

ALBANY COMMUNITY SCHOOL

351 Main Street
Albany, VT 05820

Home of the Wolves

STUDENT-PARENT HANDBOOK **2016-2017**

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Full and Part-Time Staff for 2016-2017

The personnel at the Albany School offer educational programs and support services to students through the coordinated efforts of a full time principal, professional faculty, and dedicated support staff. With strong commitment to meeting the needs of children, the administration, faculty, and staff strive to provide an environment in which all students can experience the excitement of learning.

Principal	Todd Rivver
Administrative Assistant	Jane Naylor
Kindergarten	Charles Supernaw
Grades 1 and 2	Sandra Young
Grades 3 and 4	Ashley Stout
Grades 1 through 4 Math	Wendy Leithead
Reading Interventionist	Donna Bousquet
Middle Grades Science	Megan Jolly
Middle Grades Math	Candy Palmer
Middle Grades Language Arts	Jennifer Schoen
Middle Grades Humanities	Clara Rollins
Librarian	Carol Rowell
Guidance	Sue Brown
Art	Tule Fogg
Music	Amy Newton
Physical Education	Peter Auclair
Elementary Special Education	Danielle Blanco
Middle Grades Special Education	Chad Fox
Paraeducators	Roxanne Bedard Trina Newland Georgette Rowell MaryLou Malachuk Patricia Lackie Kelly Turgeon
Head Cook	Nancy Miller
Kitchen Aide	Lisa Gaboriault
Nurse	Jennifer LaPoint
Building Manager	Jeff Potter
Custodian	Tom Chaffee
Superintendent	Don Van Nostrand

Equal Opportunity Employer

It should be noted that Albany Community School is an equal opportunity employer. ACS does not discriminate on the basis of sex in the educational programs or activities

which it operates, and that it is required by title IX . . . not to discriminate in such a manner.

ALBANY COMMUNITY SCHOOL VISION AND GOALS

Our Vision

**We strive to provide
an environment where
students will develop
to their fullest.**

Virus et Scientia
**(Character and
Knowledge)**

Our School's Goals

1. Develop the love and skills of reading, writing, speaking, listening, observing, analyzing, and fluent computing for all students.
2. Contribute to the emotional and physical well-being of each student.
3. Stimulate the desire for lifelong learning.
4. Encourage respect for the rights and dignity of all members of the school community.
5. Help students appreciate and enjoy their cultural heritage by involving them in the arts, literature, history, and science.
6. Help students to understand the relationship between people and the environment.
7. Nurture creativity.
8. Promote an awareness of the responsibilities of citizenship.
9. Establish an environment, which encourages high moral, ethical and intellectual standards.
10. Promote high self-esteem for all members of the school community.

IMPORTANT DATES

Board Meetings

The following is a list of scheduled board meetings from now until March 2017. These meeting dates are subject to change.

Date	Time	Location
Thursday, September 15 th	6:00 pm	Lake Region Union High School
Thursday, October 20 th	5:30 pm	Albany Community School
Thursday, November 17 th	6:00 pm	Lake Region Union High School
Thursday, December 15 th	5:30 pm	Albany Community School
Thursday, January 19 st	6:00 pm	Lake Region Union High School
Thursday, February 16 th	5:30 pm	Albany Community School
Thursday, March 16 th	6:00 pm	Lake Region Union High School

Marking Periods/Conference Dates

Marking Period	Progress Reports	End of Quarter	Parent Conferences
First	September 23, 2016	October 28, 2016	November 9, 2016 Day and Evening All Parents
Second	November 22, 2016	January 13, 2017	January 26, 2017 Evening Only Parent/Teacher Request
Third	February 17, 2017	March 24, 2017	March 30, 2017 (evening) March 31, 2017 (Day) All Parents
Fourth	May 5, 2017	June 12, 2017	End of school year; no conferences scheduled

SCHOOL ROUTINES AND PROCEDURES

School Hours

The school day begins at 8:00 a.m. and ends at 2:55 p.m. Students who arrive later than 8:00 will be marked tardy for the day. Please be sure to have students at school by 7:55 so teachers can take attendance and students can prepare their materials for the day. Students should not be dropped off prior to 7:30 a.m. When dropping off or picking up children, please park in the appropriate places and turn off your ignition.

Attendance

A child's attendance at school is important for his/her academic and social growth. Regular attendance promotes progress and improved performance. If a child is sick, he/she should not come to school. **Parents should call the school in the morning if the child will be absent that day. A note from a parent giving the reason for absence should be sent to school the day following the absence.** Absences will be recorded as unexcused until the school receives a note with the reason for the child's absence. For your child's safety, the office will phone the homes of students who have not notified the school and are absent.

The following is a list of circumstances that are the only recognized excuses for school absences other than illness:

1. Family Illness
2. Death in the Family
3. Religious Holidays
4. Medical/Dental Appointments
5. Special Advance Permission from the Principal

Students who have missed seven (7) days of school during any quarter are at risk of failing for the quarter. Attendance will be taken into consideration if a student is at risk of being retained at the end of the school year.

Truancy

Students who have are chronically absent without a valid excuse will be considered truant and a referral will be made to the appropriate local agency.

Dismissal Time

Dismissal for busses is at 2:55 p.m. Parent pick-up follows after the busses have left. Parents who are picking up their children are asked to wait in the lobby for their children. **Please do not go down to your child's classroom to get them.** Dismissal time is busy and we need a minimum of distractions to homerooms during that time. If you need to leave early, please make arrangements with the office prior to dismissal time.

Parents requesting early dismissal for their child need to notify the school office in writing or by telephone.

Parent permission is required for all students leaving with a non-custodial parent. Parent permission is also needed if students will be going to a different location after school or will be taking a different way home.

School Cancellation

If school closes due to bad weather, we will use the School Reach automated phone messaging system. **Please inform the office of any changes to your phone numbers**

during the year. However, there is no guarantee that it will be working on bad weather days so local radio stations and WCAX Channel 3 will also be notified as close to 6 AM as possible. In the event of an early school dismissal, we will need special instructions before we can send your child anywhere.

Please be sure to complete the early release information on the beginning of the year forms and keep us informed of any changes during the school year.

When the delay is utilized, school may be opened one hour (school would start at 9:00 am) or two hours (school would start at 10:00 am) later than the normal schedule.

Breakfast would be served $\frac{1}{2}$ hour before the hour mentioned above if the school is on a one-hour delay; however, if it is a two-hour delay, no breakfast will be served. A delay would give us the opportunity to have one or two additional hours to improve road conditions, or to provide a window of time to reassess a decision as to whether to open or close.

Field Trips

Occasionally classroom teachers will set up field trips. Permission slips need to be returned to school as soon as possible so that students are allowed to go on these excursions. If a student does not have a field trip permission slip on file with the teacher he/she will not be allowed to go on the trip.

All chaperones for school-sponsored field trips must go through a background check and be fingerprinted. People interested in being chaperones will need to go to the central office to fill out appropriate paperwork and will be responsible for all costs related to the process.

PLEASE NOTE: When a student is in danger of failing, (s)he may not be allowed to go on class field trips. This would be up to the discretion of the classroom teacher and/or principal supervising the field trip. Not being up-to-date with school work, truancy, and behavioral problems may also disqualify a student from participating in a field trip.

*Note: Students are allowed to listen to music while riding to and from a field trip destination. However, we ask that appropriate music is played. If it is found that music is not appropriate in the chaperones' opinion, all music and hardware will be confiscated.

Staying After School

Teachers are on duty in their classrooms from 7:30 AM until 3:30 PM. There are times when you may wish to have your child stay after school to work on a project or watch a sporting event. This is not always possible as teachers are involved in professional activities after school and may not be able to supervise your child. **Children must be supervised if they are to stay after school.** It would be best to make arrangements with your child's teacher **the day before they plan to stay after school** to see if this is possible. A written permission slip must be presented to the office in order for children to stay for a 4:00 PM or later practice/game and **must include which adult will be responsible for your child.** School responsibility for supervision ends after the last bus has left.

Home-School Communications

Home-school communications are very important. **We encourage parents with concerns to make an appointment with the classroom teacher to discuss any problems.** Following student dismissal, teachers have meetings and responsibilities that make it difficult to have impromptu meetings with parents. It is important that parent/teacher meetings take place during a time when the teacher is not busy with other

students so that the teacher's full attention may be focused on the discussion with the parent.

Visitation

Any visitor (including visiting friends and/or relatives) that wants to come to school with one of the students must have prior approval from the principal. All teachers must be given a 24-hour notification and a reason for the visit.

Use of the School Phone

Students are asked to limit their use of school phones to emergency purposes only. Calling about forgotten homework, athletic equipment, musical instruments, or last minute plans to visit a friend are **NOT** emergencies. Students need to learn to be responsible and plan ahead for these occurrences.

Students are not allowed to use the telephone between 2:30—3:00 PM.

Books and Materials

School books (including library books, periodicals, etc), materials, and equipment are school property. It is expected that these items will receive proper care and treatment. Children and/or parents are expected to make appropriate reimbursement for items lost or damaged through destruction or neglect.

HOME AND SCHOOL COMPACT

As a parent, I expect the school to:

- **be firm, be fair, and respect all children.** Expectations will be clear and consistent. All students will be considered valuable members of the class.
- **be well planned for all lessons.** The learning targets of a lesson, as well as the criteria for success, will be communicated to the students.
- **employ current “best practices” in the classroom.** Teachers will provide learning at appropriate levels for all students, opportunities to connect to real-life experiences and student interests, integration of subject matter, and opportunities for students to observe and do, as well as listen and share, through the use of embedded technology.
- **afford students the opportunity to work to their fullest potential every day.** Teachers will guide students to reach their potential by engaging and challenging students in their learning.
- **communicate frequently with parents in a professional and respectful way.** ACS will use various methods of communication to share information with parents.

The school expects parents to:

- **send their children to school ready to learn.** Students should be clean, healthy, well-rested, suitably dressed, adequately nourished, and in a frame of mind to learn.
- **treat school as important.** Show your interest in what your child is learning by asking questions and listening enthusiastically and by participating in school activities.
- **have prepared their children to be members of a school community.** Parents have taught their child how to respect and cooperate with adults and their peers.
- **have children ready to learn because they enrich their lives with suitable experiences.** Examples of these experiences are talking to your children, listening to him/her, reading to him/her, and loving him/her.

Signatures: Parent and school signatures will be recorded on a separate form. **Please sign and return that signature page to school for our records.**

ACADEMIC EXPECTATIONS AND PROCEDURES

Academic Standards

The Vermont Agency of Education has adopted the Common Core State Standards (CCSS). These standards specify the learning expectations for all students in Language Arts in Math. All students in grades 3-8 take the online Smarter Balanced Assessments (SBAC) each spring in order to assess their progress towards mastering Language Arts and Math standards outlined in CCSS. Until new assessments are developed to meet the Next Generation Science Standards (NGSS), students in grades 4th and 8th grade will continue to take the Science NECAP's each May. All other subject areas will continue to follow the Vermont Grade Level Expectations (GEs). Albany Community School teachers, in collaboration with their district colleagues, have spent the past few years in Professional Learning Communities aligning their curriculum to the new, more rigorous standards.

Homework

Homework offers the opportunity to practice new skills and reinforce material presented in school. It is an extension of the daily schoolwork. If you have questions about your child's work, please contact the teacher.

Make-Up Work

All work is expected to be made up after every absence! This work includes classwork and homework. Student will make up the work in a timely manner, at the discretion of the teacher. If students do not complete the work, they will receive a zero. It is possible that a student will fail a class if they have frequent absences and are frequently tardy to school. Failure to pass classes could result in retention.

Report Cards/Progress Reports

The school year is divided into four quarters. At the end of each quarter, report cards will be sent home to parents. Parent conferences will occur in November and April for all parents and in January by parent or teacher request. Progress Reports will be sent out midway through each term for students who are failing or in danger of failing.

PowerSchool

Parents of students in grade 5 through 8 can access their student grades on the internet through PowerSchool. If you have not set up a parent account in previous years, please contact the office. You will need log-in information prior to setting up an account.

Personalized Learning Plans

Beginning in November 2015, Act 77 requires that all students in grades 7-12 develop a personalized learning plan. Here at ACS, our guidance counselor will be working with students in grades 7 and 8 to help them develop these plans. For more information go to <http://education.vermont.gov/flexibl-pathways>.

Grade Advancement

Children develop physically, mentally, emotionally, and socially at different rates. Promotion to the next grade, as well as retention, will be based on the student's ability to meet the grade-level standards over time. If a teacher feels there is a possibility that a student may need to be retained for the up-coming school year, a conference will be held with the concerned teachers, parents and administration to discuss this possibility. This process can be initiated at any time during the school year by a teacher or a parent. Final decision is ultimately with the school personnel; however, the intention is that it is a joint decision between the school and the parents of the child involved.

STUDENT SUPPORT SERVICES

Non-Discrimination

It is the policy of Albany Community School not to discriminate in admission to, access to, treatment in, or on the basis of race, color, national origin, sex, age, or handicapping condition.

These practices are consistent with the provisions of Titles VI and IX of the Civil Rights Act of 1964; Title VI of the 1972 Educational Amendments; Section 504 of the Rehabilitation Act of 1973; the Education of All Handicapped Children Act of 1975; and the Civil Rights Restoration Act of 1987.

Educational Support Team

The Education Support Team (EST) is designed to assist students, parents, and teachers who have concerns about a student. These concerns can be academic, behavioral, and/or social. Team members share information regarding assessment results and current student performance prior to developing an intervention plan using various school resources. The plan is reviewed for progress on a regular basis.

If either you or your child have concerns about your child's progress, please feel free to ask for an EST Team Referral form.

BEHAVIORAL EXPECTATIONS AND PROCEDURES

School Expectations

Albany Community School needs to be a safe, orderly, and respectful place where it is evident that learning is occurring.

EXPECTATIONS FOR BOTH staff and students:

It is expected that...

- Classrooms, desks, workspaces, floors, and coat racks will be kept clean and orderly.
- Snacks will be eaten only in designated areas and at designated times.
- Learning time will be given top priority: Teachers will be in their classrooms on time, prepared to teach meaningful content. Students will arrive promptly for all classes, and be prepared with the appropriate materials and a positive learning attitude.
- Members of the ACS school community will treat one another in respectful ways at all times and will work to support the learning of themselves and others.
- Behavior and Learning Expectations will be posted and discussed in all rooms.
- Staff will make a strong effort to recognize positive student behavior and accomplishments on an individual, class, and/or schoolwide basis.
- Dress will be appropriate and not interfere with the learning process. Messages on clothing will be positive and appropriate.

UNACCEPTABLE STUDENT BEHAVIORS and CONSEQUENCES

- **Swearing:** We expect our language to be respectful to all in our school and we will help students to understand what that sounds like. In severe cases of swearing, the student may be suspended until a parent-student-staff meeting can take place.
- **Stealing:** We must respect the property of others. In cases of stealing, the student will apologize, return the item if possible, and make restitution via school or community service. Parent will be notified by phone or mail.
- **Blatantly refusing or disregarding an adult:** It is important that students respect the authority of all adults in our school. If refusing or ignoring adults, the student will be referred to the office.

- **Interfering with learning to the degree that others cannot learn:** We are here to support the learning of all! Students will be removed from the classroom and referred to the principal's office.
- **Physical attack/Fighting:** A safe school environment is of utmost concern to us. A student acting aggressively may be suspended until such time as a parent can accompany the student back to school and meet with the staff involved.
- **Abusing school property:** We expect students to respect the school facility and contents. Parent will be notified by phone or mail if their child seriously damages school property. Parent/student will be held monetarily responsible for damages.

There is NO gum chewing by students in our school. This is to prevent unsanitary conditions created when used gum is left on school equipment or around the facility.

General Playground Expectations

Albany Community School staff will support the school-wide behavior expectations and may need to restrict activities that they deem are unsafe or violate the rights of others.

- All play shall follow a "Hands Off" expectation. (Pushing, wrestling, kicking, tackle football, dodgeball, pulling on the soccer nets, or other rough play is not safe.)
- All students will go outside for fresh air and exercise at recess time unless they are staying in with teacher permission to do work or for another approved reason.
- Students will play within the designated areas for safety and to respect the school environment.
- Students must ask an adult for permission to go back inside to the bathroom, to the nurse, or for another important reason. That way we will know where students are at all times.
- Coming in, students will stomp and wipe their feet on the mats to help keep our school clean.
- At all times, students will play safely on and with school equipment, including during the afterschool program. We are trying to keep both kids and equipment safe from harm.

Bus Safety

Bus time is an extension of school time and students need to follow these expectations:

- Observe the same conduct as in the classroom.
- Sit properly in your seat. Do not block the aisle.
- Do not stand or move from place to place during the trip.
- Be courteous; do not talk in a loud or boisterous voice, nor use improper language while on the bus.

- Do not open or close the windows or doors of the bus without the driver's permission.
- Keep your head, hands, and feet inside the bus.
- Keep the bus clean and do not damage the bus.
- Do not eat or drink on the bus.
- Be courteous and cooperative with the bus driver.

The Albany Community School Board of directors, after community input and a parent survey, have added cameras on all of our bus routes. Video from these cameras will be used to monitor bus behaviors and insure safety on the buses. Video footage will not be saved or shared. The principal will destroy video on quarterly basis throughout the year.

Student Conduct and Discipline Policy

Policy:

The principal or principal's designee shall be responsible for carrying out discipline procedures conforming with the following guidelines. Basic rules of student conduct will be stated in a student handbook and distributed to all students. Suspension or expulsion of students shall follow due process requirements.

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

2. A student who poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the school shall be immediately removed from the school or to a place within the school determined by the principal/designee to be sufficiently secure to permit the academic process of the school to continue. The parent/guardian of a student who is to be removed will be notified. If the parent/designee can not be reached, the student will be detained in school for the remainder of the day.

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

3. The superintendent or principal may suspend a student from school for a period of 10 days or less for violation of school rules. Prior to a suspension, the student and his/her

parent or guardian shall be given an opportunity for an informal hearing with the principal/designee. The student and parent/guardian must be given notice of the charges, an explanation of the evidence against the student, an opportunity for the student to tell his/her side of the story, and a decision in writing to the parent/guardian.

For further information on long-term suspension (more than 10 days) and /or expulsion, see the entire Albany Community School District Policy F1 in the appendix.

Middle School Behavior Processing Sheets

When students in grades 5 through 8 are sent out of the classroom, they will reflect upon their behavior by filling out a processing sheet. After having time to process their behavior, the student will meet with the principal or classroom teacher to develop a plan for the future and to discuss appropriate consequences. These forms will be sent home regularly to the parents.

Dress Code

Albany Community School is a school/work place. Our students are expected to dress in a manner which allows them to function safely, comfortably, and without distraction to oneself or others. **Dress should not detract or run counter to positive student learning. Messages and art work on clothing should support positive behaviors and habits. Don't forget... these are children... not little adults.**

Specifically:

- Students need to have coverage from neckline to mid thigh. Shoulders, backs, midriffs, and undergarments need to be covered. Shorts, skirts, and dresses should be **no shorter than 4 inches above the knee or at the finger tips- which ever is longer**. Low-riding clothing, spaghetti straps (2-Finger Rule: straps the width of two fingers), tanks, and tummy-showing tops (including with arms raised) are not appropriate school wear.
- **Shoes should be practical and well-fitting-** sneakers are great! The students have many stairs to climb all day long and **loose fitting shoes are a hazard**. **Shoes must not fall off a student's feet when walking or running!!**
- **Sneakers are REQUIRED for PE days** and **must be laced and tied at the top**.
- Jean jewelry (chains) is not allowed.
- Hats are not to be worn in the building unless it is a designated "Hat Day". Hats, kerchiefs, and bandanas are to be removed and stored in lockers/classrooms upon arrival. Hoods are considered hats.
- **Pajama bottoms are to be worn ONLY on a designated "PJ Day"**. They are not appropriate clothing on regular school days.
- Heels on shoes should be of a safe height and design, for students to safely wear during a fire drill. A safe rule of thumb would be no higher than a 1½-

inch block or wedged heel. Spike heels are never appropriate for school nor are open-backed sandals/shoes with high heels.

Students who come to school with inappropriate clothing will be asked to call parents to bring alternative wear or else be given alternative clothing for the day if any are available at the school. (This includes unsafe shoes.)

The dress code is in effect for ALL field trips and other school sponsored events.

(The exception is the wearing of appropriate bathing suits when an event involves swimming.) Our students represent our school during such events. All dress code and behavior expectations apply whenever we leave school grounds on a school-sponsored trip.

Bike Riding



All students must wear helmets while riding bikes to school. There is absolutely no bike riding allowed WHILE ON SCHOOL PROPERTY. Students must walk their bike once they enter the sidewalk area in front of the school. Park bikes in the bike rack immediately upon arrival on school grounds. Students will be given one warning for rule violation of dangerous/reckless biking; after that they will lose this privilege.

Student Detention

Staff may assign a student to a detention for behavioral or academic concerns. **Parents/guardians will be contacted by phone in the event that their child needs to serve a detention.**

TECHNOLOGY EXPECTATIONS

Personal Electronic Devices

Personal listening, gaming, or communication devices such as: MP3, CD, and DVD players; cell phones; pagers; ipod touch/ipads; etc. are not to be used during the school day and during afterschool activities. Students who bring these devices to school do so at their own risk and must turn them into the office upon arrival. These are expensive devices, which can be stolen, broken, or disruptive to the learning environment. We are unable to guarantee the safety of said items; therefore, students are discouraged from bringing personal electronic devices.

We have the capability to identify all devices accessing our network at any time during the day. If a student is caught using the devices during the day, the device will be taken and given back at the end of the day. For the second offense, the device will be taken and kept safe until a responsible adult comes in to pick it up.

Acceptable Use of Electronic Resources and the Internet

It is the policy of the Albany Community School to use electronic resources including the Internet to support and enrich the curriculum. Benefits to students from access to electronic information resources and opportunities for collaboration far exceed the disadvantages.

Access to the school electronic resources including the Internet will be available to students and staff who agree to act in a considerate and responsible manner and abide by the requirements of the school policy.

Inappropriate care/use of electronic resources may result in the student being denied the use of electronic resources for a specified period of time.

FOOD SERVICE

The Albany School District offers its students a nutritional breakfast and hot lunch on a daily basis. The school also offers milk, at a cost, for those students desiring cold lunch. The foods offered for breakfast and lunch meets the standards and guidelines of the National School Lunch and Breakfast Program. For the convenience of students and parents, a menu is published and sent home on a monthly basis.

As part of the National School Lunch Program breakfast and lunch are free to all students beginning with the 2014-15 school year.

Full price meals cost Breakfast: \$1.00; Lunch: \$2.55

Reduced price meals cost: Breakfast: \$0.30; Lunch: \$0.40

There is no charge for free meals.

Milk is part of the meals that are served. If milk is taken without the meal, the cost is \$0.50. If extra milk is taken with a meal, the cost is \$0.50 each. These charges for milk without meals or for extra milk with meals apply to everyone, regardless of qualification for free or reduced price meals.

Mandatory nutritional guidelines require that students choose a fruit or vegetable at lunch. Our staff will hold the students accountable to these new rules.

When sending in snacks, you must furnish your own spoon/fork and straw. Please see attached “Albany Community School—Snack Guidelines”. **Just a reminder – students are not allowed to bring soda, other sugary drinks, or glass containers to school. We strongly encourage parents to keep good nutrition in mind when packing students’ lunches and snacks.**

***Note:** Any grievances will be handled by the USDA. Please contact the office for written procedures on how to do this.

STUDENT ACTIVITIES AND AFTERSCHOOL PROGRAMS

Wolf Pack

Albany Community School is fortunate to have an afterschool program, the Wolf Pack, funded through a 21st Century grant. Each day, students in the program have a snack after dismissal, spend 30 minutes in homework club or at break, and then attend a class of their choice.

Each school year, there are 4 sessions. Students and parents receive information about the offerings prior to the start of a session. There are a limited number of spots for each program and often times students are placed on a waitlist so it is important that students signed up for classes attend on a regular basis. If your child cannot stay for a scheduled program, please send in a note so the afterschool coordinator and the school are aware of the change in plans.

In order to participate in the Wolf Pack, students need to follow the expectations here at school. If a student is unable to follow the school expectations, he/she may be asked not to return to the afterschool program until a plan can be made to help ensure success with behavior during the Wolf Pack.

Sports and Student Activities

The school will maintain a student activity program appropriate to the maturity of students and as varied as staff, facilities, and resources permit. These activities include but are not limited to sports and extra-curricular events. The following criteria for school-sponsored activities are intended to set the standards for eligibility and/or participation:

1. Students should be in good disciplinary standing as determined by the teaching staff and the principal.

2. Students should have a history of regular attendance and should be in attendance on the day of the activity unless excused by the principal.
3. Procedures governing eligibility will be sent home with the student at the beginning of each sport season. Students must return a contract signed by them and their parents before they can begin the season with a sports team.
4. Parents and student athletes will be given information about concussions at the beginning of every sports season. (All coaches will receive training regarding concussions on a yearly basis.)
5. Participation, in ALL “during and after school” activities is dependent on appropriate student behavior. We will notify parents/guardians if a student needs to be removed from a particular activity.
6. Students who are significantly behind in their schoolwork may be asked to complete that work before joining an extra activity that is not critical to their instruction.

Recruitment of students will be from the 7th and 8th grades only for sports teams. If there are not enough players from these two grades, 6th graders will be recruited. **NOTE: A physical examination is required prior to participating in any sport. See attached student physical forms.**

PARENTAL INVOLVEMENT

Partners in Your Child’s Education

Both parents and teachers are working toward the same goal—the best possible education for our children. When the two combine forces, the results are unbeatable. Children feel a sense of pride when they know their parents are visible at their school and working on a project; and teachers feel rewarded and much appreciated when parents support them.

Here are some areas of cooperation that are important:

1. Make sure your child attends school regularly and on time.
2. Support the school in its efforts to maintain proper discipline.
3. Stay in tune with what your child is learning. Ask him/her questions about his/her day.
4. Let the school know of any problems outside of school, which could affect your child’s day in school.
5. Stay in touch with the classroom teacher and principal. If there are any questions about the program your child is in, let them know early so that adjustments can be made.
6. If the teachers or support staff have been particularly helpful with your child’s school work, let them know. We all need compliments!

Working Together and The Chain of Command

The Albany Community School staff and Principal work very hard to see that students are fairly treated each school day. We find that students are quite concerned about fairness in situations where discipline, academic, or peer (friends) problems are concerned. It is the belief of the staff and administration that both students and parents have a right to be heard and to express their concerns in a polite, respectful manner.

The **protocol to be followed when seeking resolution to a concern** is as follows:

1. See the adult involved to discuss the situation.
2. Speak with the principal to help with a resolution.
3. Contact the Superintendent if there is no resolution at the school level.
4. Contact the School Board in writing or by attending a monthly meeting.

The Albany PTC

The Albany Parent Teacher Community (PTC) organization has been a part of the Albany School system for many, many years. It was begun by interested parents as a way of supporting the educational programs for the children of Albany. The PTC exists due to the efforts of passionate parents whose commitment year after year has been responsible for the continued benefits that the PTC provides for the children of Albany. Bi-monthly meetings are announced in the local newspaper and through school notices. It is our hope to start the new school year with a HUGE turnout. Support from the parents and the community is a necessity without which we would not exist. We welcome all parents, teachers, and community members to join us in this worthwhile and rewarding experience.

Volunteers

Parents and/or community members interested in volunteer opportunities are encourage to contact the school. **All school volunteers, including field trip chaperones, must complete a criminal background check, including fingerprinting.** The potential volunteer is responsible for all incurred costs of this process. This requirement is necessary to keep our students safe. Forms are available at the Orleans Central Supervisory Union office in Barton.

CONFIDENTIALITY

Student Records

The keeping of accurate and appropriate educational records on all students is a necessary part of a sound educational program. The information contained in students' educational records belongs primarily to the students and/or their parents/guardians. The school, as trustee of this information, maintains these records for educational purposes to serve the best interests of its students, and subscribes to the following:

Confidentiality Statement

The principle of confidentiality underlies all policies and procedures for the collection, maintenance, disclosure, and destruction of educational records. Educational records entrust information to others, and obligates them to safeguard and protect the confidentiality of any personally identifiable information.

Parental Notification

Annually, the school will notify parents/legal guardians of minor students and eligible students (age 18 and over) currently in attendance of their rights under the Family Rights and Privacy Act (FERPA) of 1974. Notice will be given in a manner likely to inform parents/legal guardians and eligible students of their rights. The notice will include a statement that the parents/ legal guardians and eligible students have a right to:

- A. Inspect and review the student's education records;**
- B. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;**
- C. Consent to disclosure of personally identifiable information contained in the student's records, except to the extent that the Act authorizes disclosure without consent;**
- D. File with the U.S. Department of Education a complaint concerning alleged failures by the school to comply with the requirements of the Act;
FERPA Office, Dept. of Ed., 4512 Switzer Bldg., Washington, DC 20202
(202) 245-0233**
- E. Obtain a copy of the school's policy and written procedures or protocols related to student records.**
- F. To request and receive this notice in your primary or home language.**

Media Use and Release Notice

In our efforts to continually improve the strategies we use to instruct students, we look toward incorporating the use of media equipment in their learning. They are excellent tools for teaching and providing creative opportunities for students to demonstrate their understanding, while teachers use them to reflect on their own teaching practices.

Throughout the school year, students participate in special programs, activities, and events that support their education. **Staff or local media may cover these events by taking photographs or video, and student products (including multimedia projects and artwork) may be collected and shared. This may include through newspaper, television, websites, or other media production. It is the responsibility of the parents/guardians of the students to contact the school if they do not want this information shared. Please send a written request to the principal if you would like your child to be excluded from possible future sharing of work, photographs, video.**

Student Surveys

Throughout the year, students are asked to take surveys. One example is the 8th grade Vermont Youth Risk Behavior Survey that is distributed by the state's Department of Health. Parents/Guardians have a right to inspect surveys created by a "third party" (meaning not federally funded) before it is administered. Letters informing parents of these types of surveys to be given will be sent home in advance. If a parent chooses not have their child participate in the survey, a written notice must be given to the administrator in advance of the survey date by 24 hours.

HEALTH SERVICES

Illness or Injury in school

If your child becomes ill or sustains a significant injury while at school, we will notify you as soon as possible at the phone number(s) you have given the school. If we are unable to contact you, we will notify the person(s) you indicated as your emergency contact.

Please do not send a sick child to school. If your child was vomiting or running a fever during the night, please keep him/her home the next day, even if he/she is feeling better in the morning. This gives your son/daughter the opportunity to recover, and reduces the likelihood of his/her classmates coming down with the same illness.

No student will be dismissed for health reasons unless a parent/guardian, relative or emergency contact is reached and transportation arrangements can be made.

Head Lice

Please check your child weekly for signs of head lice. All schools within the Orleans Central Supervisory Union have a “no nit” policy regarding head lice. This means that if a child is identified as having lice or lice eggs (nits), they are sent home for treatment and may return when all signs of the infestation (lice and nits both) are removed. We follow the recommendations of the National Pediculosis(lice) Association which include both the no-nit policy and school-wide head checks. We check heads on the first day of school and the day after Thanksgiving, Christmas, February and April vacations.

Medications in School

All medications should be brought to school by an adult and are kept in a locked drawer in the Office. Exceptions can be made for students with chronic illnesses that require close medical management such as diabetes, asthma or severe allergies requiring emergency medications. However the school requires there be a written request, signed by both the parent and physician, that the child be allowed to carry his/her medication.

For medications administered at school we need the following:

- Non-prescription – a medication permission request signed by the parent
- Prescription - a medication permission/order signed by the parent and physician
- All medications must be in their original container. For prescription medications, just ask the pharmacist for two: one for home and one for school.

● **Cough Drops:** Students may carry and self-administer cough drops with a parent’s written permission. However they must do so responsibly, without creating problems in the classroom or sharing with their classmates.

Stock medications: The health office maintains supplies of acetaminophen (Tylenol) and ibuprofen (Advil) that may be administered to students with the consent of their parent or guardian (either by telephone or written permission). If parents want their child to be able to take any other medications, they will need to supply them.

Emergency Medications: All students who have severe allergic (anaphylactic) reactions must keep an EpiPen at school in the office. If it is necessary for the student to carry the emergency medication, he/she may do so with a physician’s order.

Annual Health Screenings

The VT Department of Education now recommends that students be screened for hearing in grades 1, 2, 3, 5, 7, and 9; and for vision in grades K, 1, 3, 5 and 7. Parents with concerns about their child taking part in these screenings should contact the health office for information on opting-out of the screening. Screening for height, weight and blood pressure are no longer recommended. Referrals are mailed to the parent/guardian.

Immunizations

New requirements were implemented August 2008 and are summarized below. They apply to students entering Kindergarten and those entering 7th grade. It also applies to students of any grade who enroll at Albany Community School after August 2008.

Vermont mandates that the school not allow students to attend until we have documentation of their immunization status and it complies with the following requirements. If time is required for the child to receive a series of immunizations, he/she may attend school with documentation from his/her physician that he/she is in the midst of the process.

- **DTP / DTaP/Tdap 5 doses** (4 doses if last one received on/after 4th birthday)
- **Tdap Prior to entry into 7th grade**
- **Polio 4 doses** (5 doses if last one received on/after 4th birthday)
- **MMR 2 doses**
- **Hepatitis B 3 doses**
- **Tetanus Booster (Td, TdaP) Required every 10 years**
- **Varicella (Chickenpox) 2 doses** (This may be waived if the parent/guardian signs a specific VT Health Department form attesting that the child had the disease. The school has this form)

**Please inform the Health Office when your child receives immunizations so that the health record is updated.*

Concussions

Under 16 V.S.A 1431 the principal shall ensure that the statewide concussion and other head injury guidelines are provided annually to each youth athlete and the athlete's parents or guardians. Each youth athlete and parent or guardian shall annually sign a form acknowledging receipt of the concussion and other head injury guidelines. For further information on the concussion guidelines, go to http://education.vermont.gov/documents/EDU-Act_58_Concussion_Guidelines.pdf

Comprehensive HIV Policy for Schools Prek-12

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 Albany 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.

FIRE/EVACUATION/LOCKDOWN

Fire and lockdown drills are conducted on a regular basis. During fire drills, students are to follow the directions of their teacher and leave the building quickly and quietly. Students are to wait with their class at a safe distance from the school until they are directed to re-enter the building. During lockdown drills, students are to meet in the designated area of the classroom and remain quiet until the end of the drill.

We will also conduct all-school evacuation drills (for bomb threats). Students will follow the directions of their teacher on how these drills are completed.

In the event of an emergency situation that requires a **school evacuation**, students will be removed to a site and held until they can safely return to the school or until they are picked up by parents/ guardians

In the event of a **lockdown**, the school will be closed and locked. Students and staff will remain inside in a closed-off area. Parents will not have access to their children until the emergency is under control. We will not open the school doors until an appropriate level of safety can be assured. If we need to use a lockdown procedure (other than a practice drill), parent will be notified.

SCHOOL SAFETY

Tobacco, Alcohol, and Drugs

Philosophy:

The use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. All students have the right to an education in an alcohol- and drug-free environment. The board expects the school to develop an educational program that provides every student with an understanding of the physical, psychological, social, and legal consequences associated with drug abuse.

Chemical abuse and dependency are treatable health problems that are primarily the responsibility of the home and community. The school shares this responsibility in the areas of prevention (education) and intervention (identification and referral).

Community and schools share this responsibility because chemical dependency problems interfere with behavior, learning, and the fullest possible development of each student.

Policy:

It is the policy of this school district that no student shall knowingly possess, use, give, sell 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. Vermont State Law prohibits the use of tobacco products and illegal drug use on school grounds. This includes students, staff, and any other adult.

Drug” means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance (for example steroids, alcohol) as defined by state or federal regulation or statute.

Mandatory Procedures for Dealing with Substance Abuse Incidents

Students who are experiencing problems with alcohol and drugs are in need of assistance. The type of assistance needed may vary. However, the school system is committed to providing the most appropriate response to each individual. The actions set forth in the policy will be considered routine procedures. In situations where extreme violations occur, the administrator may waive the specific action. Any action taken by waiver of these procedures will be explained in a written report to the superintendent. All disciplinary measures taken in accordance with this policy will comply with due process requirements. *The entire Alcohol and Drug Use Policy can be found in the appendix.*

NOTE: Students' dress shall reflect the Alcohol/Drug policy. It is unacceptable for students to wear any clothing which identifies alcohol, drugs, and/or tobacco and/or which suggests, promotes, hints at, or otherwise creates a message that is contrary to the philosophy of this policy and the establishment of an alcohol and drug-free environment.

Reporting Suspected Child Abuse and Neglect

It is the policy of the Albany Community School to ensure that all school district employees report suspected child abuse and/or neglect. School employees are to protect children whose health and welfare may be jeopardized by abuse or neglect. Furthermore, it should be noted that the role of school employees is not to be an investigator, judge, and jury in cases of suspected abuse or neglect but rather 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.

Weapons in School

Any student who brings a weapon to school, except with permission from the principal (i.e., when the “weapon” will be used for a demonstration or sporting, recreational, or cultural purpose) shall be brought by the Superintendent to the School Board for an

expulsion hearing. 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 she/he had brought a weapon to school.
2. The student did not intend to use the weapon or threaten or endanger others.
3. The student is disabled and the misconduct is related to the disability.
4. The student does not present an on-going threat to others and a lengthy expulsion would not serve in the best interests of the pupil.

NOTE: Any student who brings a weapon to school shall be referred to a law enforcement agency.

No squirt guns allowed at school or on school grounds.

See policy in school board policies handout.

False Public Alarms

A person who initiates or willfully pulls a fire alarm and/or circulates a report of an impending bombing or other catastrophe, knowing that the report or warning is false or baseless and that it is likely to cause evacuation of a school building, faces serious consequences.

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.

NOTE: 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 two years in prison and a \$5,000 fine. Second or subsequent offenses can result in imprisonment of not more than 5 years and/or a fine of not more than \$10,000. The making of such a threat may also lead to civil liability. Charges will be brought if a student is at least 12 years old.

Bullying and Harassment

It is the policy of the Albany Community School Board to maintain a learning and working environment which is free from unlawful

harassment and bullying. The School District prohibits any form of unlawful bullying or harassment on the basis of disability, marital status, national origin, race religion, gender, or sexual orientation. Students should report suspected incidents of bullying and harassment directly to the principal or another adult employee in the building.

We strongly encourage parents to work with their children in developing tolerance for others who are different in some way. Our children will need these “people” skills if they are to be successful in the 21st Century workforce. The complete Albany policy on harassment and bullying can be found in the appendix at the end of this handbook. Please see descriptions of bullying and harassment below:

Words to know:

Violence

- Physical force exerted for the purpose of harming another
- Abusive or unjust exercise of power
- Very forceful expression of feeling - usually anger

Intimidation

- To make timid (hesitant or fearful) – often by threats
- Creates a sense of fear

Aggression

- Unfriendly action or behavior directed toward another

Bullying

Any overt act or combination of acts directed against a student by another student or group of students and which:

1. Is repeated over time:
2. Is intended to ridicule, humiliate, or intimidate the student; and
3. Occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school-sponsored activity.
4. Cyberbullying occurs over the internet and will fall into the responsibility of the school if it has an adverse effect on the education of any students.

Harassment

1. An incident or incidents of:
 - Verbal, written, visual, or physical conduct
2. Based on or motivated by a student or their family members actual or perceived:
 - Race, creed, color, national origin, marital status, gender, sexual orientation, or disability
3. And which has the purpose or effect of:
 - Significantly getting in the way of, detracting from, or interfering with a student’s educational performance or access to school resources, or which creates an intimidating, hostile, or offensive environment.

Conduct that might otherwise be considered bullying but does not occur during the school day, on school property, to or from school, on a school bus, or at a school-sponsored event still may be subject to disciplinary action pursuant to 16 V.S.A. §§1161(a) and 1162.

Any student, who knowingly makes false accusations regarding bullying, may be subject to disciplinary action.

Sexual Harassment

It is the policy of the Albany School District that all persons associated with the District including **but not limited to** the School Board of Directors, the administration, the staff and students shall conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be deemed in violation of this policy and appropriate disciplinary measures shall be taken.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or education decisions affecting such individual; or
3. Such conduct has a purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating or hostile or offensive working or educational environment.

The principal will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with procedure to be developed by the school administration. Should a person allege that the Grievance Officer him/herself is the person who allegedly is engaged in harassment, the person may take their grievance directly to the Superintendent.

Hazing

It is the policy of the Albany Community School District that its school provides a safe, orderly, civil, and positive learning environment. Hazing has no place in the school and will not be tolerated.

“Hazing” means any act committed by a person, whether individually or 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 school; 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 and or physical health of the student. “Hazing” also includes soliciting, aiding, directing, or otherwise participating actively or passively in the above acts. Hazing may occur on or off the school grounds. The principal/ designee, upon receipt of a report of hazing, shall promptly begin an investigation.

Examples of hazing include:

1. Any type of physical brutality such as whipping, beating, striking;
2. Any type of physical activity such as sleep deprivation, exposure to the elements;
3. Any activity involving food, liquid, or other substance that puts a student in an unreasonable risk of harm

Reporting: Suspected incidents of hazing should be reported to the principal or other staff members.

Search and Seizure

It is the policy of the Albany Community School to maintain school property to assure the safety and enjoyment of students, school employees, and the general public and to extend the useful life of the school facilities.

To carry out this policy, the school retains the right to examine all its property and to carry out searches or to seize property under the guidelines provided in this policy.

Search and/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exists authorizing such search and/or seizure. Please note: school employees are not the agents of law enforcement officials.

BOARD POLICIES

Albany Community School District Policy Manual

A copy of the district policy manual will be available during the normal workday in the office. If you wish to review any or all of the policies at the school, please feel free to ask to see them.

APPENDIX

1. AIDS or HIV (Policy E9)
2. Student Alcohol and Drugs (Policy F8)
3. Policy on the Prevention of Hazing, Harassment, and Bulling of Students (Policy F24)
4. Acceptable Use of Electronic Resources and the Internet (Policy G11)
5. Student Activities (Policy F12)
6. Student Conduct and Discipline (Policy F1)
7. Tobacco Prohibition (Policy E8)
8. Visits by Parents, Community Members, or Media... (Policy H5)
11. Parent Involvement (Policy H2)
12. Student Attendance (Policy F28)
13. The Use of Restraints and Seclusion (Policy F30)

CODE E9 (Mandatory)

AIDS OR HIV

Policy

It is the policy of the Albany School District to tolerate no discrimination against students or employees who may be afflicted with AIDS or HIV and to provide appropriate education to students about this disease.

Background

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 Albany School District recognizes the:

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

General Provisions

The Albany School District shall not discriminate against or tolerate discrimination against any individual who has or is perceived as having HIV.

1. 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.
2. 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.

Confidentiality, Disclosure, Testing

1. A 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 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 shall develop procedures which ensure confidentiality in the maintenance and, where authorized, dissemination of all medically related documents.

Education and Instruction

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 in HIV infection, other sexually transmitted diseases as well as other communicable diseases, and the prevention of disease, as, required by law.

OPTIONS:

- The School District shall provide age-appropriate, ongoing HIV instruction, in accordance with the Vermont Department of Education guidelines. 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.
- The Superintendent shall designate a coordinator to oversee the District's HIV education plans and programs.
- The School Board shall establish a comprehensive health education community advisory 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 appointment. The School Board shall endeavor to appoint members who represent various points of view within the community regarding comprehensive health education.
- 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.
- 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.

Exposure to Bloodborne Pathogens and Universal Precautions

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 Superintendent or his/her designee 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.

OPTIONS:

- 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.

- The Superintendent or his/her designee shall provide training to all staff and students about the hazards of bloodborne pathogens, the recommended operating procedures of universal precautions, the existence of the VOSHA required exposure control plan, individuals or job classes to be notified in order to safely handle or clean up blood or other body fluid spills, and the location and use of appropriate protective equipment and first aid devices.
- The Superintendent or his/her designee shall provide training on the recommended operative procedures of universal precautions to teaching substitutes and school volunteers.

Enforcement

A person who violates this policy may be subject to remedial and/or disciplinary action in accordance with applicable laws, collective bargaining agreements, policies, and/or disciplinary codes.

CODE F8

STUDENT ALCOHOL AND DRUGS

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

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.

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

Educational Program. The (Superintendent, Principal, Other) shall work with appropriate staff members to develop and conduct an alcohol and drug abuse educational program. The program shall be consistent with the Vermont Alcohol and Drug Education Curriculum Plan. 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.

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. 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. In addition, the principal shall establish procedures for administering emergency first aid related to alcohol and drug abuse.

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 Albany School District has entered into a cooperative agreement with _____ Substance Abuse Services will provide substance abuse treatment to students who are referred through the school's support and referral system, or who refer themselves for treatment.

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.

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.

(Superintendent, Principal, Other) will submit an annual report to the Commissioner of Education describing substance abuse education programs and their effectiveness.

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 **Annual Report.** In a standard format provided by the Vermont Department of Education, the 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.

ORLEANS CENTRAL SUPERVISORY UNION POLICY MANUAL

F24 Page 1 of 6

PREVENTION OF HARASSMENT, HAZING, AND BULLYING F24 OF STUDENTS (Required)

I. Statement of Policy

The Orleans Central Supervisory Union and its member school districts (Albany, Barton, Brownington, Glover, Irasburg, Orleans, Westmore, and Lake Region Union), hereinafter called the “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. Throughout this model policy and the related procedures, “District” shall apply to Independent Schools and should be substituted as appropriate. References to the Superintendent shall equate to “Head of School” or “Headmaster” as appropriate, with regard to Independent Schools. Where language suggests a “District” will take action, it shall be the Superintendent, the Head of School, the Headmaster or his/her designee. It is the policy of the District to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Harassment may also constitute a violation of Vermont’s Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

It is also the policy of the District to prohibit the unlawful hazing and bullying of students. Conduct which constitutes hazing may be subject to civil penalties.

The District shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person - subject to the jurisdiction of the board - who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, or hazing as defined herein, otherwise violates one or more of the board’s disciplinary policies or the school’s code of conduct.

The Model Procedures are expressly incorporated by reference as though fully included within this Model Policy. The Model Procedures are separated from the policy for ease of use as may be required.

II. Implementation

The superintendent or his/her designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy. (See Model Procedures on the Prevention of Harassment, Hazing and Bullying of Students)
2. Annually, select two or more designated employees to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the District that sets forth the comprehensive rules, procedures, and standards of conduct for the school.

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3. Designate an Equity Coordinator to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may be also be assigned to one or both of the Designated Employees.

4. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying.

5. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the District shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the District's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

III. Constitutionally Protected Speech

It is the intent of the 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 policy is to (1) prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that has the purpose or effect of substantially disrupting the educational learning process and/or access to educational resources or creates a hostile learning environment; (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

IV. Definitions

For the purposes of this policy and the accompanying procedures, the following definitions apply:

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

- a. Is repeated over time;
- b. Is intended to ridicule, humiliate, or intimidate the student; and
- c. (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or

(ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.

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B. **“Complaint”** means an oral or written report information provided 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 hazing, harassment or bullying.

C. **“Complainant”** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or bullying.

D. **“Designated employee”** means an employee who has been designated by the school to receive complaints of hazing, harassment and bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school building are identified in Appendix A of this policy.

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

F. **“Equity Coordinator”** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race-based discrimination) for the District and for coordinating the District’s compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the District’s *Preventing and Responding to Harassment of Students and Harassment of Employees* policies. This role may also be assigned to Designated Employees.

G. **“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, 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, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations 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.

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Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment. A hostile environment exists where the harassing conduct is severe, persistent or pervasive so as to deny or limit the student's ability to participate in or benefit from the educational program on the basis of sex.

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.

H. "**Hazing**" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and

(i) Which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.

Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals, provided that:

1) The goals are approved by the educational institution; and

2) The activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions.

With respect to Hazing, "**Student**" means any person who:

(A) is registered in or in attendance at an educational institution;

(B) has been accepted for admission at the educational institution where the hazing incident occurs; or

(C) intends to attend an educational institution during any of its regular sessions after an official academic break.

I. "**Notice**" means a written complaint or oral information that hazing, harassment or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment or bullying,

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another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment or bullying through other means, for example, if information about hazing, harassment or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school’s response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the district, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful harassment or bullying.

J. **“Organization”** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.

K. **“Pledging”** means any action or activity related to becoming a member of an organization.

L. **“Retaliation”** is any adverse action by any person against a person who has filed a complaint of harassment, hazing or bullying 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.

M. **“School administrator”** means a superintendent, principal or his/her designee assistant principal//technical center director or his/her designee and/or the District’s Equity Coordinator.

N. **“Student Conduct Form”** is a form used by students, staff, or parents, to provide, in written form, information about inappropriate student behaviors that may constitute hazing, harassment and/or bullying.

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Date Warned	Date Adopted	Date Revised
Orleans Central Supervisory Union	06/01/2015	
Albany School District	06/01/2015	
Barton School District	06/01/2015	
Brownington School District	06/01/2015	
Irasburg School District	06/01/2015	
Glover School District	06/01/2015	
Lake Region Union High School	06/01/2015	

**CODE G11
(Mandatory)**

ACCEPTABLE USE OF ELECTRONIC RESOURCES & THE INTERNET

Purpose

The Albany School District uses electronic resources including the Internet to support 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.

Definitions. As used in this policy, 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.
- 2) **Harmful to minors** means any picture, image, graphic image file or other visual 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 say 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.
- 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.
- 4) **Minor** means an individual who has not attained the age of 18.
- 5) **Computer** means any hardware, software, or other technology attached or connected to, installed in, or otherwise used in connection with a computer.
- 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.

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 District 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 by students, staff or others of district electronic resources is a privilege, not a right. The district's computer and network resources 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 district shall work to ensure Internet safety for minors by taking steps that include 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.¹

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

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.

Administrative Responsibilities

1

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. 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 cyber bullying awareness and response.

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 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, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

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.

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/will not) use real-time electronic communication, such as chat or instant messaging (only for specifically organized educational activities).

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:

1. Commercial or for-profit uses.
2. Product advertisement or political lobbying.
3. Bullying or harassment
4. Offensive or inflammatory communication, including hate mail, discriminatory remarks or “sexting.”
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.
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:

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

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 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

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 user 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

CODE F12

STUDENT ACTIVITIES (ELEMENTARY)

Policy

The school will maintain a student activity program appropriate to the maturity of students and as varied as staff and facilities permit. The program will be designed to offer for the greatest number of students' worthwhile leisure time interests, wholesome recreational and social activity, and opportunities to develop skills in democratic and cooperative management for these activities.

Implementation

The following criteria for eligibility for participation in school-sponsored activities are intended to set standards for academic eligibility.

1. Students should have passing grades in all core courses taken during the previous marking period
2. Students should be in good disciplinary standing as determined by the Principal.
3. Students should be in regular attendance and should be in attendance on the day of the activity unless excused by the Principal.
4. The rules and regulations of the Vermont Principals' Association will be followed for the activities of seventh and eighth grade students.

The Board will approve new requests for co-curricular activity sponsorship based on the following considerations.

1. The level of student interest in the activity;
2. The fiscal ramifications of sponsorship;
3. The availability of qualified personnel to supervise the activity;
4. The impact of adding or eliminating the activity on the balance of types of activities available in the total activity program;
5. The potential of the activity to help participating students meet the goals of the school's curriculum; and
6. The recommendation of the Superintendent.

All school-sponsored activities will be under the ultimate control of the School District and will comply with all policies and procedures of the school.

**CODE F1
(Mandatory)**

STUDENT CONDUCT AND DISCIPLINE

Policy

It is the policy of the Albany School District to maintain a safe, orderly, civil and positive learning environment via a system of classroom and school management practices, supported by consistent, clear and fair disciplinary procedures. The goal of this policy is to create an environment where the rules for student behavior are clearly stated, are understood and accepted by students and staff, and are applied in compliance with due process requirements. This policy is to be applied in conjunction with the school's overall discipline plan developed pursuant to 16 V.S.A. § 1161a.

Definitions

- 1) ***Weapon*** means a device, instrument, material or substance whether animate or inanimate, which, when used as it is intended to be used, is known to be capable of producing death or serious bodily injury.
- 2) ***School*** means any setting that is under the control and supervision of the School District. It includes school grounds, facilities, and school-sponsored events whether held on or off of school grounds and vehicles used to transport students to and from school or school activities.
- 3) ***Expelled*** means the termination of educational services for the remainder of the school year or up to 90 school days, whichever is longer.
- 4) ***Knife*** means any instrument that is capable of ready use as a stabbing weapon that may inflict bodily injury or death.

Student Responsibilities

It is the responsibility of each student to contribute to a safe and productive learning environment in the school by demonstrating respect and consideration for fellow students and adults. This includes complying with all policies and rules of conduct of the School District and individual classrooms.

Administrative Responsibilities

The Principal, in consultation with the educational staff, will develop an overall discipline plan pursuant to 16 V.S.A. §1161a.

The plan will include clear guidelines for student behavior. The guidelines may include provisions for the suspension or expulsion of students who engage in misconduct on school property, on a school bus, or at a school sponsored activity when the misconduct makes the continued presence of the student harmful to the welfare of the school. The guidelines may also include provisions for the suspension or expulsion of students who engage in misconduct not on school property, on a school bus, or at a school sponsored activity where direct harm to the school can be demonstrated or where the misconduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs.

The guidelines for student behavior will also include prohibitions against the possession by students of knives, weapons and dangerous instruments while at school, and shall allow disciplinary action up to and including expulsion for violations of the prohibition against knives, weapons and dangerous instruments that are not possessed at school as part of an educational program sponsored or sanctioned by the school.

Behavioral expectations, and the consequences of misconduct, will be stated in the student handbook and other publications distributed to students and parents/guardians.

CODE E8

TOBACCO PROHIBITION

Policy

It is the policy of the Albany School District to prohibit the use of tobacco on school grounds in accordance with state law. 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 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 in his or her judgment necessary to implement this policy and, at a minimum, will include provisions ensuring that tobacco products 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(4), as amended from time to time.
- 4.

Code H5

VISITS BY PARENTS, COMMUNITY MEMBERS OR MEDIA INTERVIEWING, FILMING, VIDEOTAPING OR RECORDING

Policy

It is the policy of the Board to balance the need of the public and media to be informed about school programs and activities with the privacy interests of students and the responsibility of the school to operate with a minimum of disruption.

Implementation

The Principal or his or her designee may regulate visits to the school by parents, community members, or news media subject to the following guidelines:

1. **Parental visits.** In the absence of a court order denying unsupervised visitation rights to a parent, both custodial and non-custodial parents may schedule visits to their children's classes. Arrangements for classroom visits shall be made by contacting the Principal. The Principal will consult with the teacher involved, and may grant the request or suggest a more convenient time for a visit. Requests by parents to visit classes may be denied by the Principal when the visit would result in disruption to the learning process in the classroom.
2. **Visits by community members.** Persons who are not parents of school children may obtain permission to visit the school while it is in session from the Principal or his or her designee. Requests to visit specific classrooms will be granted or denied after consultation with the teacher or teachers involved, and will be based on a consideration of the informational needs of the person making the request and the potential for disruption or invasion of the privacy of students.
3. **Visits by news media.** Visits to the school by representatives of the news media or other persons seeking to interview, photograph, record, videotape or film students, staff members or school activities must be arranged after consultation with the Principal or his or her designee. Affected teachers will be consulted before permission for such activities in classrooms is granted. At the discretion of the administration, parents may be asked to sign general or specific permission slips to authorize interviewing, photographing, filming or videotaping of their children while at school or while participating in school activities. Written parental permission will be obtained before the release, photography or recording of any student record. Photographing, filming or recording of special education students will be allowed only after specific parental permission is obtained in writing.

All visitors to the school will be required to check in at the office when they enter the school building. The Principal or his or her designee will keep a log showing the names of visitors and the date, time and purpose of each visit.

PARENTAL INVOLVEMENT

Policy

It is the policy of the Orleans School District to encourage and support the involvement of parents in their children's education.

Background

Research has shown that parent involvement is a key factor in the academic and social success of students. The Board believes it is important that parents are involved in their child's education at home, in school, and within the larger community. New educational initiatives mandate or encourage the strengthening of the parent/school/community relationship.

Implementation

The Superintendent shall develop and implement programs and procedures to accomplish the following objectives:

1. Parents should be informed about their children's educational programs, instructional methods and objectives, and notified directly of any significant changes.
2. Parents should be provided with opportunities to become informed about program design, operation and evaluation, and to communicate with educators on these subjects.
3. Parents should be encouraged to observe instructional activities, attend program meetings, discuss concerns with educators, participate in program evaluation and improvement efforts, and give recommendations to school staff, administration, and Board members.
4. Parents should be provided with information and opportunities intended to improve their abilities to work with their children at home and in school, and to build partnerships between homes and schools.
5. Professional and non-professional staff members, administrators, School Board members, and school-community partners should be provided with training opportunities intended to improve their abilities to build more effective relationships with parents.

STUDENT ATTENDANCE

Policy

It is the policy of the Albany School District to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning.

Background

Vermont law requires school attendance for students between the ages of 6 and 16 so a student may complete a course of study that will facilitate the transition to the responsibilities of adulthood. The Albany School District believes consistent attendance is a prerequisite for assuring the academic, social, and emotional growth of students. In addition, regular and punctual attendance is important to the development of responsible and effective work/study habits as well as a demonstration that students are assuming responsibility for their own behavior.

Encouraging students to take full advantage of their education is a shared responsibility of students, families, schools, and communities.
The principal shall develop administrative rules and procedures to ensure the implementation of this policy

Definitions

Truant is a student who is subject to compulsory school attendance (16 V.S.A. § 1121) and who is absent without valid cause or excuse.

Valid causes for absences include illness, observance of a religious holiday, death in the family, family emergency, situations beyond the student's control as determined by the School Board, or other circumstances which cause reasonable concern to the parent/guardian for the health or safety of the student and are confirmed in writing or verbally by the parent/guardian of the student.

CODE F30

THE USE OF RESTRAINT AND SECLUSION

Section 1. Statement of Purpose

1.1 It is the policy of the Albany School District that students not be subjected to inappropriate restraint or seclusion as defined by Vermont State Board of Education Rule 4500. It is the district/supervisory union's intent to create and maintain a positive and safe learning environment, and promote positive behavioral interventions and supports in district schools. This policy is further intended to assist in creating a common understanding within the district/supervisory union of appropriate interventions by district staff.

Section 2. Definitions. The following terms, as defined in State Board Rule 4500.3, shall apply to this policy.

2.1 **Behavioral Intervention Plan** means a plan that details strategies to address behaviors that impede learning, or are ongoing, and do not readily respond to general intervention or classroom management techniques, by teaching pro-social skills and other positive replacement behaviors. The plan may include positive strategies, program or curricular modifications, and supplementary aids and supports required to address problem behaviors.

2.2 **Chemical Restraint** means a drug, medication or chemical used on a student to control behavior or restrict movement that is not:

- a. Prescribed by a student's licensed physician for the standard treatment of a student's medical or psychiatric condition; and
- b. Administered as prescribed by the licensed physician.

2.3 **Functional Behavioral Assessment** means the analysis of a student's behavior patterns before, during, and after rule-breaking or other inappropriate behavior for the purpose of guiding the development of a behavioral intervention plan.

2.4 Mechanical Restraint means the use of any device or object that restricts a student's movement or limits a student's sensory or motor functions unless under the direction of a healthcare professional for medical or therapeutic purposes. The term does not include devices implemented by trained school personnel, or utilized by a student for the specific and approved therapeutic and safety purposes for which such devices were designed including:

- a. Restraints for medical immobilization,
- b. Adaptive devices or mechanical supports used to achieve proper body position, balance or alignment;
- c. Vehicle safety restraints including a seat belt or harness used for balance or safety on a car or bus; or
- d. Seat belts in wheelchairs or on toilets.

2.5 Parent means:

- a. A biological or adoptive parent of the child;
- b. A legal guardian of the child;
- c. A person acting in place of a biological or adoptive parent, including a grandparent, stepparent or other relative with whom the child lives, or a person legally responsible for the child's welfare;
- d. A foster parent or developmental home provider who has been appointed the educational surrogate parent by the Educational surrogate Parent Program; or
- e. An educational surrogate parent.

2.6 Physical Escort means the temporary touching or holding, without the use of force, of the hand, wrist, arm, or back of a student who is exhibiting minimal resistance for the purpose of directing movement from one place to another.

2.7 Physical Restraint means the use of physical force to prevent an imminent and substantial risk of bodily harm to the student or others. Physical restraint does not include:

- a. Momentary periods of physical restriction by direct person-to-person contact, accomplished with limited force and designed either
 - i. to prevent a student from completing an act that would result in potential physical harm to himself/herself or another person; or
 - ii. to remove a disruptive student who is unwilling to leave the area voluntarily;
- b. The minimum contact necessary to physically escort a student from one place to another;
- c. Hand-over-hand assistance with feeding or task completion; or
- d. Techniques prescribed by a qualified medical professional for reason of safety or for therapeutic or medical treatment.

2.8 Positive Behavioral Interventions and Supports means an approach to preventing and responding to targeted behavior that:

- a. Is based on evidence-based practices;
- b. Is proactive and instructional, rather than reactive;
- c. Can operate on individual, group, classroom, or school wide levels;
- d. Includes a system of continual data collection; and
- e. Relies on data-driven decisions.

2.9 Prone Physical Restraint means holding a student face down on his or her stomach using physical force for the purpose of controlling the student's movement.

2.10 School means a learning environment receiving public funds or over which the Vermont Department of Education has regulatory authority.

2.11 **School Personnel** means individuals working in schools as defined in 4500.3(10) who are employed by the school or who perform services for the school on a contractual basis, and school resource officers, while acting in that capacity.

2.12. **Seclusion** means the confinement of a student alone in a room or area from which the student is prevented or reasonably believes he or she will be prevented from leaving. Seclusion does not include time-out where a student is not left alone and is under adult supervision.

2.13 **Substantial Risk** means an imminent threat of bodily harm where there is an ability to enact such harm. Substantial risk shall exist only if all other less restrictive alternatives to defuse the situation have been exhausted or failed or the level of risk prohibits exhausting other means.

2.14 **Supine Physical Restraint** means holding a student on his or her back using physical force for the purpose of controlling the student's movement.

2.15 **Student** means a student enrolled in a school as defined in paragraph 10.

Section 3. Policy

3.1 The superintendent or his or her designee shall develop administrative procedures to ensure district/supervisory union compliance with the requirements of Vermont State Board of Education Rule 4500. The administrative procedures shall include at least the following components.

3.2 Prohibitions against the imposition on students of mechanical or chemical restraints by school personnel and contract service providers.

3.3 Prohibitions against the imposition on students of physical restraint in circumstances designated as impermissible by State Board of Education rules.

3.4 Restrictions on the use of physical restraint and seclusion to circumstances allowed by State Board of Education rules, including provisions that allow the inclusion of restraint or seclusion as part of a student's individual safety plan only when that plan meets the conditions set forth in State Board of Education rules, and provisions that require the termination of restraint or seclusion, and the monitoring of students subjected to restraint or seclusion, as established by State Board of Education rules.

3.5 Procedures to ensure that only school personnel or contract service providers who are trained in the use of restraint and seclusion are authorized to impose restraint or seclusion unless, due to the unforeseeable nature of the danger of a particular circumstance, trained personnel are not immediately available.

3.6 Processes to ensure that impositions of restraint or seclusion are reported to school administrators, parents, superintendents and the Commissioner of the Vermont Department of

Education under circumstances and within the time limitations required by State Board of Education rules.

3.7 Processes to ensure that each school in the district/supervisory union maintains written records of each use of restraint and seclusion in accordance with the requirements of State Board of Education rules.

3.8 Procedures to ensure that each school in the district/supervisory union implements follow-up procedures that are consistent with the requirements of State Board of Education rules.

3.9 Annual notification procedures to ensure that each school in the district/supervisory union informs school personnel and parents of students enrolled in the school of the policies and procedures pertaining to the use of physical restraint and seclusion, and the intent of the school to emphasize the use of positive behavioral interventions as well as supports and its intention to avoid the use of physical restraint or seclusion to address targeted student behavior.

3.10 Processes for the filing, investigation and resolution of complaints by school personnel or parents regarding the use of restraint or seclusion, including the designation of school officials who are authorized to receive complaints. The procedures for resolving complaints shall require that any complaint regarding the use of restraint or seclusion is investigated and written findings are issued within thirty (30) days of the complaint's receipt. If a complaint regarding the use of restraint or seclusion is unresolved at the school building level, it shall be directed to the superintendent in accordance with the complaint processes established by the Board in Policy (insert reference to board policy on complaints).

Section 4. Implementation

The superintendent shall ensure that appropriate staff are provided training by programs recommended by the Vermont Department of Education unless he or she submits a plan to the Commissioner of Education demonstrating how a training program not recommended by the Department of Education contains the elements required of recommended programs and meets the purposes of the State Board of Education rules on restraint and seclusion.

The superintendent shall report annually to the Board on the implementation of the administrative procedures required by this policy, and shall include in his or her report recommendations for changes, if any, to related school district/supervisory union policies or procedures.