

Dear Parents and Guardians,

Welcome to the beginning of a great 2017/2018 school year. It would be helpful to have the following documents read, filled out and signed by **September 5th** in order for us to be able to contact you and to provide for your child. Please be aware that without the medical card returned, the nurse is unable to effectively treat your child.

We would also like to remind you that it is very important to keep the office up to date with your contact information. This can be done by calling the office (885-8490), sending in a note, or by emailing vcobb@ssdvt.org.

Thanks for your help with this.



I reviewed the Riverside Middle School Handbook and the district policies:

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____ Student Name Printed _____

Student Grade _____

Riverside Middle School
Student Handbook
2017-18



2017/18 Important Dates

August 30	First Day of Classes for Students Sports sign-ups
September 4	Labor Day- No School
September 14	BBQ and Open House
September 22	Progress Reports sent home
September 22	Inservice- No School
October 3	Picture Day :)
October 6	Early Release: 11:25 Dismissal
October 9	Columbus Day- No School
October 20	Progress Reports go home
October 20	Inservice- No School
November 1	Picture Retake Day
November 3	Quarter 1 Grades Close
November 9	Early Release : 11:25 Dismissal
November 9-10	Parent Conferences
November 10	Report Cards sent home
November 16	7:50 am Honor Roll Assembly
November 17	Last Day to Make up Q1 Grades
November 20-21	Mini-Courses
November 22-24	Thanksgiving Break
December 8	Progress report sent home Early Release: 11:25 Dismissal
December 22	Early Release: 11:25 Dismissal
December 25-29	Holiday Break
January 1	Holiday Break
January 12	Progress Reports sent home Early Release : 11:25 Dismissal
January 16	Inservice: No School
January 26	Quarter 2 Grades Close
February 2	Report Cards sent home
February 13	7:50 am Honor Roll Assembly
February 16	Early Release: 11:25 Dismissal
February 19-23	Winter Break
March 16	Progress Reports sent home
March 22	Early Release: 11:25 Dismissal Student-Led Conferences
April 6	Quarter 3 Grade Close
April 13	Report Cards sent home Early Release: 11:25 Dismissal
April 16-20	Spring Break
May 4	Last Day to make up Q3 grades
May 11	Progress Reports sent home
May 25	Early Release: 11:25 Dismissal
June 8	Report cards sent home Last Day with no snow days
June 15	Last Day with 5 snow days

Riverside Middle School North Star

Our North Star: To be a model middle school that exemplifies best practices for teaching ALL students to reach high levels of achievement and inspires students to be active participants in their education and community. All decisions will be made with regard to what is in the best interest of students.

Riverside Expectations: The 3 R's

Below are our expectations for how all members of the RMS community will conduct themselves. It was developed to give us guidelines to live by at Riverside. Each expectation is further explained by specific rules on the following pages.

Be Responsible
Be Respectful
Be Ready

Additionally, teachers and teams will develop with students the rules and procedures necessary for the effective functioning of their classrooms. Please see the Expectations Matrix that follows for rules specific to non-classroom areas.

The majority of our students follow our expectations. A minority of students at times exhibit unexpected behaviors leading to office referrals or other teacher interventions. Please see these listed under Consequences for Unexpected Behaviors.

School Rules against Bullying:

We will not bully others.

We will help students who are bullied.

We will include students who are easily left out.

When we know someone is being bullied we will tell an adult at school and an adult at home.

- 1. Teaming/Structure:** Administrators and teachers meet to discuss instruction, integration, student learning; and make decisions about the above based upon what is in each student's best interests. Students will become a part of a community of active learners that supports and celebrates each other.
- 2. Curriculum:** The curriculum will be a responsive, living document that is tied to national, state and local expectations; and that provides students with choice and rigor. Reading, writing and math skills will be taught in all classes.
- 3. Instruction:** Planning for instruction will be done with the focus on the desired end result. Students will be specifically informed of what is expected of them with regards to learning and assignments. Lessons will be integrated, challenging and exploratory in nature.
- 4. Assessment:** As professionals we will meet regularly to analyze student learning through both formal and informal assessments and make adjustments to the curriculum in response to the information gleaned.
- 5. Governance:** Decision-making will be shared within teams, across teams and with the administration. Parents and students will provide feedback in the overall implementation of the school's improvement process. Administration will work collaboratively with stakeholders at all levels. The administration will take the burden of operational decisions off staff and seek creative forms of funding to solve problems.

6. Professional Development: As a community that values lifelong learning, teachers will have the flexibility and access to trainings on professional practice and content. The administration will provide professional development opportunities in support of school goals. For a detailed version of our restructuring plan please contact the office or visit our website at www.ssdvt.org.

Educational Support Systems

Occasionally, a child will require supports outside of those provided by classroom teachers (Help Nights, advisory, accommodations/modifications, and differentiated instruction). Supports available at Riverside Middle School include:

1. Life Skills Support: The Life Skills Program deals with behavior and academic problems experienced by students at Riverside. Its emphasis is positive, not punitive. There are two major components to the program. The first and the major component are to teach students skills which will enable them to return to classes and will enable them to follow Riverside universal expectations. The second component is to tutor and monitor students to ensure continued success.

2. Student Assistance Program Counselor: The SAP Counselor can meet with students regularly or on a drop in basis. She provides support in dealing with peer pressure, social problems, social skills, substance abuse, and other family/ friendship issues young adolescents may encounter.

3. Guidance Counselor Support: The guidance counselor provides academic counseling, social/ emotional support in school for students, and student advocacy.

4. Reading Lab: The Reading Support Teacher works with students identified as needing to hone their literacy skills. This is a service provided as a temporary support, and is not scheduled for a full school year.

5. Math Lab: The Math Support Teachers provide in-classroom assistance, minimal pull-out support, and additional, hands-on math instruction in our Applied Math class.

6. Health Office: Our school nurse provides students with health and hygiene information and support. She is also a resource for parents seeking health care referrals.

Parents with concerns about their children's academic or social/emotional needs should contact either the administration or their child's advisor. We will arrange for a meeting with your child's team, or with the Educational Support Team if appropriate.

Parent Conferences

Although we have specific times for parent/teacher conferences in November and March, a parent/ teacher conference may be requested at any time by either a parent or teacher. A parent conference, by phone, e-mail, or in person with the teacher(s) is recommended as a means of resolving student and/or parent concerns. Communication at this level fosters a positive working relationship between the school and family, benefitting the child. Should this contact prove unsatisfactory please contact either the Assistant Principal or Principal.

Our November conferences will closely resemble traditional parent/teacher conferences, and should be scheduled with our Guidance Clerk. In March, we will have student-led conferences. ALL students must participate in these conferences. Parents unable to attend should assist their children in selecting a relative, adult mentor, or teacher to stand in their place.

Who to go to if you have concerns: Please follow the steps below in order...

1. See the teacher: Make an appointment and discuss your concerns as soon as they arise.

2. See the Principal or Assistant Principal: If the situation has not been resolved to your satisfaction by the discussion with the teacher, make an appointment with the Principal, Steven Cone, or Assistant Principal, Nathan McNaughton. They can be reached at 885-8490, extensions 203 and 206 respectively.

3. See the Superintendent: Should your concern require further discussion, make an appointment with the superintendent, Zach McLaughlin. His secretary can be reached at 885-5109.

4. Meet with the School Board: If meeting with the above mentioned people does not satisfactorily solve your problem you may request a meeting with the school board through the Superintendent's secretary.

Be Respectful:

Treating other people as you would like to be treated and treating property as you would want others to treat your property.

Bullying: A student is being bullied or targeted when exposed repeatedly to intentional injury or discomfort inflicted by one or more individuals. This may include physical contact, verbal assault, making obscene gestures or facial expressions, and/or being intentionally excluded. Bullying implies an imbalance in power or strength in which one child is targeted by others. Disciplinary consequences will be assigned in cases where bullying is substantiated. Offenders are subject to penalties as stipulated by school district policy, state, and federal laws.

Please note that recent legislation makes schools responsible for investigating bullying incidents that occur off-campus and outside school hours, providing it impacts the educational environment for a student or students.

Report incidents of bullying to Steven Cone, Principal, or Nathan McNaughton, Assistant Principal, at 885-8490. In case neither is unavailable, please contact Pollyanna Bladyka, Life Skills Teacher.

Bystander Behaviors - watches or encourages bullying incident(s) without intervening. They may also face disciplinary consequences when bullying is substantiated.

Harassment: "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, 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. Offenders are subject to penalties as stipulated by school district policy, state, and federal laws.

Sexual Harassment: "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual or physical conduct of a sexual nature. If a "reasonable person" would feel he/she was being harassed, that would meet the legal definition.

Hazing: All acts of hazing, as defined by Vermont law and school district policy, carried out by any member(s) of the school community are strictly forbidden. Offenders are subject to penalties as stipulated by school district policy, state, and federal laws.

Should you have reason to believe that such behavior has occurred at Riverside, or elsewhere in the district, please contact Steven Cone, Principal, or Nathan McNaughton, Assistant Principal, at 885-8490. In case neither is unavailable, please contact Pollyanna Bladyka, Life Skills Teacher.

If you feel that your concerns continue to be addressed unsatisfactorily, please contact either:

David Cohn, Director of Curriculum, Assessment, and Instruction
60 Park St.
Springfield, VT 05156 phone: 885-5141, ext. 30

Kelly Ryan, Director of Special Services
60 Park St.
Springfield, VT 05156 phone: 885-5141, ext. 12

Fighting: There will be severe consequences (including suspension and police involvement) for those who choose to physically harm or attempt to harm others.

Possession of Weapons/Dangerous Items: Possession or use of weapons, or any item intended to be used as a weapon, is strictly forbidden on school property, on the bus, anywhere on school grounds or during any school-sponsored activity. Possession of a weapon will result in an immediate Out-of-School Suspension and notification of police and other school authorities. The Springfield School District Policy will be followed.

Internet Policy: Use of the computers and the Internet is a privilege. Misuse of technology and/or the Internet will result in limited use or loss of access. Please read *Student Access to District Electronic Resources* that is included in the Policy Section of this handbook.

Please be alerted to recent legislation making schools responsible for investigating incidents of cyber-bullying that occur off-campus and outside school hours if that bullying has a negative impact upon the school environment, even for one student. In this event, we will follow our regular procedures for investigating bullying.

Riverside Middle School Dress Code

The implementation of a dress code at RMS is based on the expectation of our students to wear clothing that is appropriate for school. This is tied to the aspect of Riverside expectations that requires students to be respectful, responsible and ready to learn. Students are encouraged to express themselves individually and creatively through their clothing as long as it remains appropriate for an academic environment. RMS considers clothing to be inappropriate for an academic environment when it disrupts the educational process, poses a health or safety threat, contains prohibited imagery or language (see below), or is intended as a means of sexual expression.

With this objective in mind, the following dress code will apply to students of all genders, ages and body types:

- Tops should completely cover the abdomen and upper body without revealing the upper chest.
- Bottoms should be no shorter than mid-thigh.
- Undergarments should not be showing.
- Hoods should not be worn during school hours.
- All clothing and accessories should be free of references to alcohol, drugs, sex, violence, messages of hate and graphic/derogatory pictures or language.

**Please note: allowances for specific clothing styles and lengths may be made when the attire suits the setting as determined by the supervisor for that setting (i.e. physical education, special events, etc.).*

RMS teachers and faculty will engage in a dialogue with students who are inappropriately dressed (according to the above standards) regarding their attire. If the outcome of this dialogue finds the student to be in breach of the dress policy, the student will be asked to report to the Main Office. Provisions will be made to find the student appropriate clothing for the remainder of the day on a case-by-case basis. This may include asking the student to change into an appropriate article of clothing of their own, asking the student to cover the offending item with another article of clothing, or (in the case of offensive language or graphics) asking the student to turn the article of clothing inside out. If no alternate provisions can be found, the student's parent(s) or guardian(s) may be contacted to provide the student with an appropriate article of clothing.

Students who refuse to comply with the request of a staff member to report to the Main Office due to a dress code violation, or who refuse to make the required changes to their attire, will be asked to leave the building and may

face suspension. If a student is unable to access appropriate clothing to school, they are encouraged to seek out the Health Office or the Counseling Office for support.

Lockers:

You will be assigned a locker for your three year stay at Riverside Middle School. Your locker is a place for you to store your class materials. It's important to understand that all lockers are the property of Riverside Middle School and are loaned to students. A search of any school locker by school officials may be conducted at any time when there are reasonable grounds for suspecting that the search will disclose evidence that the student has violated or is violating either the rules of the school or the law.

Please don't put a personal lock on your locker. If you do, the lock will be cut off. In order to maintain security, you should not reveal locker combinations to anyone. You also should not leave valuables in your locker, and should make sure your locker is locked securely at all times. Riverside Middle School is not responsible for lost, stolen or missing items. This policy also applies to lockers in the athletic dressing rooms.

Respecting Property: Personal property should be kept in lockers, backpacks (or gym lockers during PE). Students should only handle the personal property of others with permission of the owner. Likewise, school property should be treated with care and the permission of staff.

Respecting Each Other: Any public display of sexualized behavior is unacceptable at Riverside Middle School. Students who persist in this type of behavior after having been warned will be disciplined, and their parents will be contacted.

***How does RMS deal with Public Displays of Affection (PDA)?**

Riverside Middle School is a public place and certain types of behavior are unacceptable in this setting. You need to think of the comfort level of your peers and teachers. Student surveys have shown that PDA creates a hostile atmosphere for many people. When members of our learning community feel unsafe, learning can be affected. While it is difficult in some instances to specify exactly what types of public displays of affection are appropriate and what types are not, if a student follows these guidelines, his or her behavior probably falls into the "acceptable" category:

1. Holding hands is acceptable.
2. Long embraces are not acceptable.
3. Short hugs of "greeting" are acceptable.
4. Kissing is not acceptable.
5. Physical contact of a romantic nature is not acceptable.

The following are consequences for any PDA violation:

First Offense: Warning

Other Offenses: Administrative conference with students and their parents/guardians and/or further Administrative action.

Gum: At the discretion of individual staff members, students may have the privilege to chew gum. If at some point during the year this benefit is abused (i.e. gum stuck on furniture, litter), the school administration reserves the right to return to the "no gum" policy.

Cell Phones, I-Pods, other electronic equipment: Riverside Middle School will not be held responsible for the loss or theft of students' cell phones, I-pods or other electronic equipment.

While it is permissible for you to have a cell phone or electronic device at school for use during after- school hours, it must be turned off and put away during the school day. Students who are found to be using a device without permission in a classroom or in a public space during a class period will be instructed by a staff member to put the device away. If a student refuses, or is caught using the device again, the staff member will confiscate the device and deliver it to the Main Office. **If a student needs to make an emergency phone call during a class period, they must report to the Main Office.** Once a device has been confiscated, the student is able to pick up the device in the Main Office at the end of that school day for a first offense. **For any repeated offenses, a parent/guardian will be required to pick up the device between 7:00AM - 3:30PM.** Exceptions can *only* be made by the administration.

Toys and other recreational equipment: Items that could be distracting to the educational environment should remain at home.

Textbooks, Library Books, and Other School Materials: When students are assigned textbooks, library books, or other school materials, they are solely responsible for these materials. Students defacing or losing books or materials are required to pay the full cost of replacing them.

Vandalism: Vandalism is the willful defacement or destruction of school property. Students who vandalize school property will work with administration for restitution and may receive additional consequences.

Water bottles: Students are encouraged to remain hydrated throughout the day, and they may bring plain water in a bottle to class with them. "Energy" drinks are inappropriate for children at this age and should not come to Riverside Middle School.

School Board Policy and State/Federal Laws: Many of the rules in this handbook are also covered in the Springfield School District Policy section in this handbook and on the District website (www.ssdvt.org), or are part of state and federal laws including:

1. Possession of Weapons/Dangerous Items
2. Harassment/Verbal or Physical Threat
3. Sexual Harassment
4. Smoking and Possession of Tobacco
5. Truancy
6. Hazing

All school community members are expected to abide by these and all other district policies, state, and federal laws. A copy of all district policies is available in the main office. Copies of specific policies can be mailed home upon request.

Discrimination Policy: It is the policy of the Springfield School District and State of Vermont not to discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, or handicapping conditions. You may not be discriminated against on the basis of any of the above in:

- Access to enrollment in courses
- Access to and use of school facilities
- Counseling and guidance materials, tests, and practices—vocational education
- Student rules, regulations, and benefits

- Financial assistance
- Health services
- School-sponsored extracurricular activities
- Most other aid, benefits, or services

Should you feel that you or your child has been discriminated against, please contact:

Steven Cone, Principal or Nathan McNaughton, Assistant Principal at 885-8490.

If you feel that your concerns continue to be address unsatisfactorily, please contact either:

David Cohn, Director of Curriculum, Assessment, and Instruction

60 Park St.

Springfield, VT 05156 phone: 885-5141, ext. 30

Kelly Ryan, Director of Special Services

60 Park St.

Springfield, VT 05156 phone: 885-5141, ext. 12

Transgender and gender nonconforming students: Riverside is committed to providing a safe and supportive school environment that allows all students, of all identities, to progress academically and developmentally. The rights and the education of transgender and gender nonconforming students are protected through our district Hazing, Harassment, & Bullying policy and any concerns or observations are mistreatment towards students should be reported to a counselor or an administrator immediately.

Although the RMS community is committing continued learning and more comprehensive support for transgender and gender nonconforming students, three areas that we have addressed are: preferred names/pronouns, sports and physical education, and bathroom/locker room access.

At RMS, students will be addressed by school staff by the name and pronoun corresponding to their gender identity. Students are not required to obtain a court ordered name and/or gender change or to change their pupil personnel records as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity. To the extent possible and consistent with these guidelines, school personnel should make efforts to maintain the confidentiality of the student's transgender status.

RMS is committed to providing transgender and gender nonconforming students with the same opportunities to participate in physical education as are available all other students. Generally, students should be permitted to participate in physical education and sports in accordance with the student's gender identity. Participation in competitive athletic activities and sports will be resolved on a case-by-case basis and RMS will utilize the Vermont Principal's Association Activities/Athletics Policies: Article 1 Section as a resource for these conversations.

The use of restrooms and locker rooms by transgender students requires RMS to consider numerous factors, including, but not limited to: the transgender student's preference, protecting student privacy, maximizing social integration of the transgender student, minimizing stigmatization of the student, ensuring equal opportunity to participate, the student's age, and protecting the safety of the students involved. A transgender student should not be required to use a locker room or restroom that conflicts with the student's gender identity and RMS will work with the student and family (and potentially the Counseling and Health offices) to create a plan.

New Americans At RMS, we have a responsibility to ensure that all of our students feel safe and supported and we work hard to create a school culture that is responsive to all of the students and families. Under Federal law, undocumented children and young adults have the same right to attend public primary and secondary schools as do all U.S. citizens and permanent residents and, under state law, all Vermont children, including undocumented children, are required to attend school until the mandated age of 16. In order for RMS to meet this obligation, we are committed to going beyond merely telling families to enroll their student(s), but also working proactively to ensure that they feel safe, supported, and welcomed. Thus, SHS does not: 1) deny/terminate a student's enrollment on the basis of actual or perceived immigration status, 2) treat a student differently to verify legal

residency in the U.S., 3) engage in any practices that have the effect of discouraging students from attending school based on their immigration status, 4) require students or their parents to disclose their immigration status or inquire of students or parents in ways that may expose their undocumented status, and 5) deny or terminate a student's enrollment due to the student's or parent's failure to provide a social security number.

Be Responsible:

Owning your behavior and choices and accepting the consequences for them.

After School Policy: After the 2:25 pm bell, all students staying after school must be supervised by an adult staff member. Students found in the building after 2:25 pm will be asked to immediately leave the building. **Please make arrangements for your child to be promptly picked up.**

Students staying after school are expected to:

- stay in their assigned room/area
- arrange for their own transportation
- wait for transportation in an orderly fashion— students should be picked up at the upper parking lot, around the back at the door with the owl mural, which is also the homework cafe exit.

Alcohol and Drug Use: Use or possession of alcohol, and any other drugs or drug paraphernalia, is strictly forbidden in school, on school grounds, or any school functions at or away from Riverside. We follow the Springfield School District Policy on alcohol and drug abuse, including the consequences for using or possessing alcohol or other drugs:

1st offense—Up to five days suspension and/or community service, parent conference, police involvement, evaluation by substance abuse specialist, exclusion from extracurricular activities during suspension, School Board notified.

2nd offense—Up to ten days suspension, student and parent conference with School Board, police involvement, report to Department of Children and Families, recommendation from substance abuse specialist for further ongoing treatment, exclusion from extracurricular activities for 45 days.

3rd offense—Same as 2nd offense, and possible referral to the School Board with the recommendation the student be expelled.

Smoking and Tobacco: Possession or use of any tobacco substance is illegal for minors and is not allowed in school or on school grounds for anyone. Students found smoking or possessing tobacco products anywhere on school grounds will be suspended, and the police will be notified. Adults found smoking on school grounds will be asked to leave.

Bus Conduct: 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 bus driver and/or endangers the safety of other students can result in suspension of bus privileges.

1st offense—Warning; letter to parents.

2nd offense—Up to ten (10) days suspension of bus privileges, and conference with administration.

3rd offense—Suspension of bus privileges for 30 days, and conference with administration.

4th offense—Suspension of bus privileges for the rest of the school year or 90 days, whichever is longer.

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.

Students will reimburse the district for any damage to property for which they are directly responsible.

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 (ie. class trips, athletic games).

Cheating: Students will demonstrate their own learning and work for their teachers to accurately assess their progress in learning the school curriculum. Students who copy, plagiarize, or falsify their work hinder our ability to educate them. Disciplinary consequences may include: re-doing work or taking a failing grade. Parents will be notified.

Plagiarism is:

- Submitting the work of others as one's own.
- Copying from a book/web site without quoting the source.
- Turning in a paper, portfolio problem, or assignment written by another person, including your parents.
- Changing just a few words from someone else's work.
- "Cutting" and "Pasting" information from the Internet.

Be Ready:

Come to school and class prepared with everything you need, including a positive attitude, in order to put forth your very best effort.

Riverside Attendance Policy: (Visit the SSD website at <http://www.ssdvt.org/main/district/district-policies/> for school board policy)

The purpose of the Springfield School District Attendance Policy is to attempt to mitigate the frequency of truancy by establishing guidelines for employees to follow when a student is truant. The following stakeholders are hold the following responsibilities in ensuring that all students attend school on a consistent basis:

- **Parents/Guardians:**
 - Monitor regular school attendance of their child and notify the school the day of an absence. In the case of an expected absence, it is the parent/guardian's responsibility to contact the school in advance of the absence.
- **School Principal/Truancy Officer/Attendance Clerk:**
 - Determine if a daily absence is valid and shall attempt to contact a parent/guardian by telephone to confirm the cause of the absence.
 - Annually document the cumulative absences on each student, as the number of absences will determine the thresholds for intervention as described in these procedures. Notify attendance clerk about students having excessive unexcused absences.
 - Investigate excessive unexcused absences.
 - If a student is absent without cause, provide written notice to parent/guardian of the concern about non-attendance and provide notice of the need for the child to attend school. 16 VSA 1127 (a) Copies of the written notice to the parent/guardian shall be provided to Springfield School Superintendent, Vermont Department of Children and Families (DCF) and the Windsor County State's Attorney.
 - If a parent alleges a medical/mental health reason for the student's non-attendance, superintendent (or truancy officer as designee) shall contact outside medical/mental health providers to verify/refute allegation of a medical/mental health reason for the absences. (16 VSA 1124) If parents/guardians refuse to bring student to appointment, this information should be documented and included in court affidavit. The cost of the doctor's appointment would be paid by the Springfield School District.
 - Participate if necessary in Coordinated Service Plan meeting (264) to address issue of truancy and other student needs. If the CSP is not successful and more formal state intervention is deemed necessary, the clerk and/or principal shall make a formal referral to DCF Central Intake. 16 VSA 1127 (C)

In Springfield Schools, an "absence" is defined as, "a day, or any part of a day, where the student is not present; tardies, early sign-outs, and other partial days may be included under the definition of absence, if they are excessive in number."

Excused Absences Include:

1. Medical Illness as documented by medical practice or school nurse
2. Medical/Dental appointments as documented by medical/dental practice
3. Legal or Court obligation as documented by appropriate paperwork (summons, etc)
4. College visit with documentation from admissions office
5. Death in Family - funeral observances and associated travel, as documented by guardian
6. Religious observation
7. Out of school suspension
8. Parent reported Absence (max=7/year)*

* Parent Reported Absence

- Each student is allowed 7 of these per year (e.g. a student stays at home due to illness with parent permission, but no doctor appointment necessary)
- All absences of this nature above the 7 threshold become unexcused by definition

Notification from School:

- With each unexcused absence, the school will make a phone call to alert family of the absence.
- After 5 cumulative unexcused absences, personalized phone call from attendance clerk to remind family of policy;
- After 7 cumulative unexcused absences, principal will send family letter, notifying of policy and future steps; District Truancy Officer & BARJ cc'd on letter (per county protocol)
- After 10 cumulative unexcused absences, district truancy officer will set up Coordinated Service Plan meeting with family, DCF, BARJ, and HCRS (if applicable) and will notify family via letter of the date/time of the meeting. (per county protocol)
 - If CSP plan is not followed, or pattern of absence continues, district truancy officer will file with state's attorney office for truancy; court date will be set up
- After 20 cumulative unexcused absences, district truancy officer will file report with DCF for educational neglect.

Late Arrival/ Early Dismissal: It is important that students be here during school hours (7:40 am to 2:25 pm). Students arriving at school promptly are available to receive instruction, leading to greater academic success. Students with a pattern of late arrival or early dismissal compromise this. To avoid academic difficulties, please schedule appointments and other commitments (such as non-school related sports) outside of school hours whenever possible. Students who miss class time are responsible for contacting their teachers to get missed assignments and possibly to arrange for Help Nights to learn material missed during their absence.

A student is considered late for school when arriving after 7:40 AM. Students arriving after 7:40 am should sign in at the Main Office. Students leaving early should sign out in the Main Office.

Class Attendance: Students are expected to arrive for class promptly. A student arriving to class more than 3 minutes later than dismissal from his/her previous class is considered late.

Students should carry their assignment books with them at all times, as these also serve as passes.

Be Prepared for Class: Students are expected to come to class with required notebooks, texts, pens/pencils, ruler; and appropriate clothing for physical education class.

Physical Education Participation: Physical education is required under state law and has been demonstrated to increase a student's ability to perform academically. A note from a medical doctor is required in order for a student to be excused from participating in physical education class for more than a week. This note should be given to the school nurse and must state the nature of the health concern and the length of time the student should be excused. Students unable to participate in physical education class due to health concerns will also be unable to physically participate in sports for the duration of their physical education exclusion.

Athletic Academic Eligibility: The Riverside Middle School eligibility policy is based on grades and will provide frequent feedback and positive reinforcement. This policy recognizes the importance of effort and responsible school citizenship. It allows a student to improve in specified ways and maintain a position on a team. Often students have short-term problems that may cause changes in work habits.

Any student participating on a Riverside Middle School athletic team receiving a "INC" in any class at mid-term or at the end of the marking term will be placed on probation for one week. That athlete will still be allowed to

participate in games and practices during the one week probationary period. During this period the athlete will be required to bring their grade(s) up to "70" or better. The student will bring a grade report for teachers to sign at the end of the week and will submit that report to the Assistant Principal, who will determine the athlete's eligibility status. Once the athlete regains eligibility, he/she stays eligible at least until the next mid-term or report card. Failure to bring their grades up to "70" or better at the end of the probationary period will result in suspension of the athlete from the team for one week. By the end of that 2nd week, if "70" or better is not achieved, the student will be off the team.

During the week(s) of probation or suspension, the student will be encouraged to attend Help Nights, and/or Homework Café. The purpose of this will be to provide the student with the additional help he/she needs to improve his/her class performance. Additionally, open communication will exist with the athlete's parents and coaches.

Meeting Behavior Expectations

The RMS community will provide the structure and support its members need to take pride in quality work and learning, be respectful of each other, and to grow emotionally, socially, and academically.

Rule/ Expectation	All-Settings	Auditorium	Classroom	Cafeteria	Bathrooms
Respect	<ul style="list-style-type: none"> -Use kind words. Avoid swearing or sexual comments. -Follow the dress code -Keep our school clean. -Honor personal space and property. 	<ul style="list-style-type: none"> -Converse quietly only during transitions between performance segments. -Applaud appropriately. 	<ul style="list-style-type: none"> -Follow all adult directions. -Follow specific class rules. -Be kind. -Respect adult spaces. 	<ul style="list-style-type: none"> -Wait your turn in line. -Use good table manners. -Say “please” and “thank you” to cafeteria staff. 	<ul style="list-style-type: none"> -Honor privacy. - Leave it clean and tidy.
Responsible	<ul style="list-style-type: none"> -Be on time. -All electronic devices off and in your bag. -Keep track of what you are expected to do and follow through. 	<ul style="list-style-type: none"> -Listen and watch. -Sit where you are assigned. 	<ul style="list-style-type: none"> - Help others and accept help. -Use all materials appropriately with permission. -Give best effort. 	<ul style="list-style-type: none"> -Pay for all that you eat. -Put trash in proper containers. -Clean your table. 	<ul style="list-style-type: none"> -Use only for real need. -Conserve materials. - Report problems. -Flush and wash.
Ready	<ul style="list-style-type: none"> -Have your assignment journal with you at all times. 	<ul style="list-style-type: none"> -Sit up straight with feet on the floor. -Remain seated until dismissed. 	<ul style="list-style-type: none"> -Be on time. -Arrive with all needed materials. 	<ul style="list-style-type: none"> -Stay in your seat unless given permission to move. -Place book bags neatly 	<ul style="list-style-type: none"> -Take care of business and return to class.

Rule/ Expectation	Hallways	Under Glass Bridge	Locker Rooms	Computer Lab	Library
Respect	-Keep hands and feet to yourself. -Use appropriate language and voice volume.	-Follow adult requests the first time. - Converse only, save play for recess. -Stay in designated area.	-Give others their privacy. -Leave other peoples' belongings alone.	- Food or drink is prohibited. -Use all equipment carefully.	-Quiet voices. -Treat materials with care.
Responsible	-Walk at a steady pace and stay to the right, no more than two side by side.	-Place all garbage in appropriate container. -Leave other peoples' belongings alone. -No snow play.	-Absolutely no electronic devices.	-Follow appropriate use agreement. -Stay on assigned task. -Report all misuse and damage to an adult.	-Use only for academic purposes. -Return borrowed books on time.
Ready	-Get to class with all due haste. -Have all that you need for your next destination.	-Dress appropriately for the weather.	-Appropriate PE attire. -Change and leave promptly for your next class.	-Log off when directed. -Bring all needed materials to the lab.	-Place assignment journal on check out counter on arrival.

Rule/ Expectation	Buses	Recess	Dances	Health Office
Respect	-Follow bus rules. -Follow adult directions	-Follow adult directions.	-Slow dance hands at waist or shoulders. -Photos taken only by staff.	-Respect privacy. -Only the health staff can dismiss a student due to illness.
Responsibility	-Report Problems. -Notify school of bus changes.	-Play safely. -Stay in designated area. -Outdoor food is eaten only at a picnic table.	-Walking, talking, and dancing only. -Food or drink in the lobby only. -Wearing hats is okay, otherwise follow the school dress code.	-Sign in with pass from sending adult. -Sit in waiting area until called by nurse.
Ready	-Be on time at your stop.	-Come in promptly when asked. -Must be seated for at least the first 10 minutes of lunch.	-Arrange to be picked up promptly -Have dance contract on file.	-Return to class promptly.

Rule/ Expectation	Main Office	Lockers
Respect	<ul style="list-style-type: none"> -Honor personal space. -Patiently wait until person is off the phone to ask questions. -Quietly wait for phone if you need to make a call. 	<ul style="list-style-type: none"> Permanent decorations are prohibited (stickers, markers, etc...). -Use only your own locker. -Follow staff requests for locker care.
Responsibility	<ul style="list-style-type: none"> -If late sign in and state reason for tardiness. -Sign out of office when leaving for an appointment. -Check in with teacher before coming to office during class. 	<ul style="list-style-type: none"> -Make sure your locker is locked. -keep it neat and clean. -Keep locker neat and clean.
Ready	<ul style="list-style-type: none"> -Have passbook out and ready to be signed if late for school. -Show pass from teacher when asking to use the phone. 	<ul style="list-style-type: none"> -Take as little time as possible so you won't be late for class. -Use locker only at designated times. -Know your combination or ask for help.

Consequences for Unexpected Behaviors

The following are consequences issued most frequently at Riverside when unexpected behaviors occur.

Apology: Apologizing, in person or in writing, for behavior that hurts or offends others, is an integral part of fostering positive school community relationships.

Change of Clothing: Students wearing inappropriate clothing at school (i.e. ripped/torn, unclean, immodest) will be asked to change into appropriate attire before attending classes.

Clean Up/Work Detail: Students who vandalize school property will repair and/or replace the damaged property, or provide a clean-up service for those who had to do the work, in order to make up for their lost time.

Conflict Resolution: Our goal is to teach students how to resolve conflicts peacefully. This includes talking to one another with an adult or peer mediator. We have developed and implemented an effective school-wide Peer Mediation Program. This may not be appropriate in situations where there is an imbalance of power between students.

Conference with Administration: Administration will conference with students and in some cases the faculty.

Lunch Detention: Implemented by either a teacher or an administrator. Students may receive a detention resulting from inappropriate or disruptive behavior. Detentions take precedence over any after-school activity or sport.

Teacher Detention: requires that a student stays after school for varying amounts of time. The teacher will notify the parent of the reason, date, and length of time for the detention with a detention slip, followed by a phone call, if possible. This detention slip should be signed by the parent or guardian and returned before or on the day of the detention. If the assigned detention date is inconvenient for a parent, he/she should contact the teacher and suggest an alternative date that is within 72 hours of the original detention.

Life Skills Assignment: The Life Skills Room is a teacher-supervised classroom where students can learn positive ways of interacting with others, review ways of dealing with conflict, and refocus on their studies. Students may be referred to Life Skills for varying lengths of time.

Time Out: Students are placed in the Time Out Room when they are disruptive in class. The teacher will notify school administration in writing or with a phone call if a student is sent to Time Out from the classroom.

Suspension: Students will be placed on Alternative Assignment or Out-of-School Suspension when the offense warrants such a consequence.

- **Alternative Assignment:** Students will report to the Life Skills Room and are isolated from the rest of the student population for the day. The parent will be notified of the assignment. A student on Alternative Assignment may not attend any extracurricular activities, associated with Riverside, for the duration of the assignment.
- **Out-of-School Suspension:** Students are sent home for a number of days, which are determined by school administration. The parent will be notified of the suspension. A student on Out-of-School Suspension may

not attend any extracurricular activities, associated with Riverside, for the duration of the suspension. Before being allowed to return to school, the parent or guardian must set up a re-admittance conference with school administration.

Principal's Discretion: The Principal has the authority to make exceptions to the Student Handbook, depending on circumstances of the situation and in compliance with Board policy.

Procedures

Absence from School: Occasionally, students need to be absent from school due to sickness or for other important reasons. We request that parents call the Main Office at 885-8490 if their child is going to be out for any reason.

We also require that a doctor, or parent/guardian write a brief note explaining the reason for the absence. All students who are absent should report to the office between 7:30 and 7:45 AM on the day they return to school and submit the note to Main Office personnel.

Bicycles: *At the owner's risk*, students may ride bicycles equipped with appropriate bike locks to school. For the safety of students, they are required to wear bicycle helmets while on school property. It is suggested that they always wear helmets while on their bicycles. Students must store and lock their bikes in the bike racks *by the Tech Ed room only*.

Skateboards: Skateboards should be left in the office during the day. Skateboards are not allowed on the school bus. Students may not skateboard on school property.

Bus Variations: Students who wish to change the bus they normally ride to and/or from school must have a parent or guardian fill out a Bus Variation Form. Students may pick up a form in the Main Office. ***Twenty-four hours notice is required for a bus variation request.*** Telephone requests will not be accepted.

Students wanting to get off their assigned bus at a different bus stop must bring in a note from a parent or guardian and have it signed by school administration. This signed note must be shown to the bus driver.

Course Changes: Changes in a student's schedule are only permitted in the first week after an elective class begins. Students must request a change through the school counselor, and the appropriate form must be signed by all teachers involved and submitted to the Principal for approval. Students will not be allowed to drop required classes: math, language arts, science, social studies, PE, art, health, FACs, and Tech. Ed.

Fire Drills and Emergencies: We schedule regular monthly fire drills in accordance with state regulations. Teachers and staff are also aware of emergency procedures. On occasion, we will also practice protocols for lock-downs and evacuations. Please call the school if you have any questions regarding our procedures.

Health Office/Medication: School health personnel are on duty in the Nurse's Office from 7:40 AM to 2:25 PM. A student must have a pass to go to the Nurse's Office unless it is an emergency. The school nurse or health aide must approve all student dismissals from school due to illness before a student is released from school. Students who call home themselves to be picked up due to perceived illness without first going to the nurse, will be assigned disciplinary consequences upon their return.

Medication— School District Policy requires parental permission for over-the-counter and prescription medication to be administered at school. Medication is administered only by school health personnel. Prescription medication also requires the physician's instructions and signature. The medication must be in a properly labeled bottle from the pharmacy. Students carrying inhalers must have a permission form signed by the physician and parent on file in the Health Office. Permission forms are available in the Health Office and physician's office.

Under no circumstances may students be carrying prescription (other than inhalers) or over-the-counter medications on their person during the school day.

Help Night: Help Night supports students who are having difficulty with their academic work. It may be assigned by a teacher or requested by a student or parent. Help Night takes precedence over extracurricular activities.

Homework Requests for Extended Illness/Trips: Parents should request homework for students who are going to be out of school because of an extended illness (3 or more days). Homework for a student absent with an extended illness can be picked up in the office between 2:30-4:00 PM. Students going on extended trips during school time must make up all work missed. Teachers may, with appropriate notice, provide work for the student ahead of time. Any work provided in advance is due upon the student's return.

Leaving School Early: Students may not leave school grounds at any time during the school day without a valid reason. If a student needs to leave school early, he/she must have a note and/or be signed out in the Main Office by a parent or guardian. Students leaving campus without permission are subject to school disciplinary procedures, calls being made to parents, and possibly the Springfield Police Department.

Locks: All students are required to have a gym lock and to use it during gym class. Physical education teachers will provide students with a lock and a gym locker at the beginning of the school year. Bike locks are also required if riding a bicycle to school.

Student lockers have built in locks and students will be given their combinations in their advisory (T3).

Lost and Found: The Lost and Found is located near the Main Office. Students with missing possessions should check this area regularly. All items will be donated if not claimed at certain points during the year.

Morning Arrival: Students should not arrive at school before 7:30 AM.

Drop Off: Due to traffic and safety concerns, parents/guardians who drive their student(s) to school should only leave them off by the large "Cosmos" sign at the rear entrance of the building and ***not at the main office entrance.*** Walkers and students who are dropped off by their parents should not arrive before 7:30 AM. ***There is no teacher supervision before that time.*** When students arrive at school they must wait outside by the glass bridge in an orderly fashion. After 7:30 AM, students may enter the building through assigned entrances and go to assigned areas, including the auditorium or the cafeteria. Breakfast is available to students from 7:30-9:00 AM. Parents/ Guardians of students who habitually arrive prior to 7:30 will be contacted by the administration, and asked to find appropriate supervision for their child before school hours.

Progress Reports: Two progress reports are emailed to parents during each marking period and are a method of communication with parents and should be seen as such. This is an opportunity for students, teachers, and parents to plan how a child will maintain or improve his/her grades. Report cards are issued at the end of each marking period. Parents can request a Parent-Teacher Conference at any time during the school year or participate in the

regularly scheduled fall conferences held in November. Both progress reports and report cards are sent to parents in a secure email. The student's identification number is the password that is used to open the secure document.

Power School Parent Portal: Parents should receive passwords to give them electronic access to their student's Power School Portal early in the fall. This portal allows parents to view their student's overall grades, assignments, and grades for individual assignments, quizzes, and tests. Should a parent be unable to access his/her child's portal, be concerned about the accuracy of grade calculation (ie. a 93 is appearing as an "F"), or finds that grades and assignments have not been updated for over 10 days, he/she should contact the principal. Should there be questions concerning a child's grades, assignment completion, or other issues regarding classroom performance, the teacher should be contacted.

Residence/Telephone Changes: Parents should report any changes of residence or telephone number during the year to the Main Office. This enables us to maintain good communication with you.

School Cancellation or Delayed Arrival: If school is delayed or canceled due to inclement weather, local radio station(s) will make the announcement. Our alert system will send voice messages to homes with telephones and e-mails to everyone who has given an e-mail address to the District. In case of a Delayed Arrival due to inclement weather, the following schedule will be implemented at Riverside:

ONE HOUR DELAY

TWO HOUR DELAY

8:30 Teacher Arrival

9:30 Teacher Arrival

8:30-8:40 Student Arrival

9:30-9:40 Student Arrival

8:40-8:55 Homeroom

9:40-9:55 Homeroom

School Dances: Watch for up and coming information.

Student Restraint: In the event that a student becomes an imminent and substantial risk to his/herself or others, and there is no safe alternative, members of the Springfield School District staff may use physical restraint or seclusion for the safety and well-being of all. It is the district's policy to use staff trained in Crisis Prevention Institute protocols whenever they are available. Every effort will be made to notify parents by phone on the same day as the incident. Written documentation of the incident will be sent within 24 hours. For more information, please refer to our policy on restraint located at www.ssdvt.org.

Student Surveys: Information about Student Surveys which include questions pertaining to the following: political affiliations (including beliefs of the student or the student's parents), religious practices, mental and psychological problems, sex behavior and attitudes, illegal or antisocial behavior, critical appraisals of family members, privileged relationships such as doctors or lawyers, and income:

- If the survey is funded by the U.S. Agency of Education: Parents have the right to inspect the survey and/or any related instructional materials which will be used in connection with the survey. Parents will be informed of the scheduling of the survey and must consent to the administration of such surveys.
- If the survey is not funded by the U.S. Agency of Education: Parents have the right to inspect the survey and/or any related instructional materials which will be used in connection with the survey. Parents will be informed of the scheduling of the survey and may opt their children out of the administration of such surveys.
- Protecting the Privacy of Students: The school district will protect the privacy of students who participate in the above mentioned surveys by not sharing any student identifying information with a third party without the expressed approval of the parent or guardian.

The above does not apply to any survey or evaluation administered in accordance with the Individuals with Disabilities Education Act (IDEA).

(Periodically, other student surveys may be administered that do not include questions as outlined above. These surveys are educationally oriented and prior notification is not provided.)

Telephone: Students, with a pass from school personnel, may use the designated student phone in the Main Office for important or necessary calls.

Transfers: The parents/ guardians of any student(s) relocating to a new school or school district must notify the main office and fill out a *Withdrawal Form*. (Obtain this form from the school counselor.) When all books are returned and financial obligations met, student grades and records will be mailed. A *Records Release Form* must be signed by the student's parent or guardian before any student records will be forwarded to another school.

Visitors: Permission for a visitor to spend the day at Riverside **may only be given by school administration**, after consultation with the teachers involved. Requests for visitors must be received by school administration at least 48 hours in advance of the planned visit.

Concussions and other head injuries: At RMS, we are committed to following the statewide concussion and other head injury guidelines that are provided annually to all of our student athletes and their families; parents/guardians of student athletes are required to sign a form (as provided by the Athletic Department) acknowledging their receipt of the concussion and other head injury guidelines. The district also requires all of our coaches and onsite referees to receive training on how to recognize the symptoms of a concussion or other head injury. If students or staff members are ever concerned that a concussion or head injury occurs during a school day, the student should be escorted to the Health Office immediately to receive an initial evaluation from a school nurse.

Mandated Reporters: All faculty at RMS have a duty to help protect our students from abuse and neglect. Act 60 of 2015 provided that any mandated reporter, which includes all school employees, who reasonably suspects abuse or neglect of a child shall report those concerns to the proper authorities (most commonly the Department of Children and Families and, in some cases, local law enforcement) within 24 hours of the time the information regarding the suspected abuse or neglect was first received or observed. Our school counselors, social worker and nurses often work to support other school staff in this process, as well as supporting the involved student and family if appropriate.

Student Transportation

School bus transportation to and from school and for field trips is a privilege, not a right. Once students are on the bus, they become subject to all school rules and regulations. Violation of these rules could result in a student being denied the privilege of riding the bus. Appropriate disciplinary action will be taken for infractions of school rules and regulations while riding the bus to and from school.

Pupil Eligibility for Transportation

- A. Pupils in grades 6-8 living outside the 1.3 mile limit from school or nearest bus stop.
- B. Pupils who must walk in hazardous areas may be granted bus transportation upon approval of the Superintendent of Schools. Please contact the principal for more information.

C. Pupils who, because of physical condition, are unable to walk may be granted bus transportation upon the approval of the Superintendent. A doctor's certification may be required.

Dealing with Transportation/Bus Concerns:

When an EMERGENCY SITUATION arises, such as a late bus, no bus, or your child was not on the bus, you should first call 885-8490. If nobody answers the phone, dial extension 203 or 206. Someone is in the Main Office or administrative offices until 4:00 pm. If no one is available contact the Principal, Mr. Cone 802-236-5629, or the Assistant Principal, Mr. McNaughton, at 802- 281-2989. If school personnel are unavailable, please call the bus garage at 886-2000 and relay your concerns to a staff person there.

For NON-EMERGENCY SITUATIONS during the normal business hours (7:30 am to 4 pm), you are asked to please call your child's school for resolution to your situation.

AS EMERGENCY ISSUES OR CHANGES IN BUS ROUTES OCCUR during the normal school day, school principals and secretaries will be notified. There will also be announcements made on Alert Now (you'll get a phone call at home and an e-mail), local radio stations (see list below) and S.A.P.A. TV (Channel 8 or 10). As time allows, parents will be called for the bus students affected by the issue or change. If an issue is known in advance, fliers will be sent home giving information about the issue or change.

Radio Stations:

WWOD - 104.3 FM

WNBX - 1480 AM

WJJR - 98.1 FM

KIXX - 100.5 FM

Q106 - 106.1 FM

Bus Variations

There is a form to be completed any time any student changes a bus assignment temporarily or permanently. This form can be picked up and filled out at your child's school. For one-time changes in a bus stop on the same bus, a note from the parent and signed by the School Office personnel will be sufficient.

Route Changes

If you would like to request a route change or bus stop change, a "Request for Change" form needs to be completed. These forms are located at any school office, or call the Superintendent's Office at 885-5141 ext 16.

Complaints

If there are transportation issues/complaints, refer them to the Transportation Coordinator, Lisa Hall at 885-5141. Concerns about student/ passenger behavior should be reported to the RMS Administration.

Discipline for Not Following Bus Rule

1st Offense: Warning; letter to parents

2nd Offense: Up to 10 days suspension of bus privileges; conference with parent and administration.

3rd Offense: Suspension of bus privileges for 30 days; conference with administration

4th Offense: Suspension of bus privileges for the rest of the school year or 90 days, whichever is longer

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

Students will reimburse the District for any damage for which they are directly responsible.

Should a student present a substantial threat to himself or others on the bus, the driver may call the school for assistance. Depending upon the circumstances parents, administration, or police may be asked to meet the bus and remove the student.

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 (ie., class trips, athletic games).

(For further information, please review School Board Policy F21)

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)

Code F7-R

PROCEDURES FOR DEALING WITH ISSUES OF USE AND/OR POSSESSION OF ALCOHOL, DRUGS AND PARAPHERNALIA

A. PROHIBITION OF TOBACCO, ALCOHOL OR OTHER DRUGS

The possession or use of tobacco, or possession or use and sale/distribution, or being under the influence of 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 outside of school in such 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.

B. NOTICE TO LAW ENFORCEMENT

Any employee of the Springfield School District who has reason to believe that any person(s) is possessing, selling, or distributing tobacco, alcohol, or regulated drugs or being under the influence of such on school premises or at school functions shall immediately notify the principal/designee. The principal/designee shall report the incident as soon as is reasonably possible to the appropriate law enforcement authorities. School district personnel shall cooperate fully with the law enforcement agency investigation, within the bounds of confidentiality laws.

C. STUDENTS IN VIOLATION OF THIS POLICY

The following procedures will be utilized if there is reasonable suspicion that a student has violated this policy:

1. A student who is believed to be in violation of this policy (as described above) shall be immediately reported to the principal/designee.
2. The principal, in consultation with the school nurse (if available), shall determine whether there is reason to believe that the student is currently under the influence of drugs or alcohol, and whether the student is experiencing any emergency health condition.
3. If the student appears to be in physical distress, first aid shall be administered by staff, or an ambulance shall be called. If the student's condition appears to require immediate medical intervention the student shall be transported by ambulance at once to the hospital or other suitable emergency medical facility.
4. The student's parent/guardian shall be informed of the incident and required to come to school (or the hospital) at once to take responsibility for the student. In the event that the parent/guardian (or other person(s) designated by them to be contacted in the event of emergency) cannot be reached, provision will be made for supervision of the student by an appropriate authority until the parent/guardian can assume responsibility.
5. The school shall refer the student and their parent/guardian to the Student Assistance Counselor or Elementary Guidance Counselor who will schedule a conference with the appropriate school personnel, to discuss the situation and possible interventions. At the conference, school administration shall consult with the parent/student and provide information about drug/alcohol screening, education, counseling or other drug and alcohol intervention or rehabilitation services and programs available in the area, including the program(s) with which the District has a written referral agreement.
6. Costs of evaluation, counseling and/or treatment by substance abuse specialists are the responsibility of the parent/guardian. Student Assistance Counselors will provide information to the parent about services, if any, that are available without charge or at a reduced rate.
7. Any decision with respect to discipline shall be made by the principal or (as appropriate) by the school board according to board policies, discipline procedures described below and in VDE Rule 4311.
8. Absences for substance abuse treatment will be treated as excused medical absences. The District shall provide tutorial services if and to the extent required by Vermont law addressing services for hospital bound students.

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

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 91 of 2004, Title VI and IX of the Civil Rights Act. It is the further purpose of this policy, when it is found that harassment has occurred, to ensure that prompt and appropriate remedial action, reasonably calculated to stop harassment, is taken by school district employees.

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 and/or 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 (voice or tty)

Director, Compliance Division Area II

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

08/03/04

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.

o 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.

o 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--High School Completion Program Notification

High School Completion Program

Vermont's High School Completion Program (16 V.S.A. § 1049a) allows an individual between the ages of 16 and 22 who has not yet earned a high school diploma to request an individual graduation plan in order to obtain a high school diploma. Educational services may be provided by a public or approved independent high school, an approved provider, or a combination of these. School districts shall award a high school diploma to persons who successfully complete their approved graduation education plans.

Addendum #7—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 #8—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:

David Cohn (802)-885-5141, Ext. 22.

Addendum #9

Restraint Notification

In the event that a student becomes an imminent and substantial risk to his/herself or others, members of the Springfield School District staff, trained in Nonviolent Crisis Intervention, may use physical restraint or seclusion for the safety and well being of all. Every effort will be made to notify parents by phone, the same day, should this occur and written documentation of the incident will be sent within 2 calendar days.

Addendum #10

School Choice/Non-Resident Student Admission

It is the policy of the Springfield School District to assure that non resident students are admitted to the schools of this District, when space is available, in compliance with federal and state laws and regulations governing tuition payment and non discrimination.

Implementation

1. Tuition: By February 1st of each year, the Board shall establish non resident tuition rates for the next school year. Separate tuition rates may be established for elementary, middle and secondary students, and for students who are eligible to participate in special education programs. Tuition rates will be established in accord with Chapter 21 of Title 16 of the Vermont Statutes Annotated, and regulations of the State Board of Education.
2. Criteria for Admission: No non resident will be denied admission as a tuition student if the reason for denial is that the student is disabled as defined in section 504 of the Rehabilitation Act of 1973 as amended or that the student is in need of special education services. Nor will any child be denied admission on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, or marital status.

Subject to the non discrimination requirements above, a non resident who applies for admission as a tuition student shall be admitted if space is available and, if the student has previously attended school, the student is in good standing at the school or schools most recently attended. Good standing shall be demonstrated when the applicant shows:

- that he/she has not been legally dismissed or suspended for more than ten days during the preceding twelve months for disciplinary reasons, and
- that he/she is making satisfactory progress toward the completion of an approved school or home study program, and
- that his/her school attendance record presents a reasonable likelihood that any existing attendance requirements of this School District will be met.

A non resident who is unable to provide evidence of good standing may be admitted as a non resident tuition student if it is the determination of the Superintendent, based on information presented by the non resident, that there is a reasonable likelihood that the applicant will benefit from and succeed in the programs offered by the schools in this District.

Appeal

A non resident applicant for admission as a tuition student may appeal the Superintendent's denial of his or her application by submitting a written request to appeal to the Board within ten days of the denial. The Board will provide an opportunity for the applicant and/or his or her parent or guardian to discuss the request not to uphold the decision of the Superintendent. The Board will render a decision within 30 days of the request to appeal.

Payment of Tuition

Tuition for non resident students shall be payable at any time prior to enrollment. When a student enrolls after the beginning of a semester, tuition for the student will be pro rated accordingly and will be payable immediately.

Date Warned: 2/9/07; 3/9/07
Date Adopted: 3/13/07
Legal Reference(s): 16 V.S.A. §1093 (Non-resident students)
16 V.S.A. §§823 et seq. (Elementary tuition)
16 V.S.A. §3448 (School construction)
9 V.S.A. §§4500 et seq. (Public accommodations)
Cross Reference: Interscholastic Sports (F12)
Admission of Resident Students (F13)
Tuition Payments (F16)
Special Education (G10)

Addendum #11—Eighteen Year Old Students

Eighteen year-old students are subject to all school policies, rules and standards.

Except as provided in this policy, report cards, discipline reports and other communications from the school will be provided to responsible parents or guardians of all students regardless of the age of those students.

Permission

Permission slips for participation in field trips or other school activities may be signed by 18 year old students.

Eighteen year old students may sign their own absence and late notes, but parents will be notified of absences and tardy incidents for their 18 year old children on the same basis as other students, unless communications from the school are limited to the student only in accord with this policy.

Communications with Parents/Guardians

Students who are 18 years old or older may request, in a manner designated by the Superintendent, that communications to their parents or guardians be provided to them as well. The school will comply with these requests.

Students who are 18 years old or older may request, in a manner designated by the Superintendent, that all communications from the school be made to them and not to their parents. These requests will be granted by the Superintendent or his or her designee only when the student's responsible parents or guardians agree in writing, or when the student shows that he or she is not a dependent student as defined in section 152 of the Internal Revenue Code of 1954.

The maintenance and distribution of documents defined by the Family Educational Rights and Privacy Act of 1974 as student records will be governed by that Act and the regulations promulgated pursuant to that Act.

The Superintendent or his or her designee shall develop procedures where necessary to implement this policy.

Date Warned: 2/9/07; 3/9/07
Date Adopted: 3/13/07
Legal Reference(s): 20 U.S.C. §§1232f-1232j (Family Educational Rights & Privacy Act of 1974)
34 C.F.R. Part 99
15 V.S.A. §670 (Access to records by divorced parents)
Cross Reference: Student Records (F5)

