



South Royalton  
School

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South Royalton, VT 05068

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School Web Address [www.soroschool.org](http://www.soroschool.org)

Superintendent – Bruce Labs

Principal – Dean Stearns

Assistant Principal – Frank Romeo

Director of Guidance – Hannah Glass-McShinsky

Athletic Director – Frank Romeo

**School begins at 8:00 a.m. and ends at 2:50 p.m.**

The South Royalton School ensures equal employment and educational opportunities regardless of race, color, creed, age, handicap, national origin, or sex in compliance with federal and state law. For more information, contact Dean Stearns.

The Royalton School District is opposed to and prohibits without qualifications, unlawful sexual harassment in our schools. Sexual harassment violates an individual’s basic civil rights, undermines the integrity of the school environment and adversely affects students, teachers and other school personnel whether or not they are direct subjects of harassment. For more information, contact Dean Stearns.

<p>This Student Planner Belongs to:</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Address: _____</p> <p>Grade: _____</p>
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The policies/procedures contained in this handbook are current as of July 1, 2015 (the time of printing) and can be subject to change. Any changes after 7/1/15 will be conveyed in writing and posted on our website [www.soroschool.org](http://www.soroschool.org)

The designated employees to receive complaints about bullying & harassment are:  
Dean Stearns, Hannah Glass-McShinsky, Jenny Lane, Frank Romeo

**SCHOOL COMMUNICATION :** You may contact any school employee via voice mail, dial 763-7740 and ask for a staff directory or e-mail by using the 1<sup>st</sup> letter of their 1<sup>st</sup> name followed by their last name – Example: [dstearns@soroschool.org](mailto:dstearns@soroschool.org) or [fromeo@soroschool.org](mailto:fromeo@soroschool.org). You may also visit our Web Page at [www.soroschool.org](http://www.soroschool.org)

## INDEX

Acceptable use of Electronic Resources and the Internet	30
Athletic & Extra-Curricular Activities Guide	18
Attendance Policy	15
Bomb Threat Policy	39
Bullying Prevention Plan	54
Child Abuse Reporting	69
Core Values and Beliefs	4
Daily Time Schedule	6
Dates to Remember	6
Discipline Philosophy	23
Drug & Alcohol Policy	64
General Student Expectations	25
Guidance Department	9
Grades & Grade Appeal Procedure/Advisor Program	10
Add-Drop Policy/Curriculum / Graduation Requirements	12
Transfer / Withdrawal Policy	15
Harassment Policy	46
Hazing Policy	62
HIV Policy	60
Homeless Students	67
Leave No Child Behind Act	67
Library & Library Rules	29
Lunch / Breakfast Program	28
Nurse's Office	
Allergy Information/Illness in School Procedure	29
Prayer & Religious Beliefs and Practices	67
Principal's Message	3
Provision of Information to Military Recruiters	67
School Board Meeting	30
School Organizations	7
Search & Seizure Policy	44
Sexual Abuse Response System (Act 1)	70
Staff Roster	5
Student Conduct and Discipline OWSU	39
Student Dress	27
Student Victims of Violent Offense at School	67
Tobacco Prohibition	66
Title IX, Title VI & Section 504 Discrimination	45
Testing Dates – SAT, ACT, PSAT	6
Threats & Disruptions to School	42
Transportation Policy	38
Visitor Policy	28
Volunteer Opportunities	29
Weapons Policy	68

## PRINCIPAL'S MESSAGE

Dear Students, Parents, and Guardians

Welcome to the 2015-2016 school year. The future is bright at South Royalton School. The beginning of the school year it is an exciting time for educators, as we prepare the new senior class for their transition to college and career, and welcome a new group of students into our PreK Program. South Royalton School is a school of choice for many students in surrounding towns with good reason. The climate and culture is open and welcoming, the academic program is sound and improving, and the community is supportive of the school. We have spent the last year taking a look at what our biggest priorities were at each level of our school.

The Elementary School continues to dedicate itself to the principles of Responsive Classroom. As a supplement to that, we are redefining the roles and responsibilities of our discipline system and changing direction a bit. We will be transitioning a discipline focused position to a Behavior Specialist, focusing on behavior modification that will work closely with students, staff and families to build positive behavior plans for all students. This process will better address the social and emotional needs of our students' PreK-12. Our goal for the year will be to build a system of support for students, families, and staff that reflect the strong traditions of the South Royalton School.

Based on a study at the Middle and High school levels we have implemented schedules that will expand teacher and student contact hours and reduce the number of study halls in a student's day. In addition we have expanded course offerings for high school students. There will be a push to implement new state initiatives by designing a proficiency based graduation system, and implement Personal Learning Plans for all 7<sup>th</sup> and 9<sup>th</sup> graders. We will continue to make communication with parents and the community a top priority.

This past year we began using a computer based testing program to help measure student progress against the Common Core Standards. This has given us periodic data around specific strengths and weaknesses of our students in Math and Language Arts for K-8 students. There is interest and momentum to expand this to the High School level. This data will allow us to design specific instruction for individual students, bringing more students to the level of proficiency.

This past year our 3<sup>rd</sup>-8<sup>th</sup> and 11<sup>th</sup> grade students took the new Smarter Balance Exam for the first time. This exam represents all of the hard work and dedication of our faculty and staff over the past couple years. The test has required teachers to look not only at how we teach our students, but also what we teach our students. In many ways the new test has required teachers to alter the way they teach and assess students, and has raised the expectations of the necessary knowledge and skills that all students must meet.

Once again, welcome to the 2015-2016 school year. I look forward to working with everyone again this year.

Sincerely,

Dean Stearns, Principal





### **South Royalton School's Core Values and Beliefs**

South Royalton School's mission is to promote academic rigor and challenge all students to develop 21<sup>st</sup> century skills through a diversified curriculum. In partnership with parents and the community, we aspire for students to develop into responsible global citizens - socially, physically, and emotionally.

#### **21<sup>st</sup> Century Learning Expectations**

##### *Academic Rigor*

Students will:

- think critically, analytically and creatively to solve problems
- access and synthesize information from a variety of media and technological sources
- read from a range of texts that vary in complexity
- write effectively across the curriculum for a variety of purposes

##### *Social, Physical, and Emotional Responsibility*

Students will:

- demonstrate respect for themselves and others
- make informed, healthy choices
- communicate effectively
- collaborate
- demonstrate dependability, productivity and initiative

##### *Global Citizenship*

Students will:

- recognize the relationship between culture, society, and the environment
- understand their civic responsibilities
- value diversity
- understand the importance of visual and performing arts

### **South Royalton School Vision Statement**

South Royalton School is a safe, vibrant learning environment where ALL are engaged, challenged, and supported in order to explore their passions and build a life they find meaningful.

**SOUTH ROYALTON SCHOOL ROSTER 2015-2016**

<b>School Board</b>		<b>Faculty:</b>	
		Allen, Deborah	Grade 2
Honigford, Tom		Baker, Stacey	Remedial K-5
Hudson, Chris		Barreda, Louise	English 9-12
Mabey, Chris		Bath, Cass	Math/Science 9-12
Murphy, Timothy		Belouin, Cyndi	SLP
Smith, Laurie		Brennan-Cook, Holly	Grade 3
		Brooks, William	Vocational/Tech.
<b>Orange Windsor S.U.</b>		Burrington, Renee	Kindergarten
		Crino, Pam	Special Education 1-5
Labs, Bruce	Superintendent	DeMasi, Ross	Physical Education 7-12
Benoit, Donna	Business Manager	DeSimone, David	Grade 5
Matthews, Deborah	Special Education Director	DeSimone, Trinity	English 9-12
Ferguson, Shirley	Curriculum Director	Dragon, Lisa	Science 9-12
		Duffy, Anita	Music
<b>Administration:</b>		DuScheid, Steven	Social Studies 6-8
		Epchook, Claire	Social Studies 9-12
Stearns, Dean	Principal	Gardner, Tracy	Grade 1
Romeo, Frank	Assistant Principal	Gaudette, Rebecca	Pre-School
Glass-McShinsky, Hannah	Guidance Director	Gomez, Dalton	Science 9-12
Lane, Jenny	Guidance Counselor	Hanford, Alicia	Grade 4
Frank Romeo	Athletic Director	Harrington, Carol	Remedial K-5
Ballou, Raymond	Technology Administrator	Hewitt, James	Physical Ed. K-6/Health 9-12
Dumville, Bonnie	Registrar	Holland, Denise	Social Studies/English 9-12
Van Steamburg, Ingrid	Guidance/Student Support	Huyghebaert, Gaylynn	Art
<b>TBA</b>	Administrative Assistant	Johnson, Karen	Special Education PreK-K
Palone, Shannon	Behavior Specialist	Judge, Maureen	Kindergarten
		Liptak, Katelyn	Music
<b>Para-Professionals:</b>		Lucia, Kate	Librarian
		Luke, Annie	SAP Counselor
Burbine, Missie	Hoffman, Lyn	Naclerio, June	Special Education 10-12
Clark, Chris	Isenor, Bonnie	Netsch, Gabriella	Driver Education
Caswell, Bonnie	Kinnarney, Gloria	<b>TBA</b>	Theatre Director
Dakin, Sarah	Roy, Andy	Robins, Raina	Math 9-12
Diehlmann, Allison		Rule, Janel	Grade 2
		Schuhmann, Susan	Nurse
<b>Kitchen Staff:</b>		Smith, Caroline	Foreign Language 6-12
		Smith Jessica	English 6-8
Knudsen, Jeanette	Wheelock, Linda	<b>TBA</b>	Foreign Language 9-12
Van Fossen, Bonnie		Stuart, Nicole	Spec Ed6-8
		<b>TBA</b>	Special Education 6-8
<b>Custodial Staff:</b>		Waterman, Mary	Com. Based Learn./Grant Co
		Williams, Holly	Science 6-8
Brock, Paul	Roberts, Gary	Wimett, Mindi	Math 6-8/Math Lab K-5
Eggum, Lori		Yeager, Hope	Grade 4
<b>School Organizations</b>		<b>Class Mtg. Assignments</b>	
S.A.D.D – Annie Luke National Honor Society – TBA Ambassadors – Ingrid Van Steamburg Student Council – Louise Barreda ALARM – Jim Hewitt		Grade 6 –Williams Grade 7 – Wimett/DuScheid Grade 8 – Smith Grade 9 – Epchook, DeMasi Grade 10- Bath, Liptak Grade 11 –DeSimone, Lucia Grade 12 –Robins, Louise Barreda	

**DATES TO REMEMBER**

September 18 – NEACAC College Fair UVM	March 31-April 2 - High School Spring Musical
September 24 - School Pictures	April 6 – Winooski Valley Music Festival - Middle School
October 14 – PSAT at VLS	April 14 – NHS Induction Ceremony
October 21 - Winooski Valley Auditions at HUHS	April 14 – Spring Concert 6-12
November 12,13,14 - High School Fall Play	April 28 –Spring Concert K-5
November 19-20 - Winooski Valley Festival @ U32	May 4 - All-State Parade
December 3 – Winter Concert K-5	May 4-7 - All-State Music Festival
December 10 - Winter Concert 6-12	May 5-6 – Spring Play (Grades 5-8)
December 18-22 - Mid-Term Exams	May 14 - Junior Prom
January 9 – All-State Auditions @ Hartford	May 27 In-School Memorial Day Assembly
February 4-5 - Winooski Valley Jazz Fest. @ Harwood	May 30 – Memorial Day Parade
March 11- RMB Music Showcase	June 9 – Valley Fest
March 17-19 – New England Music Festival	June 11 Graduation

Testing Dates			AP Test Dates	
SAT I & II	PSAT	ACT		
October 3	October 14	September 12	May 5 – Calculus	May 13 – Human Geography
November 7		October 24	May 4 – English Literature	May 9 - Biology
December 5		December 12	May 3 – Spanish	May 10 - French
January 23		February 6	May 6 – US History	May 12 - Statistics
March 5		April 9		
May 7		June 11		
June 4				

**Class & Advisor Mtg. Schedule**

Class & Advisor Meeting will be held one Friday a month period 3

**2015-2016 High School Bell Schedule**

Morn Mtg	PD 1	PD 2	PD 3	H.S. Lunch	PD 4	PD 5
08:00 - 08:10	8:10 - 9:10	9:13 - 10:45	10:48- 11:45	11:48 – 12:17	12:20 – 1:47	1:50 – 2:50

**2015-2016 Middle School Bell Schedule**

Morn Mtg	PD 1	PD 2	iBlock	PD 3A	PD 3B	PD 3C	PD 4	PD 5	PD 6
08:00 - 08:10	8:10 - 9:10	9:13 – 10:08	10:10 - 10:38	10:40 - 11:20	11:23 – 11:43	11:44 - 12:24	12:26 - 1:16	1:18 - 2:08	2:10 - 2:50

**2015-2016 Two Hour Delay Bell Schedule**

Morn Mtg	PD 2	PD 3	H.S. Lunch	PD 4	PD 5
10:00 – 10:10	10:10 – 10:45	10:48 – 11:45	11:48 – 12:17	12:20 – 1:47	1:50 – 2:50

**Only fruit will be available for morning breakfast on two hour delay days.  
No dinner will be available on half days.**

## SCHOOL ORGANIZATIONS

### **Société Royale of the National Honor Society**

The goal of the Société Royale chapter of the National Honor Society is to uphold the high standards set forth in the National Honor Society (NHS) constitution. Membership in the NHS is not a right; it is both an honor and a responsibility, and brings with it certain obligations. Students' induction into the NHS marks their continued commitment to excellence.

### **Obligations of Membership**

Members are expected to demonstrate the qualities of scholarship, service, leadership, and character. The NHS constitution defines the following obligations for its members:

- ❖ Members must maintain the standards for which they were selected (i.e. continued performance at or above the required GPA, involvement in service and leadership projects, etc.). (NHS Constitution, Article IX, section 2)
- ❖ Members are expected to attend meetings. (NHS Constitution, Article XIII, section 1)
- ❖ Members are required to perform both individual and chapter service projects during the year. (NHS Constitution, Article XIV, sections 1-4)

### **National Honor Society Faculty Council**

The NHS Faculty Council, together with the NHS advisor, represents the school faculty and staff in the selecting, disciplining, and dismissing of members. The NHS Faculty Council consists of five voting faculty members who are appointed annually by the principal. Members of the NHS Faculty Council may be appointed to consecutive terms. The NHS advisor is a non-voting sixth member of the NHS Faculty Council. The NHS advisor and the NHS Faculty Council work together to review all matters related to the local NHS chapter.

### **Selection Criteria**

The NHS Faculty Council seeks to recognize students who reflect outstanding accomplishments in all four of the following areas: scholarship, character, leadership, and service. (NHS Handbook 17<sup>th</sup> edition) The NHS Faculty Council reviews each candidate's resume of activities and personally interviews the faculty and staff before determining the selection or non-selection to the Société Royale by evaluating each of the following four criteria:

- ❖ **Scholarship:** Juniors who have a cumulative grade point average (GPA) of 88 percent or higher meet the scholarship requirement for membership. (NHS Constitution, Article IX, section 2). Students with a GPA of 88 or higher who have been in the school for a minimum of one semester are then eligible for consideration on the basis of service, leadership, and character. Randolph Technical Career Center students will be excluded from this process as they are eligible for the RTCC National Honor Society.
- ❖ **Service:** Students who make voluntary contributions to their school and communities with a positive, courteous, and enthusiastic spirit exemplify this criterion.

- ❖ **Leadership:** Students who exhibit positive attitudes about life and are dependable, responsible, good problem solvers, and promoters of school activities demonstrate this quality of leadership. Leadership experiences can be drawn from the school community or while actively working with others or for others.
- ❖ **Character:** Students who are respectful of others and demonstrate the qualities of self-discipline, integrity, moral strength, and honesty embody the essence of character.

These four criteria for selection, each of equal weight, form the foundation of this organization. Membership selection is made by majority vote of the Faculty Council. This vote reflects the consensus of opinion held by faculty, administration, and staff which includes clerical, library, and cafeteria employees.

### **Appeals in Cases of Non-Selection**

The principal puts a high degree of trust in the decisions and the professionalism of each member of the NHS Faculty Council. It is important to note that the types of decisions involved in the NHS selection process do have some subjective aspects; however, all decisions regarding selection made by the NHS Faculty Council are based upon a consistent and fair set of standards. "Parents and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society". (NHS Handbook 17<sup>th</sup> edition, p.52)

Within 10 days of membership selection, a non-selected student or his/her parent may file a written appeal with the principal. A special meeting will be called if a student and/or a parent would like to discuss the selection process. If, as a result of this meeting, "the principal believes that some kind of technical or procedural mistake has been made, the principal may ask the NHS Faculty Council to reconvene to review the situation. In the absence of specific evidence to the contrary, however, the principal must assume that the members of the NHS Faculty Council are exercising their judgment in a legitimate and professional manner and with the good faith expected of them." (NHS Handbook 17<sup>th</sup> edition, p.52) In such a case, the National Council of the NHS, the school board, superintendent, or others shall not review this judgment of the NHS Faculty Council regarding selection or non-selection of individual members of the local chapter.

### **Disciplining/Dismissal of Members**

The NHS Faculty Council will periodically review the standing of members for compliance with the NHS standards. The NHS advisor may consult with the NHS Faculty Council prior to taking disciplinary action when a violation of NHS standards occurs. Depending upon the nature of the violation, the NHS advisor can decide to meet with the member him/herself or call an emergency meeting of the NHS Faculty Council to confer with the member. In either case a written plan for improvement will be established. If needed, a plan similar to the school's behavioral modification model will be used to specify the nature of the violation, the time period for improvement, and the possible consequences for failure to comply.

If the student does not make the required improvement in the specified time, that student is liable for whatever disciplinary measures are considered appropriate by the NHS Faculty Council. A hearing must be conducted by the NHS Faculty Council to dismiss a member. If the NHS Faculty Council determines to dismiss a member, the member shall be notified in writing. A hearing may be scheduled during which a parent or guardian may be present; however, the focus of the hearing should be to allow the member to present his or her case. A member may appeal a decision by the NHS Faculty Council regarding disciplinary and/or dismissal issues. The member will present his/her grievance in written form to the principal and within five (5)

school days and an investigation will be conducted. The principal will provide a written decision to the member and the NHS Faculty Council.

**Athletic Leadership Council**

The purpose of this organization is to promote positive participation in South Royalton athletics. Membership is limited to appointed captains from each of the 14 varsity teams. If a team does not have an appointed captain, membership may be extended to a student-athlete from that team, as determined by the head coach. The Council meets monthly to discuss current issues, athletic policies, fund raising, and community service.

**Student Council**

Each member is elected by a majority vote by each class, grades 9-12, two to a class. The members' responsibility is to listen to constructive suggestions and decide which ones will benefit the school the most and then convey the ideas to the faculty and administration for consideration. The student council will govern student activities such as dances, fund raising, recycling, as well as appeal processes specifically outlined in this handbook. To be elected and remain a member, a student must be eligible to participate in extra curricular activities. If a student becomes ineligible they must step-down for two weeks after which time they may resume their position only if the teacher of the course they are failing signs a form stating that the student is now passing. An interim appointment will be made by the Student Council Executive Board.

**The Ambassador Program**

The Ambassador program is composed of friendly students willing to help students and visitors navigate around the school. The program was created to help new students feel more welcome and to show them that our school is a friendly environment. The visitor aspect of the program is when a visitor comes into the school a student will show them around and help them find what or whom they need in the building. The program includes a student orientation presented by the students and a “tag team” like switch so that the new student can meet more than one person at the school so that they have many people to talk to versus just one.

**A.L.A.R.M. (Active Leaders and Role Models)**

A.L.A.R.M. is a peer leadership group composed of 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students who have completed an application and been selected based on the strength of their responses. Members will participate in a formal training early in the school year to enhance their ability to work together as a group in a positive and cooperative manner. On a monthly basis, A.L.A.R.M. members meet and plan activities to do with our third grade students. Membership is a privilege and a commitment is required; attendance at all meetings and activities is mandatory and continued membership is dependent upon this.

<b>Guidance Department</b>
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**GRADES**

<b>Grade</b>	<b>Numerical Equivalent</b>
A	90 – 100
B	80 – 89
C	70 – 79
D	65 – 69
F	Below 64 – no credit
W	Withdrawn

I Incomplete

\*Except in unusual circumstances, an incomplete will be allowed only during the first three quarters of the year. If an incomplete is not resolved within two weeks after the end of the quarter, a grade "F" will be recorded. Exceptions may be made only with clearance from the principal. It is the student's responsibility to see that the incomplete is made up, not the teacher's. All final grades will be numerically recorded on transcripts.

### **HONOR ROLL CRITERIA**

**High Honors:** Quarter GPA 93.0 – 100.00 - No individual grades below 80.0

**Honors:** Quarter GPA 83.0 – 100.0 - No individual grades below 78.0

**Honorable Mention** Quarter GPA 78.0 -100.00 - Not more than one individual grade below 74.0- 77.99 - No individual grades below 74.0

### **WEIGHTED COURSES**

South Royalton High School has a weighted grade system for several high level academic courses including grade 11 and 12 AP English, AP Calculus, AP Biology, AP U.S. History, AP Human Geography, AP Statistics, French V, and Spanish IV. Any student who completes any of these courses, according to our weighted system will receive an additional 5% added to the student's grade to reflect only on the grade point average and class rank. An example: a student receives a 90 in AP English. The grade of 90 is recorded as the final grade on the report card and transcript, but the weighted grade (with an added 5%) would be 94.5 to be recorded for the grade point average and class rank.

### **GRADE APPEAL PROCEDURE**

If a student is upset about a grade, there is a procedure that he or she can follow to appeal that grade.

1. The student should contact that teacher and discuss the grade within 10 days of receiving the disputed grade.
2. If the matter is not resolved, the student should report to his or her advisor to discuss the situation.
3. If the teacher and the student's advisor are the same person, the student may select a neutral, temporary advisor.
4. Within two days, the teacher, advisor, and student should meet with any evidence they wish to present. The advisor is to set up this meeting and keep a record of all proceedings.
5. If no agreement is reached at this meeting, the teacher, the advisor and student should meet with the school principal, who will make a decision regarding the grade. This meeting should take place within two days of the meeting described in step #4.
6. If the student is STILL not satisfied, he may initiate "due process" and present the case to the Superintendent and then the School Board.

The student may involve his parents at any time.

### **ADVISOR / ADVISEE SYSTEM PHILOSOPHY**

The philosophy of the advisor/advisee program at South Royalton School is that by meeting individually and in small groups, each advisor will be aware of the particular needs and

concerns of his/her advisees, thus ensuring that the student will be able to relate personally with at least one adult in school. The goal of the program will be to enhance the effectiveness of our instruction in the area of fields of knowledge, communication, reasoning, problem solving, personal development and social responsibility.

The role of Guidance in the advisory system is to provide leadership for advisors in meeting the needs of their advisees; more specifically, academic and career. The Guidance Department will provide ongoing assistance to all parties to ensure the effectiveness of the program.

### **ROLE OF GUIDANCE**

1. In crisis intervention the leadership role will be taken by Guidance and supported by the advisor.
2. Guidance will act as a resource for advisors in developing programs to meet the needs of their advisees.
3. The Guidance Department will be responsible for monitoring and maintaining student records. A copy of the advisee's progress reports, report cards and add/drop slips will be distributed to the advisor.

A successful advisor/advisee system will enhance the overall effectiveness of the Guidance Department and will help meet the needs of the student as he/she strives to develop skills in problem solving, personal development, and social responsibility.

### **CHOOSING AN ADVISOR**

Each fall, all new students and ninth graders will be asked to identify three classroom teachers they wish to have as their advisor for the following year. The Director of Guidance will select the advisor for each student based upon numbers and compatibility. If a student's first choice is unavailable, the Director of Guidance will select one of the other two choices. Under no circumstances will an advisor be indiscriminately assigned.

### **REASSIGNMENTS DURING THE SCHOOL YEAR**

It is important that both the student and the teacher feel confident about the relationship between advisor and advisee. Any reassignment request must be done in writing and given to the Director of Guidance, who will coordinate a meeting with the advisor and advisee to communicate the reassignment accurately or to help resolve possible conflicts.

### **THE ROLE OF THE ADVISOR**

The advisor is the liaison between the student and the school. Each advisor/advisee relationship differs in involvement and intensity. Some students need and ask for a great deal from their advisors, and others are much more independent. Some advisors, likewise, are comfortable with a higher level of involvement than others. This unique and personal relationship must be established within parameters that are comfortable for both parties. Whatever the relationship that is established, each advisor has two major roles. The first is to assist the Guidance Department in creating and maintaining academic and personal goals for the student. The second is to assist the Guidance Department in helping the student to successfully interact and learn within the school structure.

### **ACADEMIC/VOCATIONAL GOALS AND PROGRAM**

1. The advisor will work with the student and the Guidance Department to set academic and/or career goals, and will help to select and enact an academic program to meet those goals.
2. The advisor will be involved with the Guidance Department in setting up programs that deal with early graduation requests, programs that involve academic contracts, and other issues that pertain to the student's academic program.

3. The advisor will monitor the student's progress within his/her academic program on an ongoing basis and will be assured copies of both progress reports and report cards. The advisor will maintain a file for each advisee containing copies of appropriate academic records.
4. The advisor will be involved in the event that a change becomes necessary in the academic program.

#### **SUCCESSFUL INVOLVEMENT WITHIN THE SCHOOL COMMUNITY**

1. The advisor will be the advocate for the student in his/her interaction with the school structure, most specifically with respect to his/her interactions with
  - a) the attendance policy
  - b) school rules and requirements
  - c) EST referrals
2. The advisor will be the advocate for the student in his/her dealings with the faculty and administration
  - a) in general, as a link in the chain of communication between student and faculty, and administration
  - b) more specifically, as an advocate in any misunderstanding between student and faculty and/or the grade appeal process
3. When appropriate and desired by both parties, the advisor may support, advocate for, and guide students in their social and personal well being within the school. Such support may include:
  - a) attendance at honors awards and ceremonies
  - b) attendance at important athletic, music, and drama events
  - c) individual guidance

\* In personal areas, the advisor will maintain confidentiality. Confidentiality cannot be assured in cases where a student informs an advisor that he/she

- a) is being harmed by some other party
- b) intends to harm him/her self
- c) intends to harm someone else

In these cases, the advisor will immediately refer the student in question to qualified professionals.

#### **ADVISOR MEETINGS**

Students will meet with their advisor in a group meeting several times per year. These meetings will consist of activities that relate to school policies and procedures, current student issues and course/career exploration activities.

Students will meet with their advisor individually as needed each year. These meetings are designed to support students and their involvement in their own learning process. Students "check-in" with their advisors for approximately 15-20 minutes to discuss recent progress in school, organizational skills, future planning, and the advisor will refer students who are in need of additional assistance.

- All group meetings are mandatory for all grade 9-12 students.
- Attendance will be taken at all group meetings.

\*Note: advisors will not be responsible for scheduling and/or rescheduling these meetings. This is an additional service of the advisor/advisee program.

#### **ADD-DROP POLICY AND PROCEDURE**

Add-drop periods will be during the first five days of classes at the beginning of each semester. If you wish to add or drop a class, you should do so during the announced period. Exceptions are co-op and community based learning students and students who have had school board

permission/approval to have a special program. In addition, a faculty member may initiate a change if, in the opinion of the faculty member, a student is inappropriately placed.

#### **PROCEDURE:**

- Step 1: Pick up add-drop form from the Guidance Director and discuss this change with him or her.
- Step 2: Get permission from teachers of the course you want to change, and have them initial the form.
- Step 3: Discuss with parents and get their signatures.
- Step 4: Have advisor sign form. Return this form to the Guidance Director for his/her signature.
- Step 5: Changes go into effect on the day following completion of Step 4.

A student-initiated drop that occurs after the announced five-day Add/Drop period will be recorded as a WD (Withdrawal) on the report card and on the official transcript. The student's numerical average at the time of the student-initiated withdrawal will appear on the first report card following the withdrawal. The Grade Point Average will be calculated according to the grade received at the time of the withdrawal.

#### **TEACHER AIDE POLICY**

Students must sign up through the Guidance Office and complete an application. Teacher Aides will receive .5 elective credit and will be graded with an S (satisfactory) or U (unsatisfactory) providing they attend the class daily and for the whole school year. Students may also choose to be a Teacher's Aide for community service.

Students may decide to serve as a teacher aide for less than a daily basis or for less than a full school year. No credit or grade will be granted, but this is recognized as community service

Any student who is a teacher aide for P.E. will receive elective credit – NOT P.E. CREDIT

#### **CURRICULUM**

##### **A. Accelerated Graduation Requests**

In most instances, your high school does not recommend accelerating graduation by completing requirements in three years. For most students, the fourth year can be a valuable one. Under some circumstances, however, valid reasons may exist which would justify a student's attempting to complete high school in three years. Each case will be considered upon its own merits. Students are required to submit a letter of request to the Board of School Directors and a letter from parents giving their approval. The recommendation of the principal and/or guidance counselor will be required. Final decision rests with the Board of School Directors. Such requests should be made no later than the spring of the second year in high school.

##### **B. Credits for Subjects Not Completed**

It is recognized that there are instances when it may be desirable for a student to discontinue a subject before its completion. In such cases, school credit is **NOT** given for partial completion of a subject which is normally taken for a year. Exceptions will be judged on an individual basis. Students must complete a full semester with a passing grade to receive any school credit.

##### **C. Minimum/Maximum Subject Loads for Students**

The minimum subject load in grades 9-12 is six academic subjects. The six do not include Driver Education, teacher aide, or office aide, unless it has been approved by the principal, guidance director, and advisor. For music to count as one of the six required courses, it must be taken the equivalent of every day. Once a student has 1 1/2 credits in P.E., a P.E. course will not count as one of the six academic subjects, nor be counted towards their G.P.A. P.E. taken

as an elective will be graded as S (satisfactory) or U (Unsatisfactory). Community Based Learning counts as one academic course. Students are not permitted to take two English courses simultaneously as a result of failing grades. In cases where a student has failed an English course, he or she should attend a summer session. If a student has a scheduling conflict or unique academic problems, exceptions to this policy can be made by a committee consisting of the guidance director, and advisor and the principal.

All programs at the Randolph Technical Career Center carry 2 1/2 units of credit per semester with an additional 1/2 credit for English being possible.

**D. Graduation Requirements**

Graduation requirements have been established by the South Royalton School in partnership with the Vermont Department of Education. Several Updates have taken place in the past few years, so individual classes' separate requirements are listed below.

\*English electives may not be used to fulfill this requirement

\*\* One Social Studies credit must be U.S. History, Academic U.S. History, or AP U.S. History.

Members of the classes of 2015 and 2016 must meet the following graduation requirements:

4 credits in English*	3 credits in Social Studies **
3 credits in Mathematics	1 credit in the Arts
3 credits in Science	5 credits in electives
1.5 credits of Physical Education	.5 credits in Health

\*English electives may not be used to fulfill this requirement

\*\* One Social Studies credit must be U.S. History, Academic U.S. History, American Studies: U.S. History Honors, or AP U.S. History.

Members of the classes of 2017 must meet the following graduation requirements:

4.5 credits in English*	3 credits in Social Studies **
3 credits in Mathematics	1 credit in the Arts
3 credits in Science	5.5 credits in electives
1.5 credits of Physical Education	.5 credits in Health

\*English electives may not be used to fulfill this requirement. 0.5 credits must be earned from Introduction to Composition, which must be completed by the end of a student's sophomore year.

\*\* One Social Studies credit must be U.S. History, Academic U.S. History, American Studies: U.S. History Honors, or AP U.S. History.

Students who attend the Randolph Technical Career Center may be granted 1 credit in English, science, mathematics, or social studies, along with credit in the technical field being studied, once the student has successfully completed the year long, full day program. These credits count towards the state and school requirements, but are not counted towards a student's South Royalton grade point average (GPA).

Students who attend RTCC will attend all day. This may cause several special scheduling situations for students who wish to take courses that are hard to arrange back at the South Royalton School. We will make every attempt to solve these unique scheduling problems.

The total number of credits for a South Royalton School diploma for the classes of 2015 and 2016 is 21 credits, and 22 credits for the class of 2017 and beyond obtained in high school subjects. The courses listed above are required. Electives from any area may be used to complete the total credit requirement. This will mean a student will need 4 credits to become a sophomore, 9 credits to become a junior and 14 credits to become a senior. A student may be permitted to remain with their original class for a probationary period with prior approval of the principal. Work study, teacher assistant, and office aide programs may also be valid for credit, but do not count as part of the six subject minimum, or towards the GPA

Participation in graduation exercises/activities is limited to students who have completed graduation requirements. Exchange students who complete their designed program of studies will be allowed to participate in graduation exercises/activities.

**E. Grade Point Average**

Valedictorian/Salutatorian: for the purpose of selecting a Valedictorian and a Salutatorian, numerical averages will be used. Averages will be based on all subjects taken with a maximum of 1 1/2 credits of P.E. included in the total average. Work study, teacher assistant, office aide do not count toward numerical average.

A student must have a minimum of fifteen (15) credits from South Royalton School to be eligible for Valedictorian or Salutatorian. If a course from another high school is used to fulfill a graduation requirement, it will be treated as equal to a South Royalton course, but not counted towards the GPA. Valedictorian and Salutatorian will be determined after the third quarter of the senior year.

**8<sup>th</sup> Grade Students Enrolled in Algebra**

Algebra 1 may be recommended for 8<sup>th</sup> grade. Algebra 1 is a high school courses and will be included on the student's high school transcript and calculated into their grade point average. Mid-term and final exam grades will be factored into the 1<sup>st</sup> and 2<sup>nd</sup> semester averages with a 20% weight.

**TRANSFER/WITHDRAWAL**

When a student transfers or withdraws from school, the Principal's Office must be notified. The parent or guardian can sign a release of records to be sent to another school or we can send the records along once we are notified of the changes in residence and receive a request from the school your child will be attending.

<b>SOUTH ROYALTON SCHOOL ATTENDANCE POLICY</b>
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Students are expected to be in school all day, every day. If a student is to be absent, parents should call the school by 9:00 a.m. If not, a school official will attempt to contact a parent/guardian. Students are required to bring a note to the office from a parent/guardian upon returning after an absence if communication between home/ and school has been unsuccessful. Students who are repeatedly absent without cause are considered truant. Truant students are

reported, as required by Title 16 Vermont Statute Section 1127, to the Royalton Truancy Officer and the State's Attorney.

Absenteeism from any class shall not exceed ten (10) days during any one semester. A student is considered absent from a class when he or she has missed more than half of a class period.

The administration will notify parents by letter after the fifth (5th) and seventh (7th) absence from a class. The school will also request a parent/student conference to address the problem at the seventh absence.

**Note:** School related assemblies, meetings, field trips, or extracurricular activities that result in a student missing a class are not included in determining a student's minimum attendance record. Disciplinary action that causes a student to miss class (i.e. suspension, time-out, office referral) will be counted toward minimum attendance. Students who join the South Royalton community during the course of the school year will be allowed a pro-rated number of absences. College visits are not considered a school related activity, and will be considered an absence for attendance purposes.

On the eleventh (11th) absence from any class, a student in 9th through 12th grade will be denied credit in that course\*. At the 11<sup>th</sup> absence students in grade 7 and 8 will be referred to the Credit Review Committee and/or the educational support team.

\*Recognizing that there are legitimate circumstances when absences from class may exceed ten (10) days, prior to denying credit, the Committee will meet to review any documentation submitted by the student and/or parent which explains the nature of the absence. (i.e. a note from a health care provider). The Committee will then determine if credits should be denied. Denial of credit may be appealed to the Credit Review Committee.

**Credit Review Committee:** Appeals to the Credit Review Committee for the loss of course credit because of excessive absence must be made within five (5) school days of notification that credit has been cancelled and in writing. The review committee will be made up of at least five (5) people.

This Committee, in reviewing a student's appeal, may recommend to:

1. Deny course credit and assign the student to a study hall for the remainder of the year.
2. Deny course credit but allow the student to remain in the course under an attendance contract (this option would allow students the possibility of keeping up with their class work and receiving credit for the second semester in a two semester course).
3. Allow a student to continue to attend a class for credit under a strict attendance contract
4. Grant the appeal

In considering appeals to allow course credit in the case of absences that result from an extended illness or a medical condition, a note from the student's doctor must accompany the written appeal.

The committee may also consider alternative educational plans as a substitute for regular attendance. Such a plan must be with the approval of the student's classroom teacher and the building principal or assistant principal.

During the appeal process, students will continue to attend class pending the Committee's final decision.

Any student who feels adversely affected by the application of this policy after complying with the appeals procedure may appeal to the Superintendent. Prior to making a decision, the Superintendent will request and review all pertinent paperwork regarding this attendance issue and will meet with a representative(s) of the attendance committee.

Work (homework, tests, etc.) missed during absences/suspensions must be made up within two days per each day of the absence. For example, if the student was absent for three days, he/she would have  $3 \times 2 = 6$  days to make up the work. Work not made up within two days will be recorded as an 'F'. All incompletes must be resolved within two weeks after the end of the quarter, or a grade of 'F' will be recorded. Exceptions may be made only with clearance from the principal.

Students are responsible for homework missed during absences. If a student will be absent for three or more days a request for assignments can be made through the guidance office.

#### **TARDINESS AND ABSENCE FROM CLASS**

Continued tardiness will lead to disciplinary action. Any student who is late to a class in between periods will automatically receive a detention. Students late to school more than 7 times may result in disciplinary action. All teachers at South Royalton School will keep daily written attendance records for each class. Parents will be notified immediately when truanancies occur. In the case of truanancies, the student may be re-admitted with a parent conference. In the case of class cuts, the procedure will be as follows:

First skip: Zero for work missed during the absence  
Parents notified

Second skip: Zero for work missed during the absence  
Parents notified and conference arranged

Third skip: Zero for work missed during the absence  
One day in-school suspension  
Parents notified and conference arranged

Fourth skip: Student dropped from class and no credit will be awarded

#### **STUDENT NOTES TO LEAVE SCHOOL**

Any student needing to leave school grounds must have a note from a parent or guardian. This note must be cleared through the principal's office and the student must follow the "sign out register" procedure. All notes must be presented to the office before the first period class. Exception - students in grades 9 - 12 are not required to be on school grounds prior to 8:10 a.m. and after 2:44 p.m.

#### **SENIOR PRIVILEGES**

Provided parental permission is granted, seniors who have all A's, B's, and two C's or better on their report card, a good attendance and punctuality record, carry six or more courses (band or chorus can be counted as one of the six, independent studies will be at the discretion of the

administration) and a good disciplinary record, are required to be in school only when they have class. To determine eligibility, grades will be evaluated every quarter. Revocation of senior privileges for academic, attendance, and/or disciplinary reasons, may occur any time. Seniors who are given the privilege should not loiter in the school building and are expected to conduct themselves in a respectful manner. Students must attend all school related assemblies as if they are regularly scheduled classes. Senior privileges will be based on courses enrolled in after the add drop period concludes.

## ATHLETIC & EXTRACURRICULAR ACTIVITIES GUIDE

South Royalton School recognizes the important role extracurricular activities play in rounding out a student's education. By achieving excellence and success outside the classroom, a student may further develop physically, intellectually, emotionally, and socially.

Participation in extracurricular activities at South Royalton School is a **privilege** for each individual. Therefore, it is important that students, parents, and interested persons be aware of the following guidelines and procedures.

### **ACADEMIC ELIGIBILITY**

At South Royalton, students are given the opportunity to participate in many activities beyond the academic program. The school's major concern is that the skills, goals, and objectives of the academic program be most important and that the extracurricular involvement be complementary.

The extracurricular academic eligibility policy for all activities is as follows:

- A student who takes five credits **MUST** receive a passing grade in each class (no failing grades).
- A student taking six (6) or more credits is permitted to earn one (1) failing grade.
- Community based learning will count as one credit; band and chorus will count as one credit if both are taken. Classroom aide and Driver Education do not count as credit for eligibility unless the principal gives prior approval.
- Academic eligibility will be **reviewed and determined at approximately five-week** intervals (progress reports and report cards) throughout the school year.
- A listing of ineligible students will be published by the guidance office on the school day following the mailing of progress reports or report cards.
- **Appeals:** After progress reports are issued a student may appeal his/her eligibility with the principal and athletic director, if the student feels that his/her grade was based on limited data. (This appeal is NOT valid at the end of a marking period.)
- **Academic Probation:** Following progress reports, a student may apply for a two week academic probation period. To be considered for academic probation, a student **MUST** complete and return the academic probation contract to the athletic director **no later than the school day following the publication of the ineligibility list**. The contract will state the student's intent and agreement to abide by the conditions of academic probation, or automatically remain ineligible. Academic probation is available only **ONCE** per quarter, directly following progress reports.

- Adding/dropping: If a student drops a class, he/she will receive the grade listed at the time of the drop, unless he/she adds a complementary course (i.e. math for math, science for science).
- During a period of ineligibility, a student **may take part in practices, meetings, or rehearsals**, and will **may be permitted** to practice, attend meetings, or rehearsals.
- Drama eligibility will be determined at the time of casting. Once a student's eligibility is determined, it will remain unchanged until the performance has concluded.

### ACADEMIC MAKE-UP WORK

Students who miss class as a result of extracurricular activities/contests are expected to see teachers before an event to get assignments and make up academic work as soon as possible. This may include after school sessions. Participants (and coaches/advisors) should understand that practice is not an acceptable excuse for failing to complete make-up work or for failing to attend after-school help sessions.

### ATHLETIC CODE OF CONDUCT

Goals to be met by including substance abuse in the Athletic Policy:

- To deter student athletes from partaking in illegal substances
- To help student athletes become responsible by making accountable choices and accepting the consequences of inappropriate choices
- To encourage participation in positive activities

Student athletes will demonstrate a commitment to themselves, their team, their classmates, and their school by remaining free from the use and or possession of alcohol, tobacco, and illegal drugs during their activity period.

- The activity period starts on the VPA recognized first day of practice and runs through the conclusion of the final game/event/competition.
- These rules shall be applicable whether the violation occurs on or off the South Royalton School campus.
- Any student found in violation of the substance abuse portion of the Athletic Code of Conduct will not be eligible for post-season awards, letters, All-League nomination, and/or All-Star game participation.

Student athletes acknowledge and agree to the following terms and conditions pertaining to their eligibility for participation in South Royalton School's athletic programs. Violations supported with credible evidence will result in the following consequences:

1. First Offense:
  - a. 21 calendar days suspension from competition\*  
\*Student athlete may continue to attend practices and support other team members at the coach's discretion.
  - b. Student athlete must meet with a school-approved substance abuse counselor prior to returning as an active team member in any sport, during any season. The counselor and parent/guardian will advise the athletic director of the student athlete's compliance with this requirement.
2. Second Offense:
  - a. 2 month suspension from competition\*

\*Student athlete may continue to attend practices, and support other team members at the coach's discretion.

- b. Student athlete must meet with a school-approved substance abuse counselor prior to returning as an active team member in any sport, during any season. The counselor and parent/guardian will advise the athletic director of the student athlete's compliance with this requirement.
3. Third Offense:
- a. Suspension from athletics for one calendar year
  - b. Student athlete must meet with a school-approved substance abuse counselor prior to returning as an active team member in any sport, during any season. The counselor and parent/guardian will advise the athletic director of the student athlete's compliance with this requirement.

\*\*Students who feel they have a substance abuse problem may voluntarily come forward for help and may be exempt from the above penalties. This must occur **before** any violation takes place.

\*\*\*Students who self-report following a violation of the substance abuse policy may receive a reduced suspension

#### **ATTENDANCE at PRACTICES and GAMES**

Student athletes are expected to attend **ALL** practices and games. The coach and/or athletic director may dismiss an athlete from a team for poor attendance.

#### **ATTENDANCE at SCHOOL**

In order to be eligible to participate in an afternoon's/evening's activities, South Royalton School students must arrive at school **before 9:45 a.m.** Students who arrive **after 9:45 a.m.** will be declared ineligible for that day.

A student who is absent for any part of the school day because of **truancy** ("skipping") will be ineligible for that day's activities.

The coach and/or athletic director may act upon individual circumstances which are considered neither illness nor truancy (i.e. doctor/dentist appointments, college visits).

If a violation becomes known at a later date, appropriate consequences/penalties will be exercised.

#### **AWARDS ASSEMBLY**

Seasonal awards assemblies will be held honoring participating athletes. During these assemblies, sub-varsity and varsity participants will receive recognition and athletic certificates.

#### **BEHAVIOR & CONDUCT**

Student athletes shall represent South Royalton School in a responsible and appropriate manner at all times. Examples of inappropriate behavior and/or conduct include, but are not limited to, inappropriate language and/or appearance, derogatory remarks to an official, opponent, coach, or teammate, or any acts that are (perceived by the coach or administration), detrimental to the best interest of the team or South Royalton School. A student may face disciplinary action,

which could include dismissal from the team/group, or suspension from further athletic participation, based upon the severity of the offense.

Appeals regarding ineligibility decisions may be made in accordance with this guide's section on questions/appeals.

### **COMMUNICATION WITH COACHES**

Certain topics can, and should, be discussed with your child's coach. Other topics, however, must be left to the discretion of the coach. The following examples are offered as a guide:

#### **Communication from coach to parents/guardians:**

- Coaching philosophy;
- Expectations the coach has for your child, and for the team;
- Locations and times of practices and contests;
- Team requirements (i.e. practices, special equipment, out of season conditioning);
- Proper behavior by athletes on bus trips; estimated time of return;
- Procedures to follow should your child be injured during participation;
- Discipline that may result in the denial of your child's participation.

#### **Appropriate topics for parents/guardians to discuss with a coach:**

- Treatment of your child;
- Advance notification of any schedule conflicts;
- Your child's behavior.

#### **Inappropriate issues to discuss with a coach:**

- Playing time;
- Play calling.

### **CONTEST PARTICIPATION**

Playing time at the varsity level is determined by the coach, based on the individual's ability, attitude, and the team situation. At the sub-varsity level, every effort will be made to ensure each athlete participates in every event. It is expected that members of sub-varsity teams will see action in each game as long as they fulfill their team responsibilities and expectations, as determined by the coaching staff.

### **EQUIPMENT**

All issued equipment and uniforms belong to South Royalton School. Each student athlete is responsible for all equipment and uniforms assigned to him/her. Individuals will be assessed replacement costs for abnormally damaged or missing equipment and uniforms. Report cards/diplomas may be held if uniforms are not turned in by the end of the school year.

### **HAZING**

Hazing is not tolerated in any form at South Royalton School. Please refer to the Student Handbook for the South Royalton School Hazing Policy.

### **PERMISSION/INSURANCE AND PHYSICAL FORMS**

1.) A completed physical form signed by a doctor, and 2.) A consent form (proof of health insurance, parental permission, code of conduct) **MUST** be presented to the coach/athletic director **BEFORE** a student may participate in extra-curricular activities at South Royalton

School. A student who does not have completed forms **WILL NOT BE PERMITTED** to practice. Exceptions may only be granted through the Vermont Principal's Association.

### **PRACTICE COMPLETION**

Participants in all interscholastic athletic activities must have a minimum of ten (10) practices per season prior to competing in interscholastic athletic contests (Vermont Principals' Association Bylaws).

### **QUESTIONS/APPEALS**

If there are questions and/or concerns about any athletic issue, the following procedure should be followed:

- #1. Contact the coach;
- #2. Contact the athletic director;
- #3. Contact the principal;
- #4. Contact the superintendent;
- #5. Contact the school board.

If step #1 does not answer the question satisfactorily, then move on to step #2, and so forth until you feel you have the answer that addresses your concerns.

### **SUSPENSION from SCHOOL**

A student who is suspended from school will not be eligible to participate in any practice(s) and/or game(s) until the suspension ends. A student who appeals a school suspension or an athletic suspension is not permitted to participate until the appeal is resolved.

### **TRANSPORTATION**

Student athletes are expected and encouraged to travel to and from athletic events with their teams. Only the athletic director can make exceptions. An exception may be granted after completion of a travel permission form by a student's parent/guardian \* **in advance of the event\***. The athletic director will provide travel permission forms to athletes upon request.

### **TRYOUTS**

In some activities it may be necessary to reduce the number of participants to a manageable size, particularly when safety, fiscal resources, equipment, facilities, and coaching/advising personnel are considered. It will be the responsibility of the coach/advisor to make decisions about what the final number of participants will be in that activity.

### **VERMONT PRINCIPALS' ASSOCIATION EJECTION POLICY**

Any South Royalton School student athlete ejected by game administration (officials; VPA or school officials) from any high school athletic contest for fighting, malicious contact, unsportsmanlike conduct or taunting toward an official, coach, or athlete will automatically be **suspended** from the next **two regularly scheduled contests** in that sport. If the ejection occurs in the last contest of the season, the student athlete shall be ineligible for the same period of time in the next sport in which he/she participates. The suspended student athlete may not be in uniform. A student athlete who is ejected a second time shall be suspended for the remainder of the season in that sport. (This policy can **only** be appealed to the VPA.)

The South Royalton School athletic director and the coach(es) of the team involved will review each incident to decide upon further disciplinary action.

## SOUTH ROYALTON SCHOOL DISCIPLINE PHILOSOPHY

South Royalton School's mission is to promote academic rigor and challenge all students to develop 21<sup>st</sup> century skills through a diversified curriculum. In partnership with parents and the community, we aspire for students to develop into responsible global citizens – socially, physical, and emotionally. Our age appropriate and/or developmental expectations are that students will be able to realize their intellectual and social potential, demonstrate respectful behavior, make choices that promote the health and safety of themselves and others, and listen to instruction and take direction. Our goal with discipline is to help students succeed by further developing their self-control and teaching them to take responsibility for their actions. This is best accomplished through the systemic implementation of positive behavior interventions and supports. These interventions include the teaching of pro-social skills and positive replacement behaviors. Student supports are found throughout the school system. Teachers, aides, kitchen staff, coaches, custodians, bus drivers, and administrators will make every attempt to handle discipline with a proactive, positive approach. Students are given an opportunity to be heard, understood, and to explain the reasons for their undesired behaviors. Students may be guided through planning sessions to help encourage positive behavioral changes that will result in an enhanced academic and social experience. Our school is committed to providing a safe and supportive learning environment for all. Our discipline philosophy is based on these core beliefs:

- a conducive learning environment is created where high expectations help realize potential
- individuals are responsible for their behavior,
- parent involvement influences learning
- respect is essential.
- whenever possible, discipline is proactive and instructional, rather than reactive.

School-wide discipline data, both short term and long, collected from referrals is used to drive individual, group, and/or school-wide behavior initiatives. Public recognition of positive behavior is an important part of our discipline philosophy.

Individual discipline data, both short term and long, may be collected as part of a functional behavioral assessment to help guide the development, implementation, and revision of a behavioral intervention plan. A behavioral intervention plan details strategies to address behaviors that impede learning, or are ongoing, and do not readily respond to general intervention or classroom management techniques. These plans may include, but are not limited to, program or curriculum modifications, and supplementary aids and supports required to address undesired behaviors.

In order to clarify this discipline policy, the following are offered as examples of behavior which would initiate disciplinary action: The examples in parentheses are not intended to constitute an exhaustive or finite list of inappropriate behaviors, but to illustrate types of behavior which are unacceptable.

1. Actions which are disruptive to the educational process. (i.e., bullying behavior, destruction of property, disrespect of an adult, disrespect of a student, disruptive behavior, innuendoes or harassing, repeated task refusal, insubordination, and theft).

2. Actions which are physically or mentally injurious to any individual or group of individuals. (i.e., fighting, hitting, name calling, intimidating).
3. Preventing or attempting to prevent any staff member or student from carrying out his/her responsibilities and learning activities. (i.e., making loud noises, talking back, throwing things, purposeful physical interference, refusal to provide information and or providing false information, leaving school or class without permission.).
4. Inappropriate physical contact. (i.e., aggressive behavior, fighting, shoving, pushing, horse play).
5. Actions or expressions that are profane, obscene, prejudiced or abusive to any individual or groups of individuals. (i.e., swearing, belittling, name calling with ethnic and/or religious references).
6. Loitering on school property. (A student is loitering when she/he continues to remain on school property after being asked to leave).

### **SOUTH ROYALTON SCHOOL'S PLANNING ROOM**

The planning room is designed so that teachers have a place to refer students who are repeatedly disrupting the learning environment. When teachers have exhausted all attempts to redirect student behavior, the student may need time away from the classroom. The planning room coordinator plays a key role in the development and implementation of behavior management/modification plans and programs for individual students. He/She helps students define and develop behavioral goals.

### **SCHOOL-WIDE DISCIPLINE PROTOCOLS**

Fair and consistent application of all school policies and behavioral expectations is central to effective discipline models. **Prevention is our priority.** All school employees will make every effort to notify students of undesired behavior before it becomes distracting to the school's educational and social environment. When proactive interventions fail to change students' undesired behaviors they may be referred to the Planning Room. The referral process includes sending the student to the Planning Room and sending a Discipline Referral Form to the Planning Room Coordinator as soon as possible (no later than the end of the day). The Planning Room Coordinator will review the antecedent behavior with the student and prepare the student to return to the academic environment at the soonest possible time. Referring teachers are encouraged to suggest disciplinary action to the Planning Room Coordinator directly on the referral form. Students who are repeatedly referred to the Planning Room may perform a Functional Behavior Assessment (FBA) with the Planning Room Coordinator and/or teacher(s). The FBA may be used to develop a Behavior Intervention Plan (BIP) designed to help the student maintain positive behavior within the classroom. BIPs should be revised as needed and phased out once a student has maintained a positive presence in the classroom for a reasonable period of time. Students unable to change undesired behaviors through the use of BIPs may be referred to the Assistant Principal or Principal.

More serious infractions may be referred directly to the Assistant Principal or Principal for immediate action to possibly include a parent conference, extended time out, detention, and /or suspension.

Dangerous student disruption and/or violent misconduct will immediately be referred to the Safety Team. The Safety Team's role is to respond to and support students through a behavioral crisis in a manner that preserves the safety and dignity of all using procedures consistent with Rule 4500.

### **SCHOOL WIDE SAFETY PLAN (IN ACCORDANCE WITH RULE 4500)**

South Royalton School has a trained Safety Team that may be called upon to perform the least restrictive restraint necessary to reduce or eliminate substantial risk to a student or others. The use of restraint at South Royalton School is a last resort and is actively avoided through the implementation of our discipline philosophy. South Royalton School does not utilize any form

of restraint or seclusion as a form of discipline or punishment. Physical escort or restraint may be used when there is a substantial risk to a student and all other less restrictive alternatives have either been exhausted or the level of risk prohibits exhausting other means. Seclusion and chemical or mechanical restraints are not utilized at South Royalton School. Any use of restraint will be documented and reported no later than the end of the school day to the parent and Superintendent. A mandatory review of any restraint must be completed within 2 school days of the use of restraint. Parents will be given the opportunity to participate in a review within 4 school days of the use of a restraint.

## **GENERAL STUDENT EXPECTATIONS**

### **CHEATING / PLAGARISM (as recommended from the Student Council)**

Definition: Cheating is copying from someone else's paper during a test situation; copying out of an encyclopedia, textbook, magazine, or internet site; copying out of someone's notebook without footnoting or acknowledging the source. Cheating is also an act of allowing someone to copy a test or homework assignment. These students are just as guilty as the ones who take the answers.

If a faculty member or student suspects a cheating incident, they should discuss their suspicions with the principal prior to taking any actions.

#### **Consequences:**

##### **First Offense:**

Zero on test or assignment; teacher will notify advisor, parent and principal.

##### **Second Offense:**

Student Court will convene to determine consequences. Court will consist of three Student Council members and two teachers. (Advisor will be present".\*

##### **Third Offense:**

"F" for the quarter, or special arrangements to be determined by the principal.

\*If no Student Court has been established by the Student Council, the second offense will be an "F" for the quarter.

### **DANCES**

The prom is the final dance of the year and may be attended by students in grades 9-12.

### **FOOD AND BEVERAGES IN THE SCHOOL**

Each classroom teacher will provide for his/her classes the policy that will govern the use of food and beverages in that particular classroom.

The school policy relating to this issue is:

1. Students are strongly urged, encouraged, and asked to be more selective with the snacks they eat in school. High nutrition, less "junk food" and sugar, is recommended.
2. Students going into town on official or personal business are not to bring food items back to school for others. Students will lose the privilege of leaving school after one warning.
3. Students are responsible for litter that results from food being eaten in the hallways, left in lockers, etc.
4. Students may not interrupt a class by bringing items to a fellow student

### **FUND RAISING GUIDELINES**

The position of the administration on fund raising is that we should only do what is necessary. Any effort to raise funds by any group within the school must be approved by the principal. Monies collected or in the process of being collected should be secured at all times within the building. Please be particularly cautious with large collections.

Any group of students, any class, and any grade wishing to raise funds for any school related purpose must:

- a) have the activity cleared with their homeroom teacher, class teacher, or teacher related to the activity
- b) permission from the Student Council
- c) arrange for the faculty member to be present during the activity if not during regular school hours or on school property.
- d) no money items being sold or valuable materials should be left in the student's locker

### **GYMNASIUM**

Sneakers must be worn in order for anyone to use the gym floor. There must be staff supervision for any activity.

### **LOCKERS**

There is joint ownership of lockers. The administration reserves the right to search lockers at any time. Only school locks are to be placed on lockers, any non-school locks will be removed. Lockers can not be shared.

### **LUNCHROOM EXPECTATIONS**

In order to preserve order in the rest of the school building, students who have lunch are to remain in the lunchroom for their full lunch period. While eating, students are to demonstrate polite and responsible behavior at all times. Failure to do so could lead to the loss of the privilege to have lunch with fellow students in the lunch room. Further disciplinary action could be taken if the problem continues. All students should report directly to the lunch room for lunch period.

### **PARKING**

Students are required to register their vehicles in order to park on South Royalton School property. Parking permit forms are available in the Planning Room. Permits must be placed on the vehicle after completion of the parking permit form.

Students are prohibited from:

- parking on the grass
- parking to impede traffic or parked vehicles
- spinning out in the parking lot or roadway
- speeding on school property
- borrowing another student's vehicle
- parking in spaces designated for visitors and staff

Consequences for violations:

First violation – discussion with school administration

Second violation – call home

Third violation – loss of driving privileges for the remainder of the quarter. Any repeat offender may lose driving privileges or senior privileges

South Royalton school administrators reserve the right to have any vehicle towed if deemed necessary.

#### **PERSONAL AUDIO/VIDEO DEVICES**

These devices may be played before and after school only. Headphones may not be possessed by a student during the school day.

#### **PUBLIC DISPLAY OF AFFECTION**

Public display of affection is to be limited to holding hands. Improper student contact will result in:

First offense – warning and parents notified

Second offense – out of school suspension

Third offense – out of school suspension and meeting with both sets of parents

#### **RECYCLING PROGRAM**

The Student Council oversees the recycling program. Cardboard, white paper and tin cans should be recycled in the bins provided. Any questions or suggestions to improve our recycling program should be directed to the Student Council.

#### **STUDENT DRESS**

The policy was written in collaboration with teachers, faculty, students, and parents and is in bold below:

We request that students dress and groom themselves with an eye towards neatness, good taste and professionalism. (Specifically, dress must be safe and appropriate for the activity in which the student is involved.) It must be clean, and must not create a disruption or distraction to class routines, objectives and the overall learning environment.

Should a student's dress not meet these standards, disrupts the learning environment, or is deemed inappropriate by administration, the school reserves the option to send the student home to change. Multiple infractions may result in disciplinary action at the discretion of the administration. Parents will be notified of any infractions that occur. The following are offered as guidelines to help promote an appropriate educational environment:

- Skirts, dresses, and shorts must be of a length and cut as to not be revealing.
- T-shirts which advertise or advocate alcohol, drugs or sexual harassment are prohibited.
- Shirts must reach top of pants/skirts/shorts and must be of length and cut so as not to be revealing.
- Students should wear their pants so as to cover their underwear.
- See through or overly revealing clothes are prohibited.
- Hats and sunglasses may be worn to school, but are not permitted to be worn in the building.

The following is shared with the students and families to help clarify and maintain transparency about what will be considered “*revealing*” or “*deemed inappropriate by administration.*”

- Exposure of the midriff or undergarments, including straps of undergarments, is *considered inappropriate*, even when midriff or undergarments are covered by a see-through top.
- To be considered *appropriate*, length of skirts, dresses, and shorts should at least reach the fingertips when standing up straight with arms down at sides.
- *Appropriate* tops adequately cover the chest area, with minimal exposure.

The school will use the discipline report/notification system we have in place to notify parents of any infractions. This notification will require that a student obtain a parent signature on the form to be returned the next school day.

### **STUDY HALL**

1. The purpose of a study hall is to provide time for students to:
  - a) work on homework assignments
  - b) prepare for class
  - c) read for enjoyment
  - d) arrange to go to the library to do research or get a book
2. Students are to arrive at study hall on time, take their seats, and begin working as soon as they enter the room. Students are to work silently.
3. Students are not to leave the room without a good reason, and only with a pass from the monitor.
4. Students are to bring enough material to last the entire period.
5. If another teacher needs to see a student during a study period, he/she must make sure the student gets a pass from that teacher before going to study hall
6. All rules and/or policies that exist for other classes, also exist for study periods.
7. Eighteen year old students must adhere to this policy.
8. The monitor will speak to students who disturb a study hall or study lab by talking, or who are uncooperative with the monitor. If the problem continues, the monitor will refer the matter to the Planning Room.

### **USE OR POSSESSION OF MATCHES, LIGHTERS, TOBACCO**

The use or possession of matches, lighters, or tobacco in any form is prohibited anywhere in the South Royalton School building or on school grounds. These items will be confiscated and parents and proper authorities will be notified.

<b>LUNCH / BREAKFAST PROGRAM</b>
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School breakfast and lunch, offered as part of the total educational program at South Royalton School, has shown a positive relationship between good nutrition and good grades. In order to continue to offer well-balanced meals at minimal cost, students are expected to pay their lunch bills in a timely manner. Students with outstanding cafeteria bills will not be permitted to charge breakfasts or lunch.

<b>VISITOR POLICY</b>
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Parents and community members are welcome to visit our school and to take part in the programs we offer. Parents wishing to visit a teacher or a class are asked to make prior arrangements with the teacher through the principal.

Parents wishing to take their child from school early are asked to report to the office, not directly to the classroom, and the secretary will make the necessary arrangements. A note will be requested of parents taking their children from school early.

Students wishing to have friends visit school must clear this request with each classroom teacher and the principal at least one day in advance. This will be limited to one day per week not to exceed three visits per year. We do not condone students visiting our school when their home school is in session.

We ask that small children not accompany students to school during class time. Also, pets are not allowed at school.

#### **NURSE'S OFFICE**

#### **LIFE THREATENING ILLNESS/ALLERGY**

For parents who have a son/daughter who has a life threatening illness or allergy, e.g. bee stings, food allergy, diabetes, seizure disorder, or severe asthma. Act 158 recommends that parents be made aware of federal and state rules that can protect and help your son/daughter with their illness/allergy. Section 504 is a plan that could be put in place to protect your child's medical educational needs. Special care plans will be put in place to ensure your child is provided a safe and supportive place for learning. For more questions or concerns please call Mrs. Schuhmann at 763-3203

#### **PROCEDURE FOR AN ILL STUDENT TO FOLLOW**

1. You should tell your teacher that you are not feeling well.
2. You should report to the nurse's office. The nurse will call your home.
3. If you do not go home but miss a class, a note from the nurse will be needed for you to return to class.

#### **PRESCRIPTION MEDICATION**

If your child needs a prescription drug administered in school, please follow these guidelines:

1. Written orders from a physician detailing the name of drug, dosage, time interval the medication is to be taken.
2. Written permission form parent/guardian requesting the district comply with the physician order.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

#### **VOLUNTEER OPPORTUNITIES**

We encourage parents and other community members to become active participants in the education process by volunteering. Some ways you may assist include: tutoring, reading, organizing special activities, chaperoning field trips or serving on various committees. Please call the school if you would like more information.

#### **THE SCHOOL LIBRARY**

The South Royalton School library media center offers opportunities for research as well as leisure reading. With over 12,000 books, 62 periodical titles, 6 newspapers, a wide variety of audiovisual materials and electronic information access, the library is available to South Royalton School students and residents of the community. It is open every school day from 7:30 a.m. to 3:00 p.m. The librarian and library assistant are available to help you with reference questions or requests for help in finding materials.

**Library Rules** - are few but firmly enforced:

1. During regular school hours, students must report to their assigned study halls. Those students coming from study halls to the library must have a "pass" signed by the study hall teacher.
2. Students coming to the library from classrooms must have a "pass" signed by the classroom teacher, or must be accompanied by a teacher.
3. Students using the library are expected to be engaged in individual study, homework, or recreational reading. The library is not the place for group discussions or socializing.
4. No food or beverages are allowed in the library unless arrangements are made ahead of time with the librarian.

**Borrowing Materials**

All library books, except reference books and back issues of magazines, may be checked out for two weeks. Books may be renewed for an additional two weeks, if necessary. Reference books and current magazines may be checked out for use during the school day.

To check out material, bring the item to the circulation desk to be stamped with the proper due date and scanned into the automated library system. All items leaving the library must be checked out.

**Returning Materials**

Return borrowed library material to the book return slot in the circulation desk. Reminder notices will be sent out periodically for overdue books. No fines are charged. However, if a student in grades 7-12 has an overdue library book at the end of the quarter, that student will lose borrowing privileges until the matter is resolved. The purchase price must be paid for any lost book.

<b>SCHOOL BOARD INFORMATION</b>
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The Royalton School Board meets a month during the school year. Meetings are held on the third Tuesday of the month at 6:00 p.m. in the school library. Any special meetings change in meetings, or meeting time is warned in accordance with the State Statute.

Meetings are open to the public and you are sincerely invited to attend. If you wish to speak at a meeting, or have a topic discussed, you should call the principal or superintendent by Thursday of the week before the meeting.

<b><u>ORANGE WINDSOR SUPERVISORY UNION</u></b> <b>Royalton School Board</b> <b><u>Acceptable Use Of Electronic Resources &amp; The Internet</u></b>
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**Purpose**

The Orange Windsor Supervisory Union (OWSU) Board of School Directors supports the use of electronic resources including the Internet to implement and enrich the curriculum, to allow

students to benefit from access to electronic information resources and opportunities for collaboration that are uniquely provided by certain electronic technologies, and to enhance staff professional development.

This policy is intended to ensure compliance with the requirements of applicable federal and state laws that regulate the provision of access to the internet and other electronic resources by school districts.

### **Policy**

Access to District electronic resources including the Internet will be available to students and staff who agree to abide by the requirements of this policy. User agreements, except as otherwise described in this policy, will be required prior to allowing any individual unsupervised access to OWSU electronic resources.

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for the content of any information that is retrieved via the internet.

The use of district electronic resources by students, staff, or others is a privilege, not a right. The district's computer and network resources, hardware, software, and infrastructure are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's computers or network resources, including personal files. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action for misuse of its electronic resources. The district shall cooperate to the extent legally required with local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers or network.

The Superintendent or his or her designee shall coordinate and oversee the use of District electronic resources including the Internet, and will develop procedures necessary to implement this policy.

### **Definitions.**

As used in this policy and its procedures, the following terms shall be defined in accord with federal and, where the context clearly allows, state law.

- 1) **Child Pornography** means any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:
  - a. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
  - b. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or

- c. Such visual depiction has been create, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.<sup>1</sup>
- 2) **Harmful to minors** means any picture, image, video (multi-sensory frame), graphic image file, movies, or other visual/auditory depiction that:
  - a. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
  - b. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
  - c. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.<sup>2</sup>
- 3) **Technology protection measure** means a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.<sup>3</sup>
- 4) **Minor** means an individual who has not attained the age of 18.<sup>4</sup>
- 5) **Computer** means any hardware, software, or other technology attached or connected to, installed in, or otherwise used in connection with a computer.<sup>5</sup>
- 6) **Access to Internet** means a computer that is equipped with a modem or is connected to a computer network that has access to the Internet.<sup>6</sup>

**Procedures:**

The district shall operate technology protection measures during the use of any of its computers with Internet access, including those computers not accessible to minors, that protect against access through such computers to material inappropriate for minors, including but not limited to, visual depictions that are obscene or child pornography.<sup>7</sup>

In addition, the Superintendent or his or her designee shall ensure that the district, as part of its implementation of this policy, is educating minors about appropriate on-line behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.<sup>8</sup> Educational efforts will include instruction in Internet safety for minors including monitoring the online activities of minors and the operation of technology protection measures with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are obscene, child pornography or harmful to minors.<sup>9</sup>

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<sup>1</sup> 18 U.S.C. § 2256. See, 13 V.S.A. § 2801(6) for the state definition of this term. Federal law requires the use of the federal definition in this policy.

<sup>2</sup> Federal law defines “minor” as a person who has not yet attained the age of 17. 20 U.S.C. § 6777; 47 U.S.C. § 254. Vermont’s anti-obscenity law defines the term “minor” as “any person less than 18 years old.” 13 V.S.A. § 2801(1). The Vermont definition is used in this model policy as it includes the federal requirement and also provides coverage for students until they reach the age of 18.

<sup>3</sup> 47 U.S.C. § 254

<sup>4</sup> See footnote 3 above.

<sup>5</sup> 20 U.S.C. § 6777(e)(1)

<sup>6</sup> 20 U.S.C. § 6777(e)(2)

<sup>7</sup> 20 U.S.C. § 6777(a)(2)(A); 47 U.S.C. § 254

<sup>8</sup> Required by 47 U.S.C. § 254(h)(5)(B)

<sup>9</sup> 47 U.S.C. § 254(h)(B)

The following materials, in addition to those stated in law and defined in this policy, are inappropriate for access by minors:

- Defamatory
- Lewd, vulgar, or profane
- Threatening
- Harassing or discriminatory
- Bullying
- Terroristic
- Disruptive to the educational process to school operations or any school activity

Administrative procedures developed under this policy shall include provisions necessary to ensure that Internet service providers and other contractors comply with applicable restrictions on the collection and disclosure of student data and any other confidential information stored in District electronic resources.

In addition, the administrative procedures developed under this policy shall include Internet safety measures that provide for the monitoring of online activities by minors<sup>10</sup> and address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities.
4. Unauthorized disclosure, use, dissemination of personal information regarding minors.
5. Restriction of minors’ access to materials harmful to them.<sup>11</sup>

The administrative procedures developed under this policy shall also provide that authorized individuals may temporarily disable the District’s technology protection measures to enable access for bona fide research or other lawful purpose.<sup>12</sup>

The Superintendent or his or her designee shall conduct an annual analysis of the implementation of this policy, and shall make recommendations to the Board as needed to ensure that the District’s approach to Internet safety is effective.

#### **User Responsibilities**

During school hours, users may access electronic resources including the Internet for school related purposes only. The term "school related purpose" includes use of the system for classroom activities, which may involve e-mail communication, career development, and curriculum driven research. It also includes use of the system for other school activities such as sports, other co-curricular activities and school sponsored fund raising activities.

The District may provide e-mail access for students and staff. Students and staff may use real-time electronic communication, such as chat or instant messaging only for specifically organized educational activities.

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<sup>10</sup> Required by 47 U.S.C. § 254(h); 47 C.F.R. § 54.520(C)(i)

<sup>11</sup> Required by 47 U.S.C. § 254(1); 47 C.F.R. § 54.520(c)(ii)

<sup>12</sup> Required by 20 U.S.C. § 6777(c)

Students will not post personal contact information about themselves or other people and agree to follow communication safety requirements outlined in administrative procedures when using electronic communications including the Internet.

All users of District electronic resources are expected to act in a responsible, ethical and legal manner. Specifically, the following uses are prohibited:<sup>13</sup>

1. Commercial or for-profit uses.
2. Product advertisement or political lobbying.
3. Bullying or harassment<sup>14</sup>
4. Offensive or inflammatory communication, including hate mail, discriminatory remarks or “sexting.”<sup>15</sup>
5. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.
6. Accessing sending, receiving, transferring, viewing sharing or downloading obscene, pornographic, lewd or otherwise illegal materials, images or photographs.
7. Inappropriate language or profanity.<sup>16</sup>
8. Impersonation of another user.
9. Loading or using unauthorized games, programs, files or other electronic media.
10. Disabling or bypassing the Internet blocking/filtering software without authorization.
11. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Students and staff may access the District’s electronic resources for limited personal use. Limited personal use of the District’s electronic resources including the Internet shall be allowed if permission is granted by the superintendent or his or her designee in advance, and the use:

- imposes no tangible cost to the District;
- does not unduly burden the District’s electronic resources;
- occurs during non-instructional time and does not impede other student or staff access for educational purposes; and
- does not violate this policy.<sup>17</sup>

#### **Parental Notification and Responsibility**

Each school will provide written annual notice to parents/guardians about student use of District electronic resources including the Internet, the policies and procedures governing their use, and the limitation of liability of the District. Parents/guardians must sign an agreement to

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<sup>13</sup> This list of prohibited uses is not specifically required by federal or state law. It is suggestive, and can be modified by boards that adopt acceptable use policies.

<sup>14</sup> 13 V.S.A. § 1027 makes it a crime in Vermont to “disturb peace by use of telephone or other electronic communications.” Actionable activities under the statute include threatening, harassing, intimidating communications as well as the use of “obscene, lewd, lascivious or indecent language” with intent to harass or intimidate by telephone or other electronic communication.

<sup>15</sup> 13 V.S.A. § 2802b makes activities commonly referred to as “sexting” by minors illegal in Vermont.

<sup>16</sup> 13 V.S.A. § 2605 makes “voyeurism” illegal in Vermont.

<sup>17</sup> This section on Limited Personal Use is not a required component of this policy, and is therefore an option for consideration by boards adopting acceptable use policies.

allow their child(ren) to access District electronic resources including the Internet and return this agreement to the school before access will be granted. Students 18 years of age or older must sign their own agreement. A signed user agreement will not be required when students are using school computers for research as part of a course requirement and the use is supervised by a responsible adult.<sup>18</sup>

#### **Limitation/Disclaimer of Liability**

The District is not liable for unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The District is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the District's electronic resources network including the Internet. The District is not responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of information obtained through or stored on the electronic resources system including the Internet, or for financial obligations arising through their unauthorized use.

#### **Enforcement**

In the event there is an allegation that a student has violated this policy, a student will be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary policy.

Allegations of staff member violations of this policy will be processed in accord with contractual agreements and legal requirements.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to illegal activities conducted through the use of the District's electronic resources including the Internet.<sup>19</sup>

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<sup>[1]</sup> The federal No Child Left Behind Act (NCLBA) makes schools ineligible to receive funding for the purchase of computers used to access the internet, or to pay costs associated with accessing the internet, through the technology grants program "...unless the school, school board, local educational agency, or other authority with responsibility for administration of (the) school both...has in place a policy of Internet safety for minors that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are...obscene; child pornography; or harmful to minors; and is enforcing the operation of such computers by minors; and has in place a policy of Internet safety that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are...obscene or child pornography and is enforcing...such measure during use of any such computers..." 20 U.S.C. § 6777; 47 U.S.C. § 254(h)(5)(A) & (B). Prior to adoption, the school must "provide reasonable public notice and hold at least one public hearing or meeting to address the proposed Internet safety policy." 47 U.S.C. § 254(l)(1)(B).

<sup>[2]</sup> 18 U.S.C. § 2256. See, 13 V.S.A. § 2801(6) for the state definition of this term. Federal law requires the use of the federal definition in this policy.

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<sup>18</sup> As an alternative to requiring signed user agreements, a district could provide clear notice that it will allow access to its electronic resources unless notified in writing by parents that they do not consent to such use by their children.

- <sup>[3]</sup> Federal law defines “minor” as a person who has not yet attained the age of 17. 20 U.S.C. § 6777; 47 U.S.C. § 254. Vermont’s anti-obscenity law defines the term “minor” as “any person less than 18 years old.” 13 V.S.A. § 2801(1). The Vermont definition is used in this model policy as it includes the federal requirement and also provides coverage for students until they reach the age of 18.
- <sup>[4]</sup> 47 U.S.C. § 254
- <sup>[5]</sup> See footnote 3 above.
- <sup>[6]</sup> 20 U.S.C. § 6777(e)(1)
- <sup>[7]</sup> 20 U.S.C. § 6777(e)(2)
- <sup>[8]</sup> 47 U.S.C. § 254(h)(B)
- <sup>[9]</sup> *Neighborhood Children’s Internet Protection Act*, 47 U.S.C §254(1)(2); 47 C.F.R. 54.520. *See also, Children’s Internet Protection Act*, 47 U.S.C. § 254. These federal statutes require that “(A) determination what matter is inappropriate for minors shall be made by the school board (or) local education agency...”
- <sup>[10]</sup> 20 U.S.C. § 6777(a)(2)(A); 47 U.S.C. § 254
- <sup>[11]</sup> Required by 47 U.S.C. § 254(h)(5)(B)
- <sup>[12]</sup> Required by 47 U.S.C. § 254(h); 47 C.F.R. § 54.520(C)(i)
- <sup>[13]</sup> Required by 47 U.S.C. § 254(1); 47 C.F.R. § 54.520(c)(ii)
- <sup>[14]</sup> Required by 20 U.S.C. § 6777(c)
- <sup>[15]</sup> This list of prohibited uses is not specifically required by federal or state law. It is suggestive, and can be modified by boards that adopt acceptable use policies.
- <sup>[16]</sup> 13 V.S.A. § 1027 makes it a crime in Vermont to “disturb peace by use of telephone or other electronic communications.” Actionable activities under the statute include threatening, harassing, intimidating communications as well as the use of “obscene, lewd, lascivious or indecent language” with intent to harass or intimidate by telephone or other electronic communication.
- <sup>[17]</sup> 13 V.S.A. § 2802b makes activities commonly referred to as “sexting” by minors illegal in Vermont.
- <sup>[18]</sup> 13 V.S.A. § 2605 makes “voyeurism” illegal in Vermont.
- <sup>[19]</sup> This section on Limited Personal Use is not a required component of this policy, and is therefore an option for consideration by boards adopting acceptable use policies.
- <sup>[20]</sup> As an alternative to requiring signed user agreements, a district could provide clear notice that it will allow access to its electronic resources unless notified in writing by parents that they do not consent to such use by their children.
- <sup>[21]</sup> See 13 V.S.A. §§ 2802b and 1027 for examples of criminal activities involving electronic resources.

Date Warned:

Date Adopted:

Legal

Reference(s):

17 U.S.C. §§101-120 (Federal Copyright Act of 1976 as amended)

20 U.S.C. § 6777 *et seq.* (*Enhancing Education Through Technology Act*)

18 U.S.C. §2251 (*Federal Child Pornography Law—Sexual Exploitation and Other Abuse of Children*)

47 U.S.C. §254 (*Children’s Internet Protection Act*)

47 CFR §54.520 (*CIPA Certifications*)

13 V.S.A. §§2802 *et seq.* (*Obscenity, minors*)

13 V.S.A. § 1027 (*Disturbing Peace by Use*)

*of...Electronic Means)*  
*13 V.S.A. §2605(Voyeurism)*

*Cross Reference: Student Conduct and Discipline (F1)*  
*Copyrights (G2)*  
*Selection of Instructional Materials (G5)*  
*Complaints About Instructional Materials (G6)*

**Personal Devices, Bring Your Own Device (BYOD) at South Roalton School**

**Philosophy:**

The South Roalton School believes that electronic devices are valuable resources to support and enrich the curriculum and school community. The benefits of these devices outweigh the potential disadvantages for students. It is the philosophy of the South Roalton School to teach and model responsible device and resource use in a developmentally appropriate manner. The school feels that acceptable use of technology lies in behavior, not technology, however care should be taken that technology is not used to the detriment of face-to-face social interaction.

**Parameters of Use:**

Beginning in grade 6, all students with grades of “C” or above may possess and use personal, electronic, and digital devices at the following times:

- before and after school
- during lunch
- in study hall (with teacher’s permission)
- between classes (grades 9-12 only)

During classes, such devices may be used as appropriate tools when so directed by the teacher or with the teacher’s permission.

**Privilege of Use:**

By default, students automatically have the privilege to possess and use personal devices as outlined above. The loss of this privilege can result from neglecting intellectual, social, or emotional responsibilities.

*Intellectual Responsibility:*

- Any quarterly or semester grades below a “C”

*Social/Emotional Responsibility:*

- Unacceptable effort level in class
- Unacceptable behavior during the school day
- Use of personal devices to proliferate bullying or harassing behaviors
- Use of personal devices in an inappropriate manner, to include, but **not limited to:**
  - Taking photos without permission
  - Copying academic material/plagiarizing
  - Playing offensive music, videos, or games
  - Viewing inappropriate content
  - Using other students’ devices without permission
  - All other behaviors included in OWSU District policy above

Loss of this privilege and its duration, based on the above criteria, will be determined by a team that may include a teacher or teachers, the planning room coordinator, an administrator, and the school IT faculty member. Loss of privilege due to a violation of the student's social/emotional responsibilities, as stated above, will be handled through the school's current disciplinary protocol. The cause and duration of loss of privileges as a result of disciplinary action will be clearly stated in the discipline notice. Loss of privilege due to quarterly or semester grades below a "C" will require that the student prove to the team that his/her grades are in the "C" or above range in order to regain the privilege.

Loss of the privilege will result in a mandatory surrender of all personal devices at the start of the school day. During a loss of privilege, the team may determine that students be permitted to access school-owned devices, for academic purposes only, during any class period (with the exclusion of study hall and lunch) under direct supervision of a teacher or paraprofessional. Students caught with personal devices while on restriction may face further disciplinary action (detention / suspension).

## **TRANSPORTATION POLICY**

### **STUDENT TRANSPORTATION**

The School Board of the South Royalton School would like to extend to you the privilege to ride in the school buses. This privilege, however, is dependent upon your behavior, and can be taken from you should it be necessary. Drivers are authorized to enforce the following rules and to make suggestions to improve conditions on their buses.

1. Because the bus driver is legally responsible for the bus and those riding, you must obey the driver's instructions.
2. You should be on time and line up in an orderly fashion when boarding the bus.
3. When walking on the highway to a bus stop, you should always walk on the left, on the shoulder of the road, facing traffic.
4. When crossing the highway, you should walk, not run, and cross in front of the bus upon the driver's signal.
5. You are asked to enter and leave the bus in an orderly fashion and in accordance with instructions from your driver.
6. You should not extend arms, legs, or your head out through windows.
7. You should not move from one seat to another without permission of the driver. Never get up from your seat to leave the bus until the bus is completely stopped!
8. If the driver has assigned you a seat, you should go to that assigned seat, without crowding or pushing and remain seated while the bus is in motion.
9. You should not create any condition on the bus that will distract the driver while the bus is moving. You should refrain from talking to the driver except in an emergency.
10. You should not throw objects in the bus or through the windows.
11. You should not tamper with the emergency door or any part of the bus. The rear exit is for emergencies only.
12. You should get permission from the driver to open a window.
13. Students shall not mar or deface the bus. Damage done to seats or other equipment must be paid for by the student.
14. You shall not drink or eat food on the bus, nor is smoking ever permitted.

15. Students who are bringing such items as baseballs, softballs, footballs, etc. on the bus must bring them and keep them in a container or travel bag. Sleds are not allowed on the bus.
16. Students who ride the school bus are subject to videotape monitoring. All school rules - where they apply - are rules for behavior on a school bus. It is extremely important to have quiet, orderly students on our buses for the entire year. Should a student misbehave or be uncooperative, the bus drivers have been instructed to follow this procedure:

For less serious disruptions:

1. A warning - verbal - to the student by the bus driver. The principal will be notified of the formal warning. Parents will be contacted.
2. For a second disruption, lack of cooperation, or misbehavior, a three day suspension from riding the bus will be enforced. The principal will notify the parents of the problem.
3. For a third disruption - again, of less serious nature - a two week suspension from riding the bus will be enforced with parents notified and requested to meet at school before the student will be assigned a seat for the remainder of the school year.
4. A fourth infraction or disruption will lead to expulsion from riding the bus for the school year.

For a serious disruption (not following the driver's directions for example):

The student, bus driver, and principal will meet and based upon an investigation of the incident, the consequence could be numbers one through four listed above. All discipline decisions are at the discretion of the school administration regardless of the above procedures.

<b>BOMB THREAT POLICY</b>
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The Royalton School District has adopted a comprehensive policy on what do in the event of a bomb threat. You may obtain a copy of the complete policy by requesting one from the principal's office.

While we intend to respect the legitimate privacy interests of all persons, it is lawful for school authorities within constitutional boundaries to conduct reasonable examination of personal property on school grounds, including but not limited to lockers, desks, backpacks, book bags, and automobiles. In the event of a bomb threat, we may have to search such items in order to assure the safety and protection of people and property.

We also want all members of the school community to know that any academic time lost as a result of a bomb threat will be rescheduled, either on a weekend, vacation day, or following what would otherwise be the end of the school year.

In addition, under State law, the making of a bomb threat is a very serious criminal offense, punishable for even a first offense by as much as 2 years in prison and a \$5,000 fine. The making of such a threat may also lead to civil liability.

<b><u>ORANGE WINDSOR SUPERVISORY UNION</u></b>
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Royalton Board of School Directors <b><u>Student Conduct and Discipline Policy</u></b>
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**PURPOSE:** The school's conduct and discipline policy is a document meant to define expectations for student behavior and outline disciplinary action that may be taken for rule violating behavior. The goal of the policy is to create and maintain a consistently safe and caring academic and social environment for South Royalton School students.

In situations where the teacher and planning room actions are not successful or where the student conduct is more serious, the following disciplinary actions may be taken:

### **1. IN-SCHOOL SUSPENSION**

The principal or his or her designee may assign a student to an in-school suspension/detention for up to 10 consecutive days. The educational program of a student assigned to an in-school suspension/detention will be continued to an extent determined to be feasible and appropriate by the principal. A student assigned to an in-school suspension/detention will be provided with a reasonable opportunity to complete academic assignments and to benefit from activities including school counseling or related activities designed to bring about an improvement in their behavior.

### **2. SUSPENSION FROM SCHOOL**

#### **(a) STUDENTS WHO ARE AN IMMEDIATE THREAT**

A student who poses a continuing danger to persons or property or an ongoing threat of disrupting the academic or social process of the school shall be immediately removed from the school or to a place within the school determined by the principal or his or her designee to be sufficiently secure to permit the academic process of the school to continue. The parent or guardian of a student who is to be removed from school will be notified by the superintendent or principal, or their designee. If the parent or guardian cannot be located, the student will be detained at school for the remainder of the school day unless the student is in the custody of another agency i.e.: Police Dept. etc. No student will be removed from school for more than the remainder of the school day unless the students and his or her parents are given an opportunity for an informal hearing pursuant to paragraph 3 of this policy. When immediate removal of a student is necessary prior to a hearing, the hearing shall be held as soon as possible following the removal.

#### **(b) HEARINGS**

No student will be removed from school for more than the remainder of a school day unless the student and his/her parent or guardian are given an opportunity for an informal hearing pursuant to paragraph 3(a) of this policy. When immediate removal of a student is necessary prior to a hearing, the hearing shall be held as soon as possible following the removal.

#### **(c) EXAMPLES OF MISCONDUCT WARRANTING SUSPENSION**

Examples of misconduct warranting the actions hereunder could include, but not be limited to:

- Repeated misbehavior or infractions of school rules
- Consistent refusal to participate in school learning activities
- Physical mistreatment of another student, school employee, or visitor
- Verbal abuse, including racial, ethnic, and unlawful harassment of another student, school employee, or visitor
- Threats of bodily harm (including bomb threats)
- Insubordination

Serious disruption of a classroom resulting in a teacher being compelled to remove the student from the classroom

- Defacing or willingly damaging school property or the personal property of others
- Stealing

- Truancy
- Hazing
- Use and/or distribution of tobacco products, illegal drugs, or alcohol on school property, buses, and at school-sponsored activities
- Possession of guns, knives, and bombs on school property, buses, and at school-sponsored activities
- Intentional use of an object as a weapon

### **3. SUSPENSION PROCEDURE**

The superintendent or principal may suspend a student from school for a period of 10 days or less for violations of school rules and for such misconduct identified in 2 (c) above. When weapons are involved, as defined in the Gun-Free School Act of 1994, the school will refer the student to a law enforcement agency. Prior to such a suspension, the student and his or her parent or guardian will be given an opportunity for an informal hearing with the principal or his or her designee. The student and his or her parent or guardian must be given:

Notice of the charges

- An explanation of the evidence against the student
- An opportunity for the student to tell his or her side of the story
- A decision in writing to the parent or guardian.

\*Students under suspension are not permitted on school property

### **4. EXTENDED SUSPENSION**

The superintendent or principal may suspend a student for a fixed period beyond 10 days with approval of the School Board for misconduct when the continued presence of the student may be harmful to the welfare of the school. Examples of misconduct warranting the action hereunder appear in section 2 (c).

#### **(a) PROCEDURE**

Extended suspension must be preceded by notice and formal due process procedures, including the opportunity for a hearing before the board. The student and his or her parents must be notified in writing of the date, time and place of the hearing, must be given an opportunity to present evidence, to cross-examine witnesses, to be represented by council, and to receive a written decision. The notice will also include a statement of the alleged infraction(s), the potential consequences of the hearing, and a summary of the evidence to be introduced at the hearing.

### **5. EXPULSION**

A. The superintendent or principal may recommend for expulsion any student whose misconduct makes the continued presence of the student harmful to the welfare of the school. A student may be expelled only after a majority vote of the board supporting the recommendation of the superintendent or principal, preceded by notice and a due process hearing conforming to the requirements set forth in section 4 (c) above.

B. The superintendent or principal, with the approval of the School Board following opportunity for a hearing, will expel from the school for not less than one calendar year, any student who brings a weapon to school with the intention of threatening or harming others.

C. The Superintendent or Principal will also notify Law Enforcement Officials when the conduct of the student constitutes illegal behavior.

### **6. STUDENTS WITH DISABILITIES – EXTENDED SUSPENSION, EXPULSION**

A legal pupil who is suspected of a disability or who has been referred (must be a written referral by an employee or a parent) for an evaluation, may not be suspended for more than 10 consecutive days or 10 cumulative school days in a school year (except under certain circumstances when such suspensions do not amount to a change of placement) or expelled:

- a) without the conduct of an evaluation to determine the existence and nature of the disability and

- b) the conduct of a manifestation determination to discern the relation between the disability and the behavior.
- c) If it is determined

# there is no disability, the student will be subject to regular discipline;

# there is no connection between the disability and the behavior, regular discipline may apply with continuing educational services.

# there is a disability and a connection between the disability and the behavior, long term suspension or expulsion shall not be appropriate, and the IEP/504 Team will determine the placement.

A legal pupil who has an identified disability may not be suspended for more than 10 consecutive days or 10 cumulative school days within a school year nor be expelled without:

- a) The conduct of a manifestation determination to discern the relation of the disability to the behavior.
- b) If it is determined:

# there is no relation between the disability and the behavior, long term suspension or expulsion shall not be imposed, but a change of placement may be appropriate, and the IEP/504 Team will determine the placement after a supplemental evaluation is completed.

- c) If it is determined:

# there is a connection between the disability and the behavior, long term suspension or expulsion shall not be

- If the expulsion proceedings involve a student with a disability who is determined to have brought a weapon (as identified by the Federal Gun-Free School Act) to school or to a school function or uses or sells controlled or illegal substances at school or at a school function, the student may be placed in an interim alternative educational setting for not more than forty-five calendar days. The forty-five days will not include the number of days for which the student may have been suspended. Pending such an evaluation and determination by the student's Evaluation and Planning or Educational Support Team, or during the pendency of an appeal of an Evaluation and
- Planning Team decision through the due process hearing procedure, a student with a disability must remain in his or her then current educational placement unless: (a) the parent of the student agrees to a change in placement, or (b) unless the school obtains a court injunction upon showing that the student poses a genuine threat to him or herself or others if returned to the current placement. Nothing herein shall prevent an IEP team from making changes in a student's program which do not constitute a change in placement during the pendency of a comprehensive Evaluation and Planning Team review or a due process appeal. If an interim IEP is developed and approved by the team, the student
- may be educated pursuant to that interim IEP and need not be maintained in his or her current placement.
- If there is no relationship found between conduct and disability and the student is a legal pupil who is disabled but not eligible for special education services, no educational services will be provided during the pendency of a long-term suspension or upon expulsion.
- With regard to offenses by a 504 student, or a disabled student not receiving special educational services, the special disciplinary procedures need not be followed if the student is disabled solely by virtue of their current use of drugs and/or alcohol.

<p><b><u>ORANGE-WINDSOR SUPERVISORY UNION</u></b>  <b>South Royalton School</b>  <b><u>THREATS AND DISRUPTIONS TO SCHOOL OPERATIONS POLICY</u></b></p>
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## I. POLICY

It is the policy of the Royalton School District to respond quickly and effectively to any threat to the safety of its students and staff. As a result, it has adopted the following provisions that its personnel are directed to follow in order to prepare for, respond to, and follow up on the communication of any threat that a destructive device or any unauthorized hazardous substance or material has been or will be placed on school grounds.

## II. CONDUCT PROHIBITED

It is a violation of this policy for any person to make, issue, or otherwise communicate by any means, a threat that a destructive device (bomb threat) has been or will be placed on school grounds or property. The issuance or communication by any means of a threat that an unauthorized hazardous substance or material has been placed or will be placed on school grounds with the intent to disrupt the operations of the school district is strictly prohibited. It is a violation of this policy for any person to knowingly place or install a hoax device on school grounds or property.

## III. DEFINITIONS

### A. Definitions.

1. "Destructive device" means any (a) explosive, incendiary or poison gas bomb; or (b) explosive, incendiary or poison gas grenade; or (c) explosive, incendiary or poison gas rocket having a propellant charge of more than 4 ounces, or (d) explosive, incendiary or poison gas missile having an explosive or incendiary charge of more than one quarter (1/4) ounce; or (e) explosive, incendiary or poison gas mine; or (f) device which consists of or includes a breakable container including a flammable or liquid compound, and a wick composed of any material which, when ignited, is capable of igniting the flammable liquid or compound, and can be carried or thrown by one individual acting alone; or (g) device similar to those devices enumerated in paragraphs (a) through (e) of this section.
2. "Hoax device" means any device so designed, assembled, fabricated or manufactured as to convey the physical appearance of an explosive or incendiary bomb or the physical appearance of any of the devices enumerated in subdivisions (a)-(f) of division 1. of this section, which is lacking an explosive or incendiary charge.
3. "School grounds or property" means: facilities, buildings, fields, and grounds areas; vehicles owned, leased or used by the District to transport students to and from school or school activities; parking lots (including vehicles in the parking lots); or any other setting which is under the permanent or temporary supervision and/or control of the School District.
4. "Threat" means the written (including electronic mail) or oral expression of the intent to inflict injury or damage.

## IV. INVESTIGATION

The superintendent and principal, and all other school personnel, shall cooperate with law enforcement personnel involved in investigating a bomb threat or other threats covered by this policy. School personnel shall not conduct any investigation independently but rather in conjunction with law enforcement authorities.

## V. SANCTIONS

### A. Discipline.

1. A student violating this policy, in addition to any penalty imposed by law, shall be subject to disciplinary action by the school.
2. The student may be suspended until a school board hearing can be conducted (following the due process procedures as set forth in the School District Policy (F14) on Discipline for Students).

3. A student found by the Board, after a hearing, to have committed a violation of this policy shall be expelled for the remainder of the school year. However, the Board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to,
    - a. the student was unaware of their conduct;
    - b. the student is disabled and the conduct is related to the disability; or
    - c. a lengthy expulsion would not serve the best interests of the student.
  4. A staff member found to have violated this policy would be subject to appropriate disciplinary action up to and including termination of employment. Disciplinary action taken in accordance with this subsection shall be consistent with collective bargaining agreements, applicable employment agreements, and/or school district policies.
- B. Civil Liability. The School District reserves the right to bring a suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

#### VI. NOTIFICATION AND TRAINING

- A. Policy Dissemination. A copy of this policy shall be included in all school handbooks. In addition, handbooks for faculty, staff, parents, and students shall contain the following provision. The Royalton School District has adopted a comprehensive policy on what to do in the event of a bomb threat or threats to disrupt school operations. You may obtain a copy of the complete policy by requesting one from the principal's office. While the School District intends to respect the legitimate privacy interests of all persons, it is lawful for school authorities within constitutional boundaries to conduct reasonable examination of personal property on school grounds, including but not limited to lockers, desks, backpacks, book bags, and automobiles. In the event of a bomb threat or other threats, the School District may have to search such items in order to assure the safety and protection of people and property. It is important for members of the school community to know that any academic time lost as a result of a bomb threat; or other threats intended to disrupt school operations, will be rescheduled, either on a weekend, vacation day, or following what would otherwise be the end of the school year. In addition, under State law, the making of a bomb threat is a very serious criminal offense, punishable for even a first offense by as much as 2 years in prison and a \$5,000 fine. The making of such a threat may also lead to civil liability.
- B. Training. The administration shall develop a method of reviewing and discussing this policy with students and employees.

#### VII. PROCEDURES

The administration shall develop comprehensive procedures designed to inform staff of appropriate responses, procedures and protocols to follow up on the receipt of a bomb threat or other threats intended to disrupt school operations; the coordination of responses with local safety and law enforcement agencies; building searches; and communications with the school community and the media.

**ORANGE-WINDSOR SUPERVISORY UNION**  
**Royalton School**  
**SCHOOL SEARCH AND SEIZURE POLICY**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student use areas, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

#### I. PERSONAL SEARCHES

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat down search of a student's person is conducted it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

If extreme emergency conditions require a more intrusive search of a student's person, such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Principal, Assistant principal or Superintendent of Schools, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

#### II. STUDENT USE AREAS

Instructional rooms and areas of student use are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security and condition of their own work areas. Periodic general inspections of rooms and other areas of the school may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

#### III. LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

#### IV. AUTOMOBILE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

#### V. SEIZURE OF ILLEGAL MATERIALS

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

<b>TITLE IX, TITLE VI AND SECTION 504 DISCRIMINATION STATEMENT</b>
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No person on the basis of sex, race or color, national origin or handicap shall be excluded from participation in, be denied the benefits of, or shall be subjected to discrimination under any program or activities including vocational education or activity conducted by the Royalton School District according to Title IX, Title VI and Section 504.

Any individual with a complaint or concern regarding the Royalton School District's compliance with Title IX, Title VI or Section 504 may seek resolution through Principal Shaun Pickett, South Royalton School, South Royalton, Vermont 05068.

**GRIEVANCE PROCEDURE FOR TITLE IX, TITLE VI AND SECTION 504**

The following procedures covering Title VI (race, national origin); Title IX (sex, equity); and Section 504 (handicap) will be followed in dealing with all complaints alleging discrimination and apply to all parties affected by the operations of the Royalton School District, including students, employees and parents.

Step 1: The complainant will present his/her grievance in written form to the building principal, within a reasonable period of time after the complainant became aware or should have become aware of the discrimination. Within five (5) school days, an investigation will be conducted and a written response to the grievance will be made. The building principal will act as the Title IX Title VI and Section 504 Coordinator for the South Royalton School.

Step 2: If not satisfied with the resolution at Step 1, the complainant may appeal to the Superintendent within five (5) school days. The Superintendent will hear the complaint within ten (10) school days of receipt of the grievance and render his/her decision within five (5) school days thereafter.

Step 3: If the complainant is not satisfied with the decision at Step 2, any appeal must be made within ten (10) school days to the School Board. The Board will hear the complaint at the next regular meeting. A written decision will be rendered within fifteen (15) school days following the hearing.

If the grievance is in process during summer vacation, work days will be used as time limits. If the subject of a complaint or unlawful discrimination is identified as the administrator designated to hear the complaint as provided above, the complainant shall not be required to present the complaint to that individual and may immediately take the complaint to the Superintendent of Schools. The Board has designated the Building Principal as Title IX, Title VI and Section 504 Coordinator for the Royalton School District complaints.

Students, employees and parents are advised that they may use the above state grievance procedures regarding Title VI, Title IX, or Section 504 complaints or they may report their grievance directly to the Director of the Regional Office for Civil Rights.

Grievances may be addressed to: Maria C. Montalvo, Chief Elementary and Secondary Education Office for Civil Rights, Region I RFO General Building, Government Center Boston, MA 02114

Code D05  
Adopted February 3, 2015

<p>ORANGE WINDSOR SUPERVISORY UNION Royalton School District</p> <p>Policy Policy on Prevention of Harassment of Students</p>
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I. Purposes

The South Royalton School District/is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect. This policy addresses incident(s) and/or conduct that occur on school property, on a school bus or at a school- sponsored activity, or incident(s) and/or conduct that does not occur on school property, on a school bus or at a school-sponsored activity but where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs.

Harassment is a form of unlawful discrimination that will not be tolerated. It is the policy of the South Royalton School District to prohibit the unlawful harassment of students based on race, creed, color, national origin, marital status, disability, sex, sexual orientation, and gender identity, to the extent required by law. In addition, retaliation is a form of unlawful discrimination that will not be tolerated. Consistent with these purposes, annually,<sup>1</sup> each school shall select two or more designated employees to receive complaints and shall publicize their availability in any publication of the District/Independent School that sets forth the comprehensive rules, procedures, and standards of conduct for the school.<sup>2</sup>

It is the intent of the South Royalton School District to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this harassment policy is to prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that is likely to substantially disrupt the educational learning process and/or access to educational resources, or create a hostile learning environment.

The South Royalton School District shall promptly and effectively address all complaints of harassment in accordance with the procedures established by this policy. In cases where harassment is substantiated, the school shall take prompt and appropriate remedial action reasonably calculated to stop the harassment. Such action may include a wide range of responses from education to serious discipline. Such serious discipline may include termination for employees and, for students, expulsion or removal from school property. Nothing herein shall be construed to prohibit punishment of a person for conduct which, although it does not rise to the level of harassment as defined herein, otherwise violates one or more of the school's other disciplinary policies or codes of conduct.

<sup>1</sup> See 16 V.S.A. § 570a(a)(7).

<sup>2</sup> See Appendix A.

## II. Definitions

A. "Harassment" means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student's or a student's family member's actual or perceived race,

creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity<sup>3</sup> 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.

Harassment includes conduct as defined above and may also constitute one or more of the following:

- (1) Sexual harassment,<sup>4</sup> 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, academic status or progress; or
  - (ii) submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student
  
- (2) 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 cultural customs.
  
- (3) Harassment of members of other protected categories, 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, disability, sex, sexual orientation, or gender identity 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.

<sup>3</sup> Effective July 1, 2007, 1 V.S.A. § 144 defines "gender identity" as "an individual's actual or perceived gender identity, or gender-related characteristics intrinsically related to an individual's gender or gender-identity, regardless of the individual's assigned sex at birth."

<sup>4</sup> This statutory definition of sexual harassment describes only the "quid pro quo" form of sexual harassment that can occur between an adult and student. However, sexual harassment may also include student to student conduct as well as conduct that creates a hostile environment.

C. "Complainant" means a student who has filed an oral or written complaint with a school employee or a student who is the target of alleged harassment in a report made by another person.

D. “Designated employee” means an employee who has been designated by the school to receive complaints of harassment pursuant to subdivision 16 V.S.A. § 14(d)(1).

E. “Employee” includes any person employed directly by or retained through a contract with the District/Independent School, an agent of the school, a school board member/member of the board of trustees, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes supervisory union staff.

F. “Notice” means a written complaint or oral information that harassment may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the harassment, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred.<sup>5</sup>

G. “Retaliation” is any adverse action by any person against a person who has filed a complaint of harassment or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, intimidation, and reprisal.

H. “School administrator” means a superintendent, principal/head of school/technical center director or his/her designee.

### III. Reporting Student Harassment

A. Student reporting: Any student who believes that s/he has been harassed under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute harassment, should promptly report the conduct to a designated employee or any other school employee.

B. School employee reporting: Any school employee who witnesses conduct that s/he reasonably believes might constitute harassment shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee. Any school employee who overhears or directly receives information about conduct that might constitute harassment shall immediately report the information to a designated employee. If one of the designated employees is the person alleged to be engaged in the conduct complained of, the complaint shall be immediately filed with the other designated employee or the school administrator.

<sup>5</sup> See 16 V.S.A. § 14(d)(3).

C. Other reporting: Any other person who witnesses conduct that s/he reasonably believes might constitute student harassment under this policy should promptly report the conduct to a designated employee.

D. Documentation of the report: If the complaint is oral, the designated employee shall promptly reduce the complaint to writing in a harassment complaint form, including the time, place, and nature of the alleged conduct, and the identity of the complainant, alleged perpetrator, and any witnesses.

E. False complaint: Any person who knowingly makes a false accusation regarding harassment may 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. There shall be no adverse action taken against a person for reporting a complaint of harassment when the person has a good faith belief that harassment occurred or is occurring.

#### IV. Procedures Following a Report

A. Notification:<sup>6</sup> Upon receipt of a complaint of harassment the designated employee shall immediately inform the school administrator of the complaint. In addition, the designated employee shall immediately provide a copy of this harassment policy to the complainant and accused individual. If either the complainant or the accused individual is under the age of 18, his or her parent(s) or guardian(s) shall be: (1) promptly notified that a complaint of harassment has been filed and provided with a copy of this policy; (2) notified if an alternative dispute resolution method will be offered and, if it occurs, of the outcome of any such attempt; and (3) notified in writing of the results of the complaint investigation. All notification letters shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. A school administrator may seek waiver of confidentiality rights of the accused in order to inform the complainant of any disciplinary action taken in cases where the school determined that harassment or other misconduct occurred.

B. Investigation:<sup>7</sup> Unless special circumstances are present and documented, such as reports to the Department for Children and Families (“DCF”) or the police, the school administrator shall, no later than one school day after the filing of a complaint with a designated employee, initiate or cause to be initiated, an investigation of the allegations. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.

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 school administrator. The report shall include a statement

<sup>6</sup> See 16 V.S.A. § 14(a)(1).

<sup>7</sup> See 16 V.S.A. § 570a(a)(5).

of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes harassment. When the initial determination concludes that an accused student has engaged in harassment, the

school administrator shall use his or her discretion to decide the appropriate disciplinary and/or remedial action. In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies.

All levels of internal review<sup>8</sup> of the investigator's initial determination, and the issuance of a final decision, shall, unless special circumstances are present and documented by the District/Independent School, be completed within 30 calendar days after the review is requested.

C. Action on a substantiated complaint: If, after investigation, the school finds that the alleged conduct occurred and that it constitutes harassment, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the harassment and prevent any recurrence of harassment. Such action may include warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee.

D. Alternative dispute resolution:<sup>9</sup> At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation, for resolving complaints. The following should be considered before pursuing alternative dispute resolution methods: (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 such as any disability of the target or accused individual, safety issues, the relationship between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual. If an alternative dispute resolution is either not appropriate or is unsuccessful, the school administrator shall initiate or cause to be initiated an investigation of the allegations in accordance with the timelines established in this policy.

E. Appeal: A person determined to be in violation of this policy and subjected to disciplinary action under it may appeal the determination and/or the disciplinary action(s) taken in the same manner as other disciplinary actions, in accordance with the District's/Independent School's discipline policy, applicable statutes, or collective bargaining agreements.

F. Independent review:<sup>10</sup> A complainant may request an independent review if s/he: (1) believes that the school did not correctly analyze the complaint and failed to conduct an investigation of the incident because the school believed the alleged conduct did not constitute possible

<sup>8</sup> An "internal review" is any procedure provided by the school through policy or practice and is not the same as an "independent review" as described below.

<sup>9</sup> See 16 V.S.A. § 570a(a)(2).

<sup>10</sup> See 16 V.S.A. § 570a(b).

harassment, (2) is dissatisfied with the final determination following an investigation as to whether harassment occurred, or (3) believes that although a final determination

was made that harassment occurred, the school's response was inadequate to correct the problem. The complainant shall make such a request in writing to the superintendent of schools/head of school. Upon such request, the superintendent/head of school shall promptly initiate an independent review by a neutral person as described under 16 V.S.A § 570a(b)(1) and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant and relevant school officials and a review of the written materials from the school's investigation. Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing: (1) as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and (2) of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Commissioner. The reviewer shall advise the student of other remedies<sup>11</sup> that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the District/Independent School. The District/Independent School may request an independent review at any stage of the process.

F. Retaliation: It is unlawful for any person to retaliate against a person who has filed a complaint of harassment or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. A person may violate this anti-retaliation provision regardless of whether the underlying complaint of harassment is substantiated.

#### V. Confidentiality and Record Keeping

A. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the District's/Independent School'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. The Superintendent or school administrator 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/Independent School in a confidential file accessible only to authorized persons. All investigation records, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept for at least six years after the investigation is completed.

<sup>11</sup> Such as those identified in Section VIII of this policy.

#### VI. Reporting to Other Agencies

When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. § 4911 et

seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6901 et seq.

If a harassment complaint is made in a public school about conduct by a licensed educator that might be grounds for licensing action, under 16 V.S.A. Chpt. 51, the principal shall report the alleged conduct to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner. If a harassment complaint is made in an independent school about conduct by a licensed educator that might be grounds under the State Board of Education rules for licensing action, the head of school is encouraged to report the alleged conduct to the Commissioner.

If a complaint of harassment involves a physical assault, sexual assault, stalking, disorderly conduct (including disorderly conduct by electronic means) or any hate motivated crime based upon the alleged victim's actual or perceived membership in a protected category the principal should promptly report the alleged conduct to the state or local police.

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

#### VII. Dissemination of Information, Training, and Data Reporting

A. Dissemination of information:<sup>12</sup> Annually, prior to the commencement of curricular and co- curricular activities, the District/Independent School shall provide notice of this policy and 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/Independent School that sets forth the comprehensive rules, procedures and standards of conduct for the District/Independent School.

B. Training:<sup>13</sup> The school administrator shall use her/his discretion in developing age-appropriate methods of discussing the meaning and substance of this policy with students to help prevent harassment. The school administrator shall implement training for school staff within the context of professional development to enable staff to recognize, prevent and respond to harassment.

C. Data gathering: Public school districts shall provide the Vermont Department of Education with data requested by the Commissioner.

<sup>12</sup> See 16 V.S.A. § 570(c).

<sup>13</sup> See 16 V.S.A. § 570(c).

#### VIII. Alternative Complaint Process

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 below:

Vermont Human Rights Commission 14-16 Baldwin Street  
Montpelier, VT 05633-6301  
(800) 416-2010 or (802) 828-2480 (voice)  
(877) 294-9200 (tty)  
(802) 828-2481 (fax)  
Email: human.rights@state.vt.us

Office of Civil Rights  
U.S. Department of Education 5 Post Office Square, 8th Floor Boston, MA 02109-3921  
617-289-0111 (voice)  
877-521-2172 (tdd)  
617-289-0150 (fax)  
Email: OCR.Boston@ed.gov

**Legal References:**

Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 et seq.;  
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d;  
Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§ 1681 et seq.;  
Family Education Rights Privacy Act; 20 U.S.C. 1232g;  
Public Accommodations, 9 V.S.A. §§ 4500 et seq.;  
Education, Classifications and Definitions, 16 V.S.A. § 11a (26); Education,  
Harassment, Notice and Response, 16 V.S.A. § 14; Education, 16 V.S.A. § 140(a)(1);  
Education, 16 V.S.A. § 166(e);  
Education, Harassment, Chpt. 9, Subchpt. 5 Education, Discipline, 16 V.S.A. § 1161a;  
Education, Suspension or Expulsion of Pupils, 16 V.S.A. § 1162; Child Abuse, 33  
V.S.A. §§ 4911 et seq.;  
Adult Protective Services, 33 V.S.A. § 6901 et seq., all as they may be amended from  
time to time.

**APPENDIX A**

**Designated Employees**

The following employees of the South Royalton school campus have been designated by the District/Independent School to receive harassment complaints pursuant to this policy and 16 V.S.A. § 570a(a)(7)

Name: Dean Stearns \_\_\_\_\_ Title: Principal

Name: Frank Romeo \_\_\_\_\_ Title: Assistant Principal

<b>South Royalton School Policy on the Prevention of Bullying</b>
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**Policy:**

The Royalton School District recognizes that all students and employees should have a safe, orderly, civil and positive learning environment.<sup>20</sup> Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the severity, will warrant corrective action and/or discipline. Behaviors that do not rise to the level of bullying may still be subject to intervention and/or discipline under another section of the discipline plan or policy.

**Definitions:**

For the purposes of this policy, “bullying” is defined as any overt act or combination of acts, including an act conducted by electronic means, directed against a student or employee by another student or employee or group of students or employees and which:

- A. is repeated over time;
- B. is intended to ridicule, humiliate, or intimidate the student or employee; and
- C. either:
  - a. occurs during the school day on school property, on a school bus or at a school- sponsored activity; or
  - b. does not occur during the school day on school property, on a school bus, or at a school-sponsored activity but can be shown to pose a clear and substantial interference with another student’s right to access educational programs or disrupts the workplace.<sup>21</sup>

Examples of bullying include:

- Name-calling and verbal taunts
- Physical threats or actual physical harm
- Off-campus text messages or social media posts that ridicule or intimidate to the extent that the target is not able to fully access the school’s programs or disrupts the workplace

In order to be bullying, incidents such as the ones described above must be *repeated over time, directed at a particular student or employee, and intended to ridicule, humiliate or intimidate.*

**In some cases, acts of bullying may constitute unlawful harassment, where the conduct is based on or motivated by a student’s or student’s family member’s actual or perceived:**

- |                 |                    |
|-----------------|--------------------|
| Race            | Sexual Orientation |
| Creed           | Gender Identity    |
| Color           | Marital Status     |
| National Origin | Disability         |
| Sex             |                    |

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<sup>21</sup> 16 V.S.A. §11(a)(32)

**Procedures:**

Any allegations of harassment will be addressed under the Royalton School District’s Policy on the Prevention of Harassment of Students.

**Reporting Bullying Complaints**

The principal of the Royalton Public School will annually designate two employees (Designated Employees) to receive complaints of bullying and harassment. The names and contact information for those Designated Employees can be found in the Student or Employee handbook.

For the purposes of this policy, “school employee” means any person employed directly by or retained through a contract with the District, an agent of the school, a school board member/member of the board of trustees, a student teacher, an intern, or a school volunteer. “Agent of the school” includes supervisory union staff.

- A. **Student reporting:** any student who believes that s/he has been bullied under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute bullying, is encouraged to report the conduct to a Designated Employee or to any other school employee.
- B. **School employee reporting:** Any school employee who witnesses or is the target of conduct that s/he reasonably believes might constitute bullying shall take reasonable action to stop the conduct and to prevent its recurrence and shall immediately report it to a Designated Employee. Any school employee who directly receives information about conduct that might constitute bullying shall immediately report it to a Designated Employee.
- C. **Parent reporting:** Any parent or legal guardian/custodian who witnesses conduct that s/he reasonably believes might constitute bullying or who reasonably believes his/her child or ward is being bullied should promptly report the conduct to a Designated Employee or any school employee.
- D. **Documentation of the report:** If the complaint is oral, a Designated Employee shall reduce the complaint to writing, including the time, place, and nature of the alleged conduct, and the identity of the complainant, alleged perpetrator(s), and any witnesses.
- E. **False complaint:** Any person who knowingly makes a false accusation regarding bullying may 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. There shall be no adverse action taken against a person for reporting a complaint of bullying when the person has a good faith belief that bullying occurred or is occurring.
- F. **Confidentiality and Record Keeping:** The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the Districts’ 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.

**Response to a Bullying Complaint**

For the purposes of this policy “school administrator” means a superintendent, principal/head of school/technical center director, or his/her designee.

- A. Notification: Upon receipt of a complaint of bullying a Designated Employee will immediately notify the school administrator of the complaint. If either the complainant or the accused individual is under the age of 18, his or her parent(s) or guardian(s) shall be promptly notified that a complaint of bullying has been filed and be provided with a copy of this policy.
- B. Investigation: Unless special circumstances are present and documented, such as reports to the Department for Children and Families (“DCF”) or the police, school vacations, or other witness absence/unavailability, the school administrator shall:
- a. No later than **one school day** after the filing of the complaint with a Designated Employee initiate or cause to be initiated, an investigation of the allegations. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a Designated Employee as the investigator.
  - b. No later than **five school days** from the filing of the complaint with the Designated Employee, the investigator shall submit a written determination to the school administrator. 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 bullying.
- C. Consequences for Violations of This Policy<sup>22</sup>
- a. If, after investigation, the school finds that the alleged conduct occurred and that it constitutes bullying, the school may take prompt and appropriate disciplinary and shall take remedial action reasonably calculated to stop the bullying and prevent any recurrence of bullying. Examples of remedial action include: mediation between the parties, education and counseling for the bully, and safety planning.
  - b. Violators of the bullying policy shall - based on relevant surrounding facts and circumstances, including but not limited to a consideration of prior instances of similar behavior and the student’s overall disciplinary history - be subject to the following potential discipline and/or remedial action(s):

Students:

- i. Awareness/Education/Counseling;
- ii. Acts of restitution;
- iii. In-school suspension;
- iv. Out of school suspension; or,
- v. Expulsion.

Employees:

- i. Awareness/Education/Counseling;

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<sup>22</sup> 16 V.S.A. § 570c(5).

- ii. Oral Warning
- iii. Written Warning
- iv. Suspension
- v. Dismissal
- c. Safety Planning<sup>23</sup>
  - i. A safety plan shall be developed in all instances where a student has been the target of bullying that results in physical harm and/or the student is known to be expressing suicidal ideation as a result of bullying. A safety plan shall not be considered a substitute for in-school procedures and policies that apply to students experiencing mental health crises.
  - ii. A safety plan should be considered in instances where the targeted student is known to have difficulty accessing the educational programs at the school as a result of bullying.
  - iii. A safety plan may include such measures as checking in with the target and his/her parents on a regular basis, identifying a safe in-school person for the target to seek out when s/he feels threatened, informing teachers to pay particular attention to interactions/ dynamics between identified students and rearranging the schedule of the perpetrator, and providing additional supervision in areas ordinarily subject to lesser supervision (e.g., lunchroom, playground).

D. Parental notification: Upon completion of the investigation, the school administrator will notify the parent(s) or guardian of the complainant and accused individual(s) of the outcome of the investigation. In cases where the school determines that bullying has occurred, a school administrator may seek a waiver of the confidentiality rights of the perpetrator(s) in order to inform the complainant of any specific disciplinary action taken.

E. Appeal of Discipline Decisions: A person determined to be in violation of this policy and subjected to disciplinary action under it may appeal the determination and/or the disciplinary action(s) taken in the same manner as other disciplinary actions, in accordance with the District's disciplinary policy, applicable statutes, or collective bargaining agreements.

#### Reporting to Other Agencies

- A. Reports to Department of Children and Families: When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6901 et seq.
- B. Reports to law enforcement<sup>24</sup>: Information obtained and documented by school administration regarding the school's response to notice of student or

<sup>23</sup> Not required by law, but considered best practice to prevent recurrence of harm.

<sup>24</sup> 16 V.S.A. § 570c(4).

employee conduct that may constitute bullying may constitute an “educational record” or “employee record” regarding the student(s) or employee(s) involved as defined by the Family Education Rights and Privacy Act.<sup>25</sup> Accordingly, such information may not be disclosed to local law enforcement without prior parent or employee approval except in response to a lawfully issued subpoena<sup>26</sup>, or in connection with an emergency if disclosure is necessary to protect the health or safety of the student or other individuals.<sup>27</sup>

- a. Nothing in this policy shall preclude persons from reporting incidents and/or conduct witnessed first-hand that may be considered to be a criminal act to law enforcement officials.<sup>28</sup> Such conduct includes but is not limited to: physical attacks resulting in bodily harm, sexual assault, and simple assault.
- C. Continuing Policy to Investigate: Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this policy to pursue and complete an investigation upon receipt of notice of conduct which may constitute bullying.

#### Dissemination of Information, Training, and Data Reporting

- A. Notice to parents and employees: Annually, prior to the commencement of curricular and co-curricular activities, the School District shall provide notice to custodial parents or guardians, staff members, and contracted employees of its prohibition against bullying, the procedures concerning reporting and investigating bullying and the possible disciplinary consequences for bullying.
- B. Notice to students: The superintendent shall develop and initiate age-appropriate programs to annually inform students about the substance of the policy and procedures in order to help prevent bullying. Notice to students shall be in age appropriate language and will include examples of bullying. Such notice shall inform students and parents that bullying that *does not* occur during the school day, on school property, on a school bus, or at a school-sponsored event still may be subject to disciplinary action, pursuant to 16 V.S.A. §§ 11(a) (32) and 1162(a)(3), if the misconduct can be shown to pose a clear and substantial interference with another student’s equal access to educational programs.

Notice to parents and students shall state that any student who knowingly

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<sup>25</sup> 20 U.S.C. § 1232g(a)(4)(A).

<sup>26</sup> 34 C.F.R. § 99.31(a)(9)(ii).

<sup>27</sup> 34 C.F.R. § 99.36(c) (requiring proof of an “articulable and significant threat to the health and safety of others). There is no affirmative obligation imposed by the health and safety exception requiring disclosure by the school district under these circumstances, only the option for disclosure. Id.

makes false accusations regarding bullying may be subject to disciplinary action.

- C. Training: The superintendent shall implement training for school staff within the context of an annual professional development program. Such training shall be designed to enable staff to prevent, recognize, and respond to bullying.
- D. Date reporting: The Royalton Public School District delegates the responsibility of data collection to a Designated Employee. S/he shall collect data on the number of reported incidents of bullying and the number of incidents that have been verified and shall make such data available to the Vermont Department of Education.

**ORANGE-WINDSOR SUPERVISORY UNION**  
**ROYALTON SCHOOL DISTRICT**  
**Comprehensive HIV Policy**

The Human Immunodeficiency Virus (HIV) is not transmitted through casual contact and, therefore, is not reason in itself to treat individuals having or perceived as having HIV differently from other members of the school community. Accordingly, with respect to HIV disease, including acquired immune deficiency syndrome (AIDS), the Royalton School District recognizes:

- the rights of students and employees with HIV,
- the importance of maintaining confidentiality regarding the medical condition of any individual,
- the importance of an educational environment free of significant risks to health, and
- the necessity for HIV education and training for the school community and the community-at-large.

**A. General Provisions:**

1. The school district shall not discriminate against or tolerate discrimination against any individual who has or is perceived as having HIV.
2. A student who has or is perceived as having HIV is entitled to attend school in a regular classroom, unless otherwise provided by law, and shall be afforded opportunities on an equal basis with all students.
3. No applicant shall be denied employment and no employee shall be prevented from continued employment on the basis of having or being perceived as having HIV. Such an employee is entitled to the rights, privileges, and services accorded to employees generally, including benefits provided school employees with long-term diseases or disabling conditions.

**B. Confidentiality, Disclosure and Testing:**

1. Student or student's parent/guardian, or an applicant/employee, may, but is not required to, report HIV status to any school personnel.
2. Except as otherwise permitted by law, no school personnel shall disclose any HIV-related information, as it relates to prospective or current school personnel or students, to anyone except in accordance with the terms of a written consent. The superintendent shall develop a written consent form (see Appendix A) which details the information the signatory permits to be disclosed, to whom it may be disclosed, its specified time limitation, and the specific purpose for the disclosure. The school district shall not discriminate against any individual who does not provide written consent.
3. No school official shall require any applicant, employee, or prospective or current student to have any HIV-related test.
4. The superintendent or his/her designee shall develop procedures which ensure confidentiality in the maintenance and, where authorized, dissemination of all medically-related documents. (See Appendix A.)

**C. Education and Instruction:**

**Provisions Reflecting Present Legal Requirements**

1. HIV is not, in itself, a disabling condition, but it may result in conditions that are disabling. To the extent that a student who has HIV is determined to meet the criteria for eligibility for accommodations under state and federal non-discrimination laws or for special education services, the school district shall meet all procedural and substantive requirements.
2. The school district shall provide systematic and extensive elementary and secondary comprehensive health education which includes education on HIV infection, other sexually transmitted diseases as well as other communicable diseases, and the prevention of disease, as required by state law.
3. The school district shall provide age-appropriate, ongoing HIV instruction, in accordance with the Vermont Department of Education Guidelines for the development of an HIV/AIDS education Program in Vermont Schools. This instruction shall include current HIV epidemiology, methods of transmission and prevention, universal precautions, and psychosocial aspects of HIV as part of a skills-based comprehensive health education program and through its integration into other subject areas.
4. The superintendent shall designate a coordinator to oversee the district's HIV evaluation plans and programs.
5. The school board shall establish a comprehensive health education community advisor council to assist the school board in developing and implementing comprehensive health education including HIV education. The school board shall provide public notice to the community to allow all interested parties to apply for the appointment. The school board shall endeavor to appoint members who represent various points of view within the community regarding comprehensive health education.
6. The superintendent or his/her designee shall create a plan to ensure that all school employees, including newly hired staff, receive training regarding current HIV epidemiology, methods of transmission and prevention, universal precautions, psychosocial aspects of HIV-related school policies and procedures, and where appropriate, teaching strategies. The superintendent shall report annually to the school board regarding implementation of this plan.
7. The school district shall provide for parents, families, students and the community, opportunities for education, discussion, and the development of recommendations about a systematic and comprehensive HIV prevention plan (including the promotion of abstinence, condom availability, and compassion for people living with the disease). Educators, administrators, and health professionals shall be involved in such activities.

**D. Exposure to Bloodborne Pathogens and Universal Precautions:**

Provisions Reflecting Present Legal Requirements

1. The school district shall comply with applicable Vermont Occupational Safety and Health Administration (VOSHA) rules in order to protect employees who are reasonably anticipated to be exposed to bloodborne pathogens as part of their regular job duties.
2. The principal shall determine those employees (by job class and possibly by task or procedure) who are reasonably anticipated to have occupational exposure to blood or other potentially infectious materials as part of their duties. These employees will be protected in strict accordance with the provisions of the Bloodborne Pathogens Standard.
3. Students and all staff not covered by the Bloodborne Pathogens Standard shall be instructed to avoid contact with potentially infectious materials and blood and shall immediately contact a member of the staff who is covered by the exposure control plan. When this is not possible, any person providing assistance shall follow universal precautions. (See Appendix B.)
4. The Superintendent or his/her designee shall provide training to all staff about: the hazards of bloodborne pathogens; the recommended operating procedures of the universal precautions; the existence of the VOSHA required exposure control plan; individual or job classes to be notified in order to safely handle or clean up a blood or other body fluid spill safely; and the location and use of appropriate protective equipment and first aid devices.
5. The Superintendent or his/her designee shall provide training on the recommended operating procedures of universal precautions to teaching substitutes and school volunteers.

**ORANGE-WINDSOR SUPERVISORY UNION**  
**SOUTH ROYALTON SCHOOL**  
Hazing Policy

It is the policy of the Royalton School District (hereinafter "District") that its' school will provide a safe, orderly, civil and positive learning environment. Hazing has no place in the District's school and will not be tolerated. Accordingly, the District adopts the following policy and procedures to prohibit hazing and will ensure the enforcement thereof.

**Definitions**

"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:

1. 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
2. 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
3. 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
4. Any 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 or extracurricular 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.

"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.

"Pledging" means any action or activity related to becoming a member of an organization.

"Principal" means the principal of a school or any person designated by him/her to carry out a particular function.

"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 school shall effectively inform students about the substance of this hazing policy and its procedures by including the substance of the Policy in the Student Handbook.

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.

#### **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, the Assistant Principal. 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). To the extent a staff member is a mandatory reporter of suspected child abuse or neglect or abuse of disabled adults, 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.

#### **Investigation of Reports of Hazing**

The principal, or in the event of the unavailability of the principal, the Assistant Principal, 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**

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 the Student Conduct and Discipline Policy.

If the investigation concludes that two or more students from the same athletic team or other co- or extra-curricular activity directed, engaged in, aided or otherwise participated in actively or passively an incident of hazing, disciplinary action may be imposed against the team or activity, including cancellation of one or more athletic contests or the entire athletic season.

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.

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. At minimum, the principal shall review this policy with each staff member.

#### **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
- Where the records in question are created and maintained by a law enforcement unit established by the school.

<p><b>Code F7 Adopted April 21, 2015</b> <b>ORANGE WINDSOR SUPERVISORY UNION</b></p>
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**Royalton School District**

**STUDENT ALCOHOL AND DRUGS**

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

**Definitions**

***Substance Abuse*** is the ingestion of drugs and or alcohol in such a way that it interferes with a person's ability to perform physically, intellectually, emotionally, or socially.ii

***Drug*** means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal regulation or statute.iii

**Educational Program.** The (Superintendent, Principal, Other) shall work with appropriate staff members to develop and conduct an alcohol and drug abuse educational program.iv The program shall be consistent with the Vermont Alcohol and Drug Education Curriculum Planv. If the school district is a recipient of federal Safe and Drug-Free Schools and Communities Act funds, the Act will be considered in the development of the alcohol and drug abuse educational program.vi

**Support and Referral System.** In each school the principal or his or her designee shall develop a support and referral system for screening students who refer themselves and students who are referred by staff for suspected drug and/or alcohol use and/or abuse problems.vii The support and referral system will include processes to determine the need for further screening, education, counseling or referral for treatment in each referred case.viii In addition, the principal shall establish procedures for administering emergency first aid related to alcohol and drug abuse.ix

**Cooperative Agreements.** The (Superintendent, Principal Other) shall annually designate an individual to be responsible for providing information to students and parents or guardians about outside agencies that provide substance abuse prevention services and to encourage the use of their services and programs when appropriate.

The South Royalton School District, provides SAP services two days a week that are administered by a licensed drug and alcohol counselor. Trained personnel work with local community and private practitioners to assess and triage appropriate treatment and referrals for students presenting with substance abuse issues or concerns. This can include, but is not limited to: outpatient, intensive outpatient and inpatient treatment. Levels of care and access and availability are also an important part of the referral process for students seeking support and referrals.

**Staff Training.** The (Superintendent, Principal, Other) will work with appropriate staff to provide training for teachers and health and guidance personnel who teach or provide other services in the school's alcohol and drug abuse prevention education

program. The training provided will meet the requirements of State Board Rules related to staff training.x

**Community Involvement.** The (Superintendent, Principal, Other) will work with school staff and community members to implement a program to inform the community about substance abuse issues in accord with State Board of Education rules.xi

**Annual Report.** In a standard format provided by the Vermont Department of Education, the (Superintendent, Principal, Other) will submit an annual report to the Commissioner of Education describing substance abuse education programs and their effectiveness.xii

**Notification.** The (Superintendent, Principal, Other) shall ensure that parents and students are given copies of the standards of conduct and disciplinary sanctions contained in the procedures related to this policy, and are notified that compliance with the standards of conduct is mandatory. Notice to students will, at a minimum, be provided through inclusion of these standards and sanctions in the student handbook distributed to all students at the beginning of each school year or when a student enrolls in the school.xiii

<b>Tobacco Prohibition Policy</b> <b>CODE E8Approved: December 7, 1995 Revised: April 21, 2015</b>
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In accordance with state law, it is the policy of the Orange Windsor Supervisory Union and the South Royalton School District to prohibit the use of tobacco or tobacco substitutes on supervisory union or school grounds or at school sponsored functions. This ban extends to any student, employee or visitor to the school, and applies at all times, whether or not school is in session. Students are, furthermore, prohibited from possessing tobacco products, tobacco substitutes or tobacco paraphernalia at all times while under the supervision of school staff or at school-sponsored activities. The Superintendent or his or her designee shall develop procedures, rules and regulations that are necessary to implement this policy and, at a minimum, will include provisions ensuring that tobacco products, tobacco substitutes or tobacco paraphernalia are confiscated when found in the possession of students and that referrals to law enforcement agencies are made when appropriate.

#### Definitions

For purposes of this policy and administrative rules and procedures developed pursuant to this policy:

1. School grounds means any property and facilities owned or leased by the school and used at any time for school related activities, including but not limited to school buildings, school buses, areas adjacent to school buildings, athletic fields and parking lots.
2. School sponsored activity means activities including but not limited to field trips, project graduation events, sporting events, work internships and dances.
3. Tobacco product has the same meaning as set forth in 7 V.S.A. 1001(3), as amended from time to time.
4. Tobacco paraphernalia has the same meaning as set forth in 7 V.S.A. 1001(7), as amended from time to time.
5. Tobacco substitutes has the same meaning as set forth in 7 V.S.A. 1001(8), as amended from time to time.

Date Warned: April 21, 2015  
Date Adopted: April 21, 2015 South Royalton Board  
Legal Reference(s): 16 V.S.A. §140 (Tobacco on school grounds)  
18 V.S.A. §§1421 et seq. (Smoking in the workplace)  
7 V.S.A. 1001 et seq.

#### **Leave No Child Behind ACT**

##### **Teacher Qualifications**

The South Royalton School seeks to employ fully qualified educators who hold an appropriate and current Vermont License from the Vermont Department of Education. Unfortunately, due to the shortage of fully qualified educational professionals in many fields, this is not always possible. When it is not possible to have fully qualified personnel, the South Royalton School seeks to employ the most highly qualified candidate by applying to the Department of Education for a waiver from licensing requirements. The waiver requires that the individual works to meet the requirements for licensure and is for one year's duration. (Licensing waivers for a second or even third year are sometimes granted.)

Parents have the right to know the professional qualifications of any teacher serving their children and whether that person has a Vermont License. Such requests should be submitted in writing to the building principal. Further, the parent of any student in the South Royalton School who is taught for more than four weeks by any classroom teacher who is not fully qualified will receive written notification of this situation from the school.

#### **Homeless Students**

Homeless students within the Orange Windsor Supervisory Union are entitled to a free, public education. As required by federal law, the central office has a homeless liaison who can assist homeless parents and students. This person can be reached at 763-8840.

#### **Right to Constitutionally Protected Prayer & Religious Beliefs and Practices**

Neither the South Royalton School District nor the Orange Windsor Supervisory Union has any policy or practice that restricts participation in constitutionally protected prayer. The school is neutral in matters of religion and neither directs students regarding what religious beliefs they should hold nor interferes with religious beliefs and practices which are not disruptive and do not violate the rights of others. Religious groups or clubs may utilize the school on the same basis as non-religious groups and clubs.

#### **Provision of Information to Military Recruiters**

As required by federal law, the South Royalton School will, upon request, provide any military recruiter from the United States Armed Services with the names, addresses, and telephone numbers of students in grades nine through twelve. A parent, however, does have the right to have this information withheld from military recruiters, if, *and only if*, he or she submits a written request that his or her child's name not be provided to recruiters.

#### **Student Victims of Violent Offense at School**

The South Royalton School strives to keep all children safe and preclude violence at school. Under federal law, any student who has been a victim of a violent criminal offense on the grounds of any public school has the right to transfer to another school within the “Local Education Agency.” For the South Royalton School, the Local Education Agency is the Orange Windsor Supervisory Union which includes the following schools: The Newton School, Sharon Elementary School, South Royalton School, Tunbridge Central School, and Chelsea Public School.

**ORANGE WINDSOR SUPERVISORY UNION**  
**ROYALTON SCHOOL DISTRICT**  
**WEAPONS POLICY**

**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**

For the purposes of this policy, the terms “weapon” and “school”, and “expelled” shall have the following meanings:

***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, device, instrument, material or substance whether animate or inanimate, which in the manner it is used or is intended to be used, is known to be capable of producing death or serious bodily injury.

***School*** means any setting which is under the control and supervision of the School District. It includes school grounds, facilities, school-sponsored events whether held on or off of school grounds and vehicles used to transport students to and from school or school activities.

***Expelled*** means the termination for at least a calendar year of educational services to a student. At the discretion of the Board and administration, an expelled student may be afforded limited educational services at a site other than the school during the period of expulsion under this policy.

### **Sanctions**

Any student who brings a weapon to school shall 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.

<p style="text-align:center"><b><u>Orange Windsor Supervisory Union</u></b> <b>Royalton School District</b> <b><u>Reporting Suspected Child Abuse or Neglect</u></b></p>
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### **Purpose**

The purpose of this policy is to protect children whose health and welfare may be jeopardized by abuse or neglect and to ensure that school district employees meet their legal reporting obligations under 33 V.S.A. §4913. It is further the purpose of this policy to make clear to school district employees that it is not their role to be investigator, judge and jury in cases of suspected abuse or neglect. Rather, it is the role of the school district employees to be faithful and timely reporters of suspected abuse or neglect so that allegations can be brought to the attention of objective, trained and experienced investigators.

### **General Policy**

Any school district employee, regardless of whether he or she is a “mandated reporter,” shall report suspected child abuse or neglect to the building principal or his or her designee. If the building principal or designee is the person suspected of child abuse, the report shall be made to the superintendent of schools. Any school district employee who is a “mandated reporter,” in addition to reporting such suspected abuse or neglect to the principal, principal’s designee or superintendent, shall immediately report the suspected abuse or neglect to the Department for Children and Families (DCF). Upon receiving a report, the principal, principal’s designee or the superintendent, shall remind the reporter of his or her legal responsibility to further report immediately to DCF.

### **Definitions**

“Mandated reporter” means a school principal, school teacher, school guidance counselor, school librarian, school nurse, and other health care provider.

“Immediately” means as soon as the abuse or neglect is suspected but in no case later than 24 hours after such abuse or neglect is suspected.

“Suspected” means the school district employee has reasonable cause to believe such abuse or neglect may have occurred. This does not mean that the employee must be convinced that the abuse or neglect occurred, only that it might have occurred. Any doubts the employee may

have shall be resolved in favor of reporting the suspicion. Further, the employee shall not refrain from making a report under this policy for the reason that there may be retaliation against the child, the employee has a confidential relationship with the child, or for any other reason no matter how well-intentioned.

“Report” means an oral and/or written description of the suspected abuse or neglect. If the report is made orally, the reporter should make a written notation of when and to whom the report was made and when the report was made. A copy of this notation shall be submitted to the principal. A report made to DCF shall contain the following:

1. The name and address of the reporter
2. The name and address, if known, of the child and the child’s parents or other persons responsible for the child’s care
3. The age of the child
4. The nature and extent of the child’s injuries together with any evidence of previous abuse or neglect of the child or the child’s siblings
5. Any other information the reporter believes might be helpful.

“Abused or neglected child” means a child under the age of eighteen whose physical or mental health or welfare is harmed or threatened with harm by the acts or omissions of the child’s parents or other individual who may be responsible for the child’s welfare (e.g. guardian, foster parent, stepparent, teacher, etc.) or in the case of sexual abuse, any individual. Harm can be caused by the actual infliction of harm, by allowing such harm to occur, by failing to provide the child with adequate food, clothing, shelter or health care, or by abandonment of the child.

“Sexual abuse” means any act by a person involving sexual molestation or exploitation of a child. Sexual abuse also includes the aiding, abetting, counseling, hiring, or procuring of a child to perform or participate in any photograph, motion picture, exhibition, show, representation, or other presentation which, in whole or in part, depicts sexual conduct, sexual excitement or sadomasochistic abuse involving a child. Sexual abuse may also be sexual harassment. However, following the school district’s policy on sexual harassment does not fulfill a mandatory reporter’s legal responsibility under the SRS reporting law. Suspected sexual abuse must be reported to SRS.

#### **Availability of Policy**

This policy shall be provided each year to the parents of students in attendance and to each employee of the school district.

#### **Act 1 (Vermont’s Sexual Abuse Response System)**

In response to Act 1 (Vermont’s Sexual Abuse Response System), all OWSU schools have increased their efforts to ensure students, staff, and parents help keep our schools safe from sexual abuse and violence. Three primary requirements of school districts are: (1) provide instruction to students on how to recognize and prevent sexual abuse and sexual violence; (2) ensure adults employed in schools receive orientation on the prevention, identification, and reporting of child sexual abuse and sexual violence; and (3) provide parents, guardians, and other interested persons the opportunity to receive orientation, identification, and reporting information on sexual abuse and sexual violence.

To that end, should you wish to receive additional information on sexual abuse and violence, please contact your school at your earliest convenience.

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i 16 V.S.A. § 1165(a). See also 18 V.S.A. § 4237 making it unlawful for any person to sell or dispense any regulated drug to minors or to any other person on school property or property adjacent to a school .

ii Vermont State Board of Education Manual of Rules and Practices, Rule 4211

iii *See definitions of narcotic drugs and hallucinogenic drugs in 18 V.S.A. §4201; and controlled substance in 41 U.S.C. §706(3) and 21 U.S.C. §812.*

iv 16 V.S.A. §131(9); SBE Rule 4213.1

v SBE Rule 4212.2 *requiring that education program be consistent with this Plan.*

vi 20 U.S.C. §§7101 et seq.

vii SBE Rule 4212.3

viii SBE Rule 4212.3D.

ix SBE Rule 4212.3B. SBE Rule 4212.3B requires that each "...school district policy...establish procedures for administering first aid related to alcohol and drug abuse. The procedures will define the roles of the personnel involved."

xSBE Rule 4213.2. See also SBE Rule 4212.3C.

xi SBE Rule 4214 does not require that this paragraph be included in a school board policy. The rule does require that schools engage in community programs "...to inform the community about the school's alcohol and drug prevention education program, alcohol and drug abuse prevention issues, and community-wide responsibility for effective alcohol and drug abuse prevention.". This paragraph could be included in administrative procedures developed in conjunction with this policy.

xii SBE Rule 4215 does not require that this paragraph be included in a school board policy. The rule does require that the school's annual report include information on substance abuse education programs. This paragraph could be included in administrative procedures developed in conjunction with this policy.

xiii This section is not required by law , but could be included in a school board policy to ensure that adequate notice of the school district's policy and procedures related to alcohol and drug abuse is given to students and parents.