aggravating Circumstances a. Notwithstanding the suspension guidelines above, the School Board with the recommendation of the Principal or Superintendent, may impose a greater period of suspension, or expulsion, and/or additional corrective actions, to include a restorative process where it is determined that significant aggravating circumstances warrant such additional consequences.

b. Examples of aggravating circumstances include (but are not limited to), situations in which the drug or alcohol violation also involved injury to person, damage to property, or disturbance or significant disruption of the school or community; situations in which older students have involved younger students in the violation; and/or situations which created safety risks, including driving under the influence, involvement with weapons, or participation in dangerous activity during the use or possession.

E. SELF REPORTING AND REFERRALS BY OTHERS Where a student self-reports alcohol or drug use or abuse, or a referral is made by a concerned staff member or another student, the staff member shall promptly arrange for the student to be referred to the school health office or the student's counselor as appropriate. The student's counselor shall meet with the student and the student's parent (unless the student is 18) to discuss referral of the student to a substance abuse specialist or program. A student who self-reports dependency on alcohol or drugs, shall not be subjected to discipline by the school on the basis of such dependency alone. (Note: This immunity does not protect students from discipline for being under the influence of, being in the possession of, distribution or sale of alcohol or drugs, or other violations of policy or rule.)

Addendum #2---Student Attendance

Springfield School District Policy

Springfield, Vermont

CODE F25

Student Attendance Policy

Student Attendance CODE F25

Vermont law, 16 VSA section 1121, requires that " A person having control of a child between the ages of six and sixteen years shall cause the child to attend a public school, an approved or recognized independent school a home study program for the full number of days for which that school is held". Students of concern shall also include students older than 16 who have enrolled in school.

Under Vermont law, Title 33, educational neglect by families as well as habitual and unjustified truancy cases may result in CHINS (Child in Need of Supervision) petitions being filed in Windsor County Family Court.

It is the policy of the Springfield School District to require student school attendance in accordance with Vermont law in order to facilitate and enhance student learning. It is the responsibility of the student and legal guardians to ensure that the student attends school. Any student who has seven (7) Unexcused Absences (UABS) will be subject to the district's TRUANCY PREVENTION AND POLICIES PROCEDURES.

The Springfield School District believes consistent attendance is a prerequisite for assuring the academic, social and emotional growth of students. In addition, regular and punctual attendance is important to the development of responsible and effective work/study habits as well as a demonstration that students are assuming responsibility for their own behavior. Encouraging students to take full advantage of their education is a shared responsibility of students, families, school and communities.

DEFINITIONS

Absence is defined as being absent from school for any reason.

Truant is defined as an unexcused absence, an excessive pattern of tardiness to school and unauthorized absence from class.

Excused Absences are restricted to the following:

1. Illness and attendance at school would endanger his/her health and the health of others.
2. Medical or dental appointments which cannot be scheduled outside of school hours.
3. A legal or court obligation.
4. Participating in religious observance of his/her faith.
5. Family emergencies and/or death in immediate family.
6. Significant events approved by principal.
7. Pre-approved college, military or other educational institution visits/obligations.
8. Out of school suspension.

An Unexcused Absence occurs when a student is not present at school or at a school-endorsed activity, without acceptable cause:

1. Any absence from school without a parent/guardian's knowledge and permission and/or when the required written documentation is not provided.
2. Any student leaving school grounds without a school administrator's permission.

Medical/Mental Health Absences

If a student has five (5) consecutive and/or 7 or more cumulative absences due to a reported medical/mental health condition, the school may require a physician's note. Failure to comply with this request may result in those absences being converted to Unexcused Absences.

Habitually Truant is when a student has accumulated seven (7) or more unexcused absences.

ADMINISTRATION RESPONSIBILITIES

1. The District Administration is responsible for developing cohesive procedures to guide the implementation of this policy.
2. The Building Administrator is responsible for maintaining accurate and up-to-date records of student attendance.
3. The Building Administrator is responsible for assuring that the school has the appropriate information that allows the school to contact the parents(s) or guardian(s) of all students when necessary.
4. The Building Administrator will follow Vermont Department of Children and Families and Windsor County State's Attorney Truancy protocols.

The Springfield School District Attendance Policy was written in accordance with the Windsor County Truancy Policy.

Date Warned: 1/11/11; 1/18/11; 2/3/11

Date Adopted: 2/7/11

Legal References: 16 VSA 1121 et seq. Vermont State Board of Education Manual of Rules & Regulations ss 2120.8.3.3

Cross References: F13- Admission of Resident Student
Windsor County Truancy Protocol
District Attendance Procedures

TRUANCY PROCEDURES

Seven Days Absent:

After 7 cumulative absences during any school year, the building administrator or designee shall send a 7-day absence form letter, which outlines the consequences for subsequent absences and the warning of the possible prosecution for truancy.

The building administrator or designee will maintain documentation of all oral and written contacts regarding absences for each student. Such documentation may be used to support any filings pertaining to truancy, child in need of care and supervision, or other matters.

Fifteen (15) Days Absent:

After 15 cumulative absences during any school year, the building administrator shall require that the parent/guardian attend a school conference attended by representatives from the school, Attendance Project Coordinator, and other supports as requested by the family.

The student's absences will be addressed and a written plan that may include supportive services such as prevention, diagnostic, intervention, remedial services, alternative programs and other school and community resources will be developed for ensuring the student's future attendance.

At this meeting, a person will be identified who will follow-up with the family and student as to any problems they have following through on the plan as outlined.

A letter, which outlines the plan agreed to for the student to return to school and the action to be taken, may follow up the conference or home visit if the student has subsequent absences as outlined in these procedures. A copy of the letter will also be sent to the Superintendent of Schools.

Parent/Guardian Does Not Attend 15-Day Meeting:

If the parent/guardian fails to attend the conference, school personnel will make a home visit or other contact with the parent/guardian.

If school personnel determines that there was no valid reason for missing the conference, an affidavit regarding the absences will immediately be filed by the Superintendent of Schools and a copy will be sent to the Windsor County State's Attorney's Office. The Windsor County State's Attorney can pursue the matter as truancy or as a child in need of care and supervision.

20 or More Days Absent:

After 20 cumulative absences during any school year but before 30 cumulative absences, the school will, at its discretion based on dealings with the student and parents/guardian, file an affidavit concerning the absences with the Windsor County State's Attorney's Office.

The building administrator shall notify the parent/guardian that the filing has been made with the Windsor County State's Attorney's Office and the possibility of criminal prosecution for truancy or a petition to determine if the student is a child in need of care and supervision.

The court could determine that the child is in need of care or supervision under 33 V.S.A. 5517 and 5528, which could potentially result in loss of custody as the most serious consequence.

**Addendum #3—Harassment
Springfield School District Policy
Springfield, Vermont
Code F20**

POLICY ON PREVENTION OF HARASSMENT OF STUDENTS

I. Purpose.

A. The Springfield School District ("the District") is committed to providing a safe and supportive school environment in which all students are treated with respect. This policy involves incident(s) and/or conduct that occurs on school property, on a school bus or at a school-sponsored activity, or misconduct not on school property, on a school bus or at a school sponsored activity where direct harm to the welfare of the school can be demonstrated.

B. 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 91of 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.

C. It is the intent of the District to apply and enforce this policy in a manner that is consistent with and protects students' rights to free expression under the First Amendment of the U.S. Constitution. The District respects and promotes the rights of students and others to speak freely and to express their ideas, including ideas that may offend the sensibilities of others. However, the District does not condone and shall take action in response to behavior that interferes with the learning of students and is not otherwise protected expression.

II. Definitions

A. 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 material, taunts on manner of speech, and negative references to customs related to any of these protected categories.
- B. "Complaint" means an oral or written report by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of harassment.
- C. "Complainant" means a student who has filed an oral or written complaint to an employee or is the alleged victim in a report made by another alleging conduct and/or incident(s) that may rise to the level of harassment.
- D. "Employee" includes any person employed directly by or retained through a contract with the District, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, "agent of the school" includes supervisory union staff.
- E. "Designated Employee" means an employee who has been designated by the District to receive complaints of harassment pursuant to 16 V.S.A. § 565(c)(1).
- F. "Principal" means the building level administrator, or his/her designee, at an independent or public school designated by a school governing board to be a school principal, headmaster, or technical center director.

III. Reporting of Student Harassment Complaints

- A. A student who believes that s/he has been harassed, or who witnesses conduct that s/he believes might constitute harassment, should report the conduct to a designated employee, or to any other school employee.
- B. When a student reports such conduct to a school employee, other than a designated employee, that school employee shall refer the report to a designated employee.
- C. An employee who witnesses conduct that s/he believes might constitute student harassment under this policy shall take prompt and appropriate action to stop the conduct and immediately report the conduct to a designated employee.
- D. Any other person who witnesses conduct that s/he believes might constitute student harassment under this policy should report the conduct to a designated employee.
- E. Consistent with this policy and 16 V.S.A. §565, the Superintendent shall develop procedures regarding the reporting of student harassment complaints and the District's handling of such reports.
- F. Annually, the District shall select two or more designated employees to receive complaints and shall publicize their availability.

IV. Procedures Following a Report

- A. Consistent with this policy and 16 V.S.A. §565, the Superintendent shall develop procedures for complaint response following a report, initiation of an investigation, investigation, independent review, and alternative dispute resolution provisions.
- B. Independent Review: A complainant who desires independent review under 16 V.S.A. § 565(f) because s/he is either dissatisfied with the final determination of the school officials as to whether harassment occurred, or believes that, although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem, shall make such request in writing to the Superintendent. Upon such request, the Superintendent shall initiate an independent review, and shall comply with the District's procedures and any applicable rules on this subject promulgated by the Commissioner of the Vermont Department of Education ("Commissioner"). The District may request an independent review at any stage of the process.

V. Discipline and/or Corrective Action.

If after investigation, harassment has been found, the District shall take prompt and appropriate disciplinary or remedial action reasonably calculated to stop the harassment. Consistent with this policy, the District's Student Conduct and Discipline policy and 16 V.S.A. §565, the Superintendent shall develop procedures regarding discipline and corrective action including final action on a complaint, retaliation, false complaints, and appeal provisions. There will be no adverse action taken against a person for reporting a complaint of harassment when the complainant has a good faith belief that harassment occurred or is occurring or for participating in or cooperating with an investigation. Any person who knowingly makes a false accusation regarding harassment will be subject to disciplinary action.

VI. Confidentiality; Notification of Results; and Record Keeping.

- .A. The privacy of (1) the complainant, (2) the accused individual, and (3) the witnesses shall be maintained consistent with the District's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.
- B. Subject to state and/or federal laws protecting the confidentiality of personally identifiable student information, the complainant and the accused individual shall be informed in writing of the results of the investigation. If either the complainant or the alleged individual is under the age of 18, subject to the above limitation, his or her parent(s) or guardian(s) shall be provided with a copy of this policy and related procedures, notified when an informal resolution to a harassment complaint is attempted, notified when a complaint is filed, and notified in writing of the investigation results. An authorized school official may seek waiver of confidentiality rights in order to inform the complainant of remedial measures undertaken.
- C. The Superintendent shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation is maintained by the District in a confidential file accessible only to authorized persons. The report of the investigation shall be kept for at least six years after the report is completed.

VII. Mandatory Reporting to State Agencies

- A. If a harassment complaint is made that conduct by a licensed educator might be grounds under the State Board of Education Rules for suspension or revocation of a license or endorsement, the Principal shall report to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner.
- B. When a person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq., determines that a complaint made pursuant to this policy must be reported to the Commissioner of the Department for Children and Families, he or she shall make the report as required by law

and related District policy. If the victim is a vulnerable adult, as that term is defined in 33 V.S.A. §6902(14), the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6903 and 6904.

C. Nothing in this policy shall preclude anyone from reporting any incidents and/or conduct that may be considered a criminal act to law enforcement officials.

VIII. Dissemination of Information, Training, Comprehensive Plan for Responding to Student Misbehavior and Data Gathering.

A. Dissemination of Information. Annually, prior to the commencement of curricular and co-curricular activities, the District shall provide notice of this policy and its procedures to students, custodial parents or guardians of students, and employees. Notice to students shall be in age-appropriate language and include examples of harassment. At a minimum, this notice shall appear in any publication of the District that sets forth the comprehensive rules, procedures and standards of conduct for the District.

B. Training. The Superintendent shall develop age-appropriate methods of discussing the meaning and substance of this policy with students and staff to help prevent harassment. Training may be implemented within the context of professional development and the school curriculum to develop broad awareness and understanding among all members of the school community. Staff training shall enable staff to recognize, prevent and respond to harassment.

C. Comprehensive Plan for Responding to Student Misbehavior. The District's comprehensive plan pursuant to 16 V.S.A. §1161a(a)(6) shall include provisions that promote the positive development of youth and actions to prevent misconduct from escalating to the level of harassment.

D. Data Gathering. The District shall provide the Vermont Department of Education with data requested by the Commissioner.

IX. Complaints to the Human Rights Commission and the U.S. Office of Civil Rights.

In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted in the procedures accompanying this policy.

Date Warned: 9/8/05, 10/7/05, 12/12/05 Date Adopted: 12/13/05

Legal References:

Act 91 of 2004 (2004 Vt. Laws Act 91)

16 V.S.A. §§11(a) (26), 565 (harassment), 1161a

21 V.S.A. § 495(5) (retaliation)

33 V.S.A. §§ 4911 et seq. (child abuse)

9 V.S.A. §§ 4500 et seq. (public accommodations; retaliation)

20 U.S.C. §§1681 et seq. (Title IX, Civil Rights Act)

34 C.F.R. Part 106

42 U.S.C. §2000d (Title VI of the Civil Rights Act of 1964)

20 U.S.C. §1232g; 34 C.F.R. Part 99 (FERPA)

Davis v. Monroe County Board of Education 526 U.S. 629 (1999)

Franklin v. Gwinnett 503 U.S. 60 (1992)

Saxe v. State College School District 240 F. 3d 200 (3rd Cir. 2001)

PROCEDURES FOR PREVENTION OF HARASSMENT OF STUDENTS AND HANDLING COMPLAINTS

The following administrative procedures apply to the District's policy #F20 Prevention of Harassment of Students.

I. Definitions

The terms "harassment," "employee," "complaint," "complainant," "Principal," and "designated employee" shall have the same meaning when used in these procedures as they are defined in the District's Prevention of Harassment of Students policy.

II. Designated Employees

The following employees have been designated by the District to receive harassment complaints pursuant to the Prevention of Student Harassment policy and 16 V.S.A. §565(c)(1):

Director of Curriculum, Instruction and Assessment, Springfield School District, District Office, 60 Park Street, Springfield, Vermont 05156

Director of Special Education, Springfield School District, District Office, 60 Park Street, Springfield, Vermont 05156

III. Reporting Student Harassment Complaints

A. A student who believes that s/he has been harassed, or who witnesses conduct that s/he believes might constitute harassment, may report the conduct to a designated employee, or to any other school employee.

B. When a student reports such conduct to a school employee, other than a designated employee, that school employee shall refer the report to a designated employee.

C. A complaint or report may be made either orally or in writing. If a complaint report is oral, a designated employee shall promptly reduce the report to writing, including the time, place, and nature of the conduct, and the identity of the participants and the complainant.

D. An employee who witnesses conduct that s/he believes might constitute student harassment under the Prevention of Harassment of Students policy shall take prompt and appropriate action to stop the conduct and immediately report the conduct to a designated employee.

E. Any other person who witnesses conduct that s/he believes might constitute harassment under the Prevention of Harassment of Students policy should report the conduct to a designated employee.

F. If one of the designated employees is the person alleged to be engaged in the conduct witnessed or complained of, the report shall be filed with the other designated employee.

IV. Procedures Following a Report

A. At any stage of the procedures following a complaint, the complainant and the accused individual may request alternative dispute resolution methods, including mediation, of the District.

B. When a designated employee receives a complaint, the designated employee shall complete a harassment complaint form based on the written or verbal allegations of the complainant.

C. The completed complaint form shall detail the alleged facts and circumstances of the incident or pattern of behavior. Harassment complaint records shall be maintained consistent with the requirements of the Family Educational Rights and Privacy Act, 34 C.F.R. Part 99.

D. Depending on (1) the nature of the accusations, (2) the age of the complainant and the accused individual, (3) the agreement of the complainant and (4) other relevant factors, the designated employee or another individual identified by the designated employee may attempt to resolve a complaint through a conversation with the complainant and the accused individual. If such informal resolution is either not appropriate or is unsuccessful, the designated employee shall initiate or cause to be initiated an investigation of the allegations in accord with the timelines established herein.

E. Upon receipt of notice of a complaint, the designated employee shall provide a copy of the Prevention of Harassment Policy and these procedures to the complainant and the accused individual. If one of the above named is under 18 years of age, his/her parent(s) or guardian(s) shall be notified of the complaint and shall be provided with a copy of the policy and procedures.

F. Unless special circumstances are present and documented, the Principal shall, no later than one school day after the receipt of a complaint, initiate or cause to be initiated, an investigation of the allegations. The Principal shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the Principal from assigning him/herself or a designated employee as the investigator.

G. No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the Superintendent. The report shall include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes a violation of the Prevention of Harassment of Students policy. When the initial determination

is that an accused student has engaged in harassment, the Superintendent shall use his or her discretion to decide the appropriate disciplinary and/or corrective action. If expulsion is recommended, the Superintendent will seek approval of the board of the District. He/she shall also notify the parties of the results of the determination and as allowed by law, disciplinary and/or corrective action to result. An authorized school official may seek waiver of confidentiality rights in order to inform the complainant of remedial measures undertaken.

H. Consideration of whether a particular action or incident constitutes a violation of the harassment policy requires review of all the facts and surrounding circumstances. Although conduct may be found to be in violation of other standards of student or employee conduct or decorum, it shall not be deemed harassment when the subject of a complaint is an incident(s) that is not shown to have the effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or to have created an objectively intimidating, hostile, or offensive environment. Free expression rights of the First Amendment of the U.S. Constitution will be protected.

I. All levels of internal review of the investigator's initial determination, and the issuance of a final decision, shall, unless special circumstances are present and documented by the District, be completed within 30 calendar days after the review is requested.

J. When the initial determination is that an employee has engaged in harassment against a student, the Superintendent/Principal shall use his or her discretion to initiate disciplinary and/or corrective action in accord with the District's policies and procedures, employment contracts and state and federal law.

V. Independent review.

A. A complainant who desires independent review because s/he is either dissatisfied with the final decision of the District as to whether harassment occurred, or believes that although a final decision was made that harassment occurred, the District's response was inadequate to correct the problem, shall make such request in writing to the Superintendent.

B. Upon such request, the Superintendent shall initiate an independent review by a neutral person selected from a list developed jointly by the Commissioner of Education and the Human Rights Commission and maintained by the Commissioner.

C. The District shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of, but is not limited to, an interview of the complainant and the relevant school officials and review of written materials involving the complaint maintained by the school or others. The independent reviewer shall be considered an agent of the school for purposes of being authorized to review confidential student records.

D. Consistent with Act 91, An Act Relating to Harassment in Schools, upon the conclusion of the review, the reviewer shall advise the complainant and the designated employee as to the sufficiency of the school's investigation, its determination, the steps taken by the school to correct any harassment found to have occurred, and offer recommendations for any future steps the District should take. The reviewer shall advise the student of other remedies that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution.

E. The District may request an independent review at any stage of the process.

F. The District shall bear the cost of independent review.

VI. Discipline and/or Corrective Action

A. Final Action on Complaint. The District shall take prompt and appropriate disciplinary and/or corrective action reasonably calculated to stop the harassment. Disciplinary or corrective action may include, but shall not be limited to, warning, reprimand, education, training, counseling, suspension and/or expulsion of a student, and warning, reprimand, education, training, counseling, transfer, suspension and/or termination of an employee.

B. Other Disciplinary Response. If the conduct does not rise to the level of harassment, but otherwise violates the District's disciplinary policies or Comprehensive Plan for Responding to Student Misbehavior including anti-bullying provisions, disciplinary or corrective action under those policies or plan shall be taken.

C. Retaliation. Acts of retaliation for reporting harassment or for cooperating in an investigation of harassment is unlawful pursuant to subdivision 4503(a)(5) of Title 9. There shall be no adverse action taken against a person for reporting a complaint of harassment when the complainant has a good faith belief that harassment has occurred or is occurring or for participating in or cooperating with an investigation. In the context of retaliation, "adverse action" means any form of intimidation or reprisal such as verbal/physical threats or abuse, diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits or other unwarranted disciplinary action in the case of students and includes any form of intimidation, reprisal or harassment such as suspension, termination, change in working conditions, loss of privileges or benefits or other disciplinary action in the case of employees. Any individual who retaliates against any employee or student who reports, testifies, assists or

participates in an investigation or hearing relating to a harassment complaint shall be subject to appropriate action and/or discipline by the District.
D. False Complaint. Any person who knowingly makes a false accusation regarding harassment shall be subject to disciplinary action up to and including suspension and expulsion with regard to students or up to and including discharge with regard to employees.

E. Appeal: A person determined to be in violation of the Prevention of Harassment of Students policy may appeal the determination and/or any remedial action taken as a consequence of the determination.

1. Student. If the person filing the appeal is a student, the appeal shall proceed in accordance with the District's policy and procedures governing discipline of students.

2. Staff. Employees subject to disciplinary action shall appeal in accord with applicable statutes, collective bargaining agreements, and the District's policy and procedures.

VII. Confidentiality; Notification of Results; and Record Keeping.

A. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with (1) the District's obligations to investigate, (2) to take appropriate action, and (3) to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.

B. Subject to state and/or federal laws protecting the confidentiality of personally identifiable student information, the complainant and the accused individual shall be informed in writing of the results of the investigation. If either the complainant or the alleged individual is under the age of 18, subject to the above limitation, his or her parent(s) or guardian(s) shall be provided with a copy of this policy and related procedures, notified when an informal resolution to a harassment complaint is attempted, when a complaint is filed, and in writing of the results of the investigation. An authorized school official may seek waiver of confidentiality rights in order to inform the complainant of remedial measures undertaken.

C. The Superintendent shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the District in a confidential file accessible only to authorized persons. The report of the investigation shall be kept for at least six years after the report is completed.

VIII. Mandatory Reporting to State Agencies

A. If a harassment complaint is made that conduct by a licensed educator might be grounds under the State Board of Education Rules for suspension or revocation of a license or endorsement, the Principal shall report to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner.

B. When a person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq., determines that a complaint made pursuant to the Prevention of Harassment of Students policy must be reported to the Commissioner of the Department for Children and Families, he or she shall make the report as required by law and related District policy. If the victim is a vulnerable adult, as that term is defined in 33 V.S.A. §6902(14), the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6903 and 6904.

C. Nothing in these procedures shall preclude anyone from reporting any incidents and/or conduct that may be considered a criminal act to law enforcement officials.

IX. Complaints to the Vermont Human Rights Commission and the U.S. Office of Civil Rights.

In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil rights of the U.S. Department of Education at the following addresses:

Vermont Human Rights Commission

133 State Street

Montpelier, VT 05633-6301

(800) 416-2010 or (802) 828-2480

Director, Compliance Division Area II

U.S. Department of Education, Region I

08/03/04

Office of Civil Rights

U.S. Department of Education, Region I

John W. McCormack Post Office Courthouse, Rm. 222

Post Office Square

Boston, MA 02109

(617) 223-9667

Addendum #4--Weapons

Springfield School District Policy

Springfield, Vermont

Code F21

Weapons Policy

It is the policy of the Board to comply with the federal Gun Free Schools Act of 1994, and 16 V.S.A.

§1166 requiring school districts to provide for the possible expulsion of students who bring weapons to school. It is further the intent of the Board to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.

Definitions

1. For the purposes of this policy, the terms "weapon" and "school", and "expelled" shall have the following meanings:

o Weapon means a firearm as defined in Section 921 of Title 18 of the United States

Code and 13 V.S.A. §4016, including:

- any weapon whether loaded or unloaded which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer
- any explosive, incendiary or poison gas
- bomb
- grenade

- rocket having a propellant charge of more than four ounces
 - missile having an explosive or incendiary charge of more than one quarter ounce
 - mine, or • similar device
 - any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled.
 - Any other weapon (including but not limited to a knife, as per Federal law), device, instrument, material or substance whether animate or inanimate, which in the manner it is used or is intended to be used, is known to be capable of producing death or serious bodily injury.
- * School means any setting which is under the control and supervision of the School District. It includes school grounds, facilities, school-sponsored events whether held on or off of school grounds and vehicles used to transport students to and from school or school activities.
- * Expelled means the termination for at least a calendar year of educational services to a student. At the discretion of the Board and administration, an expelled student may be afforded limited educational services at a site other than the school during the period of expulsion under this policy.

Sanctions

Any student who brings a weapon to school may be brought by the Superintendent to the School Board for an expulsion hearing. A student found by the Board after a hearing to have brought a weapon to school shall be expelled for at least one calendar year. However, the Board may modify the expulsion on a case by case basis when it finds circumstances such as, but not limited to:

1. The student was unaware that he or she had brought a weapon to school.
2. The student did not intend to use the weapon to threaten or endanger others.
3. The student is disabled and the misconduct is related to the disability.
4. The student does not present an ongoing threat to others and a lengthy expulsion would not serve the best interests of the pupil.

An expulsion hearing conducted under this policy shall afford due process as required by law. In addition, any student who brings a weapon to school shall be referred to a law enforcement agency.

As required by state law, the Superintendent shall annually provide the Commissioner of Education with descriptions of the circumstances surrounding expulsions imposed under this policy, the number of students expelled and the type of weapons involved.

Date Warned: 3/10/06, 4/6/06, 5/4/06

Date Adopted: 5/9/06

Legal Reference(s): 16 V.S.A. §1166 (State law pursuant to Federal law)

13 V.S.A. §§4004, 4016 (Criminal offenses)

20 U.S.C. §8921(Gun Free Schools Act of 1994)

18 U.S.C. §921 (Federal definition of firearms)

20 U.S.C. §§1400 et seq.(IDEA)

29 U.S.C. §794 (Section 504, Rehabilitation Act of 1973)

Vt. State Board of Education Manual of Rules & Practices, §§4311, 4312

Addendum #5--Hazing Springfield School District Policy Springfield, Vermont Code F24

POLICY ON PREVENTION OF HARASSMENT OF STUDENTS

Policy It is the policy of the Springfield School District that all its schools provide safe, orderly, civil and positive learning environments. Hazing has no place in the District's schools and will not be tolerated. Accordingly, the District adopts the following policy and procedures to prohibit hazing and will ensure the enforcement thereof.

Definitions

1. *Hazing* means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the District; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds.

Examples of hazing include:

- o Any type of physical brutality such as whipping, beating, striking, branding, electrical shocks, placing a harmful substance on or in the body, or other similar activity; or
- o Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or other activity that creates or results in an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; or
- o Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects a student to an unreasonable risk of harm; or
- o Activity that induces, causes, or requires a student to perform a duty or task, which involves the commission of a crime or an act of hazing.

Hazing shall not include any activity or conduct that furthers the legitimate curricular, extracurricular, or military training program goals provided that the goals are approved by the School Board of the District and provided that the activity or conduct furthers those goals in a manner that is appropriate, contemplated by the School Board, and normal and customary for similar public school programs. An example of this exception might be reasonable athletic training exercises.

1. *Organization* means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students of the District, and which is affiliated with the District.
2. *Pledging* means any action or activity related to becoming a member of an organization.
3. *Principal* means the Principal of a school or the director of a technical center or any person designated by them to carry out a particular function.
4. *Student* means any person who: (1) is enrolled in any school or program operated by the District, (2) has been accepted for admission into any school or program operated by the District, or (3) intends to enroll in any school or program operated by the District during any of its regular sessions after an official academic break.

Notification of Hazing Policy Annually, the student handbook, which shall be presented to students prior to the commencement of any academic courses, shall contain: (1) a description of this hazing policy in age-appropriate language, (2) examples of hazing, and (3) a listing of those persons whom the Board has designated to receive reports of hazing. The schools of the District also shall effectively inform students about the substance of this hazing policy and its procedures within the first fifteen (15) days of school.

Each student who participates in a co- or extra-curricular activity that begins prior to the commencement of any academic courses shall be provided by the coach or supervisor of the co- or extra-curricular activity a copy of the excerpt from the student handbook regarding the hazing policy prior to the first practice session. Each coach or supervisor of a co- or extra-curricular activity shall orally explain to participants the prohibition against hazing, the reasons for the prohibition, and the potential consequences to participants and, in the case of a club or an athletic team, to the club or team itself.

Annually, custodial parents and guardians of students shall be provided a copy of this hazing policy prior to the commencement of co- or extra-curricular activities.

Annually, staff members shall be provided with a copy of this hazing policy prior to the opening of school. Coaches or supervisors of co- or extra-curricular activities shall be provided a copy of this hazing policy upon employment by the District. All new employees shall be provided notice of this hazing policy upon employment by the District via the Employee Handbook.

Reporting of Hazing Students who have reason to believe that an incident of hazing might or did occur shall report such belief to any coach of an extracurricular team, teacher, school nurse, guidance counselor, or school administrator. Staff members who have received such a report from a student or who otherwise have reason to believe that an incident of hazing might or did occur shall report such belief to the Principal of the school, or, in the event of the unavailability of the Principal, to the designated person. The report may be in writing or orally. If the report is made orally, the receiver shall make a written record of the report.

It shall be a violation of this policy for a person to retaliate against a student or other person for reporting a suspected incident of hazing or cooperating in any investigation or disciplinary proceeding regarding an incident of hazing. It is possible that an incident of hazing might also fall within the definition of abuse, neglect, or exploitation as those terms are defined in 33 V.S.A. §4912(2) and 33 V.S.A. §§6902(1), (7) and (9). Reporting a suspected incident of hazing to the Principal does not relieve the reporter of any obligations additionally to report such suspicions to the Commissioner of the Vermont Department of Social and Rehabilitation Services as set forth in 33 V.S.A. §4914 or to the Commissioner of the Department of Aging and Disabilities as set forth in 33 V.S.A. §6904 as outlined in policy F8.

Investigation of Reports of Hazing The Principal, or designee, upon receipt of a report of hazing, promptly shall cause an investigation to commence. The investigation shall be timely and thorough and the findings and conclusions of the investigation shall be reduced to writing. Unless there are exceptional circumstances, the investigation shall be concluded within ten school days.

Disciplinary Action It is not a defense in a disciplinary proceeding under this policy that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

1. If the investigation concludes a student committed an act of hazing or otherwise violated this policy, that student shall be subject to appropriate disciplinary action, including but not limited to suspension or expulsion from co- or extra-curricular activities or from school. Any disciplinary action against a student shall be subject to the procedures set forth in policy (F1) of this Policy Manual.
2. If the investigation concludes that a staff person committed an act of hazing or otherwise violated this policy, that person shall be subject to appropriate disciplinary action in accordance with applicable law and the provisions of any applicable collective bargaining agreement or other contract.
3. If the investigation concludes that two or more members of an athletic team or other co- or extra-curricular activity or organization knowingly permitted, authorized, or condoned hazing, disciplinary action may be imposed against the team, activity or organization, including cancellation of one or more athletic contests or the entire athletic season, or revocation or suspension of an organization's permission to operate or exist within the District's purview.
4. Acts of hazing may also be illegal and may be prosecuted under 16 V.S.A. §§140b-140d or other state law.
5. Nothing in this policy shall limit or preclude the District from disciplining a student or other person affiliated with the District under any other District policy as well as under the terms of this policy.

Training of Staff The Principal shall ensure that each staff member, with particular emphasis on staff members who are coaches or supervisors of co- or extra-curricular activities, receive training in preventing, recognizing and responding to hazing.

Reporting Incidents of Hazing to Law Enforcement Officials All staff members are subject to the confidentiality requirements of the Family Education Rights and Privacy Act (20 U.S.C. §1232g and 34 C.F.R. Part 99). Accordingly, information deriving from student records (if the information is obtained through other means, the restrictions of FERPA do not apply) which is personally identifiable, may not be disclosed without parental consent unless it meets one or more of the exceptions specified in 34 C.F.R. Part 99. Certain of these exceptions, depending upon whether the circumstances meet the conditions set forth in those exceptions, may permit the reporting of hazing to law enforcement officials. Those relevant exceptions are:

1. Where there is a health or safety emergency;
2. Where the information has been subpoenaed; or
3. Where the records in question are created and maintained by a law enforcement unit established by the school.

<i>Date Warned:</i>	<i>8/4/06; 9/7/06</i>
<i>Date Adopted:</i>	<i>9/12/06</i>
<i>Legal Reference(s):</i>	<i>16 V.S.A. §11(a)(30) (Definition of hazing)</i>
<i>16 V.S.A. §§140a-140d (Hazing)</i>	
<i>16 V.S.A. §165(a)(1), (8) (School Quality Standards)</i>	
<i>16 V.S.A. §565 (Powers of school boards)</i>	
<i>20 U.S.C. §1232g (FERPA)</i>	
<i>34 C.F.R. Part 99 (FERPA rules)</i>	
<i>Cross Reference:</i>	<i>Reporting Suspected Child Abuse or Neglect (F8)</i>
<i>Harassment of Students (F20)</i>	

**Addendum #6—FERPA Notification
The Family Educational Rights and Privacy Act (FERPA)**

FERPA, 20 U.S.C. § 1232g as implemented in 34 C.F.R. Part 99, requires annual notification to parents or eligible students of their rights under the Act. Such notice must include that parents or eligible students have the right to:

1. Inspect and review the student's records,
2. Seek amendment of the student's education record that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights,
3. Consent to disclosure of personally identifiable student information, except as provided in 34 C.F.R. § 99.31, and
4. File a complaint with the United States Department of Education under 34 C.F.R. §§ 99.63 and 99.64 if they believe the educational agency or institution has failed to comply with the Act.

Additionally, the annual notice must include:

1. The procedure for exercising the right to inspect and review education records,
2. The procedure for requesting amendment of the records under 34 C.F.R. § 99.20, and
3. If the educational agency or institution has a policy of disclosing records under 34 C.F.R. § 99.31(a)(1), a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest. An educational agency or institution may disclose "directory information" if the school: (1) publicly notifies parents or eligible students of the types of directory information that will be released, (2) informs parents or eligible students of their right to refuse to let the agency or institution release particular or all directory information, and (3) states the period of time within which the parent or eligible student has to notify the school in writing that he or she does not wish to have the school designate some or all of the information about the parent's child designated as directory information.⁴ The Vermont Department of Education recommends that schools also include in their annual FERPA notice that parents or eligible students have the

right to seek protective action for the student's education records if the agency or institution receives a judicial order or lawful subpoena that would otherwise require disclosure of a student record under 34 C.F.R. § 99.31(9).

**Addendum #7—Parent/Student Rights in Identification, Evaluation, and Services
(Section 504 of the Rehabilitation Act of 1973)**

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his or her disabling condition.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification or evaluation of or service to your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with students without disabilities to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided students without disabilities.
6. Have your child receive special education and related services if he or she is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.
7. Have evaluation, educational, and service decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and service options.
8. Have transportation provided to and from a program not operated by the district if the district places the student in the program.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and services.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or services. You and the student may take part in the hearing and have an attorney represent you. Hearing or mediation requests must be made to the district 504 compliance officer.
15. Ask for payment of reasonable attorney fees if you are successful on your claim.
16. File a local grievance.

The person responsible for assuring that the district complies with Section 504 is: Katheryn Wyman (802)-885-5141

2014 / 2015 School Closings and Events

Spring – May

August 21	Teacher Opening Day		
August 22	Classroom Work Day – Para Inservice		
August 25 & 26	CCSS in Chester, VT – Newsbank		
August 27	First Day for Students		
September 1	Labor Day – No School	January 20	Teacher In Service – No School
September 17	Early Release at 12:30	January 21	Standards Reports Verified
September 18	Elm Hill BBQ at 5pm	January 23	Report Cards home
September 26	Teacher In Service – No School		
October 8	Early Release at 12:30	February 11	Early Release at 12:30
October 9	Picture Day	February 16-20	Winter Break
October 13	Columbus Day – No School	March 11	Early Release at 12:30
October 29	Data Profile Due	March 23	Data Profiles Due
		March 25	Data Profiles Verified
November 4	Picture Retake Day	March 26	Data Profiles Printed
November 5	Early Release at 12:30	March 26	Teacher In service – No School
November 7	Parent Conferences K-12 – No School	March 27	Parent Conferences K-12 – No School
November 11	Veteran’s Day – No School		
November 26-28	Thanksgiving Break	April 6	Early Release at 12:30
		April 20-24	Spring Break
December 10	Early Release at 12:30	May 13	Early Release at 12:30
December 23	Early Release	May 25	Memorial Day – No School
December 24	Holiday Break		
January 2	Holiday Break	June 8	Reports Due
January 5	School Resumes	June 10	Reports Verified
January 14	Early Release at 12:30	June 12	Reports Printed
January 16	Standards Report Due	June 10	Last student day** (with <u>no</u> snow days)
January 19	Martin Luther King Day – No School	June 17	Last student day** (with <u>5</u> snow days)

Benchmark Assessment Window:
 Fall – October (for new students)
 Winter – February

**Elm Hill School Families & Staff
Dana Jacobson-Goodhue, Principal**

Amanda Johnson, Building Secretary Monique Parillo, Student Records Secretary

ELM HILL SCHOOL PARENT/STUDENT HANDBOOK

Signature Page

I have read and understand the 2013 - 2014 Elm Hill Primary School Student Handbook. I have completed and returned the packet of school forms which were included with this Handbook. If I have any further questions, I will call Elm Hill Primary School at 885-5154.

Parent/Guardian Signature

Date

Parent/Guardian Print

Parent/Guardian Email Address (optional)