

Bridport Central School



*Education
Through
Cooperation*

Handbook for Parents/Students 2011-2012

**3442 VT Route 22A
Bridport, Vermont 05734
802-758-2331**

*ACSU Superintendents Office
802-388-2971*

August 2011

A Message from the Principal

August 2011

Greetings Parents, Students, and Community Members:

I am pleased and excited to be joining the Bridport School Community this year as it's Principal and Instructional Leader. I grew up in Bristol, VT and taught in that district for 15 years. I place a high value on strong communities and family and community engagement in school!

Bridport Central School Mission

The primary mission of the Bridport Central School is to provide each student with the knowledge and skills necessary to become an independent learner, a contributing member of the community, and a responsible citizen.

Our school will maintain an appropriate learning environment, employ our education support system, teach using "best practice" in all subject areas, provide access to extended learning opportunities, measure student and school progress with appropriate assessment tools, and maintain accurate student data. We will work in partnership with families and the school community to provide students with the necessary support to achieve their goals.

Statement of Non-Discrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Bridport Central School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Bridport Central School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Ms. Kilbourne, Principal, Bridport Central School at 802-758-2331. She has been designated by the Bridport Central School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

Alcohol, Tobacco, and Other Controlled Substances

For the safety of our children, families, and staff *Alcohol, Tobacco, and Other Controlled Substances* are not allowed on school property, on the school bus, and at any Bridport Central School function.

Weapons

Per Vermont State law weapons of any kind are not allowed in school, on school grounds, at school functions, in any vehicle transporting students to and from school functions, and on the school bus. Violations of this rule may result in expulsion from school, and criminal charges.

Bridport Faculty and Support Staff 2010-2011

Principal:	Kathleen Kilbourne	758-2331
Superintendent:	Dr. Gail Conley	382-1277
School Secretary:	Linda Barrett	758-2331

TEACHING FACULTY: 758-2331

Pre-school:	Beth Bearor
Kindergarten:	Lauralea Curavoo
First Grade:	Rebecca Ashford
Second Grade:	Gwen Zwickel
Third Grade:	K. O. Onufry
Fourth & Fifth Grade:	Amy Buxton
Fifth & Sixth Grade:	Sara Russell
Title I:	Renee Kittler

Art:	Bruce Lee
Music:	Chris Hamel
Physical Education:	Sabrina Butterfield
Learning Specialist:	Alicia Fallon

Speech:	Ethan Nelson
Guidance:	Gabrielle Jensen
Nurse:	Eva McDonough
School Based Clinician	Dottie Neuberger
Reading Recovery:	Robin Herrick

SCHOOL BOARD MEMBERS:

Bridport:	Rick Scott, Chair
	Brian Desforges
	Keith Grier
	Paul Plouffe
	Kate Wagner

Union District #3:	Leonard Barrett
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SUPPORT STAFF: 758-2331

Paraprofessionals:	
Title I Aide	Jill Ruffa
Individual Aide	Lisa Whitley
Pre-school Aide	Jayne Wood
Classroom Aide	Shelly Becker
Classroom Aide	Bill Taylor

Math Teacher/Leader	Jessica Lynch
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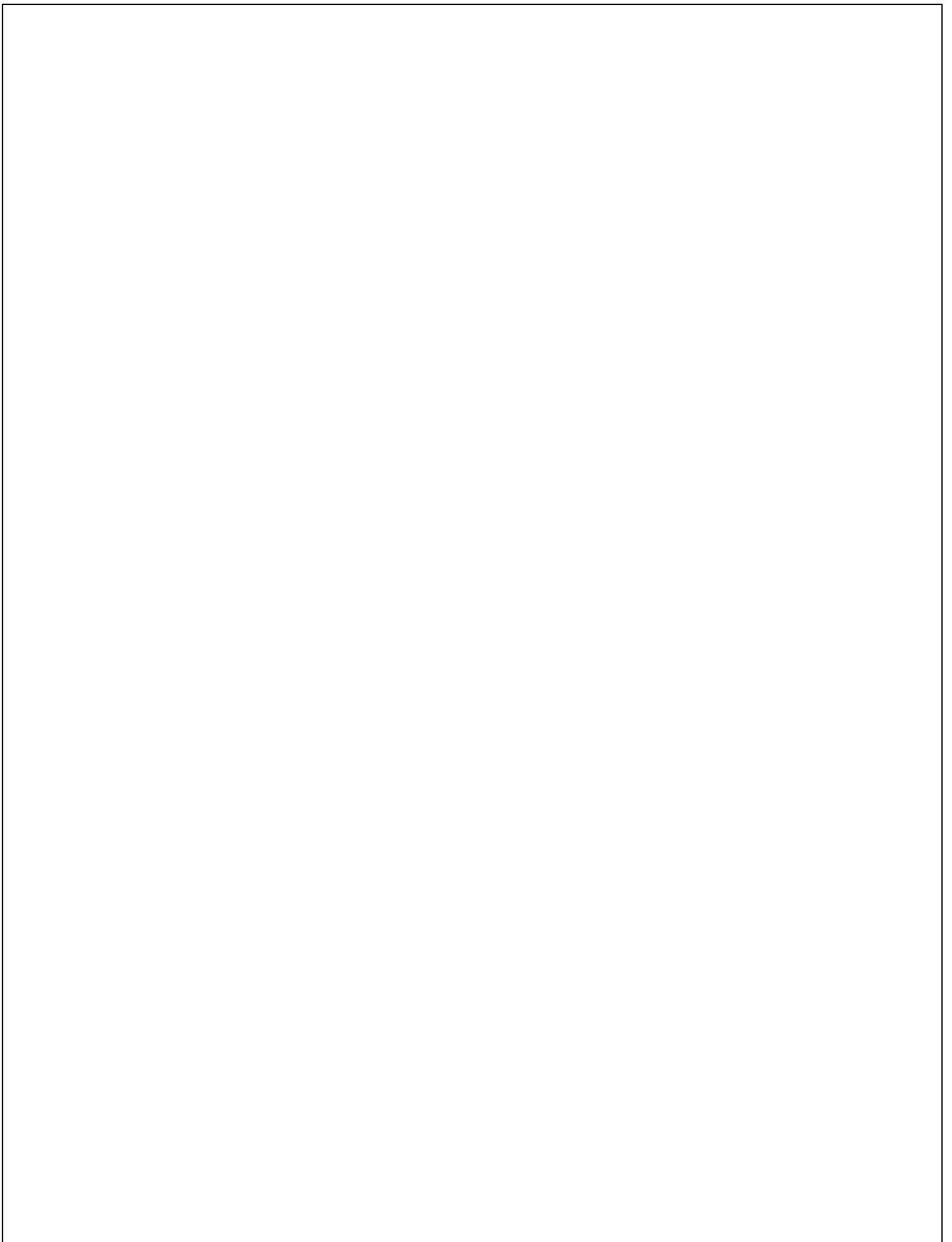
Librarian:	Robin Herrick
Library Assistant:	Shelly Becker
Food Service:	Missy Giard
	Janet Piper

Network Manager:	Paul Wood
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Custodian:	Curtis Borden
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BUS DRIVERS:

Doug Atwood
Doug Titus
Stanton Kirby



ACSU Mission Statement

The primary mission of the schools of the Addison Central Supervisory Union is to educate all students to the highest standards of academic excellence. In pursuing these standards, our schools shall seek to provide each individual with the knowledge and skills necessary to become an independent learner, a contributing member of the community, and a responsible citizen of the United States in an increasingly interdependent world.

As an integral part of the educational process, ACSU schools will work in partnership with families and the community to help students develop the qualities of honesty, respect, self-reliance, perseverance, and responsibility to self and others.

(From the ACSU Mission Statement, adopted April 1995)

ACSU Performance Targets

It is an expectation that students in ACSU schools will use the skills and knowledge addressed in these seven performance targets throughout their educational experience. It is a goal of all ACSU schools that, when students leave us, they will function effectively in a greater community by exhibiting qualities of self-reliance, initiative, respect, and honesty, by making healthy choices, and by expressing a willingness to serve others.

It is an expectation that students in ACSU schools will use technology throughout their educational experience to assist them in demonstrating proficiency in the ACSU performance targets.

Students in our schools will be expected to demonstrate proficiency in the following areas:

1. **Reading:** Read with understanding to analyze and interpret a variety of materials, including literary and informational texts and electronic media.
2. **Writing:** Write with clear focus and organization and appropriate conventions for a variety of purposes and audiences.
3. **Mathematics:** Use accurate calculations and appropriate mathematical facts, models, strategies, properties and relationships to solve and explain a variety of problems.
4. **Science:** Use scientific concepts, knowledge, methods and skills to describe, investigate, and explain the physical and natural world.
5. **Social Studies:** Acquire knowledge of geographical, historical, cultural, political, and economic events and relationships to understand local, national, and global issues.
6. **The Arts:** Use artistic concepts, knowledge, and skills to understand, explore, and create art as a way of expressing oneself.
7. **Health/Physical Education:** Demonstrate knowledge and skills of health and fitness for lifetime wellness.

Adopted by the ACSU Board June 1, 2005

*****General Information*****

Daily School Schedule (Generally Established Guidelines)

7:45	Breakfast/Arrival
8:00	Start Day – Administrative tasks
8:05	Instruction begins
	Snack
11:25 – 11:50	Lunch One (Pre-K – 3)
11:50 – 12:15	Recess (Pre-K – 3)
11:50 – 12:15	Lunch Two (4 – 6)
12:15 – 12:35	Recess (4 – 6)
2:25	Begin dismissal for bus

Bridport Food Service Program

Bridport Food Service is a self-sustaining program with aid from federal funds. **The federal government provides a set of standards that makes many families eligible for free or reduced meals. Applications will be included in this handbook, and available at school at anytime during the year. The confidential review of this personal information will result in the principal notifying the family of the status after the review of their application.** If you would like help or support in filling out this paperwork please feel free to contact Ms. Kilbourne or any other school staff member with whom you have an existing relationship. Parents are encouraged to apply or re-apply at any time during the school year.

We serve breakfast and lunch every day that school is in session. (Breakfast will not be served if there is a 2 hour delay to the start of the school day.) Meal prices are listed below.

Meal	Full-Price	Reduced Price
Breakfast	\$ 1.75	.00
Lunch	\$ 2.50	.40
Milk (a la carte)	\$ 0.50	

Procedure to Purchase Meals:

- Parents/guardians must **pay in advance** for their child's meal purchases.
- The food service manager is available at school from 8 am-1:00 pm.
- Checks (payable to Bridport Food Service) or cash sent to school must be in a sealed envelope with the student's name on the envelope. Envelopes may be given to the classroom teacher, school secretary, or food service manager.
- Parents will receive a phone call or written notice warning that payment has not been received and that meals may not be purchased until sufficient money is put into the child's account.

Students may bring their own lunch to school. They may purchase milk, which must be paid for in advance.

- Soda pop and candy are not permitted in school.
- The teachers and lunchroom supervisors monitor cleanliness, manners, and appropriate behavior.

- Students are to use good manners in the breakfast-lunch room. This means they are to remain seated throughout the period, speak using table appropriate conversation and volume, and clean up after themselves.

Snack Time

Time is provided for students to have a snack between breakfast and lunch. Students are not permitted to have soda or candy and are to eat snacks in their classroom, not outside. Snacks and/or beverages from home should be nutritious. Such foods might include fruits, vegetables, crackers or natural fruit juices.

Recess

Physical exercise and movement support student learning. Students should plan on being outdoors for all recesses. Children should remain at home to recuperate if too ill to benefit from fresh air at outdoor recess periods. Individuals with medically documented concerns may be discussed on a case by case basis through the principal's office.

Emergency Closing

Alert Now, a phone system that calls parents and guardians when school will be closed due to weather or emergency situations, will be used again this year. Thus it is essential that parents/guardians update and return the student information page so that phone numbers are kept up to date in the Alert Now System. Please notify the school secretary of any changes during the school year.

Information on school cancellations or delays may be relayed to television and radio stations. Please **do not** call the school to find out if school is cancelled, delayed, or closing early. Incoming phone calls delay the timely notification of others.

Closings will also be listed on the ACSU web site. www.acsu.k12.vt.us

Alice - 93 FM – Middlebury	WZRT – 97.1 FM – Rutland	WCAX TV 3- Burlington
WFAD - 1490 AM – Middlebury	WEZF - 93 FM - Burlington	WPTZ-TV 5 - Plattsburgh
WJJR - 98.1 FM – Rutland	WOKO - 98.9 FM - Burlington	WVNY-TV 22 - Burlington

Should a situation arise where there is a lack of electrical power or phone communication, please use your own common concern for the health and welfare of your child, judge the road conditions, and act accordingly.

Other Emergencies

Students and staff practice a variety of emergency and evacuation drills monthly. This acquaints students with the procedures in place to keep them safe should an emergency arise.

School personnel have been trained to respond to emergencies in a manner that keeps all children safe. School officials will communicate with other emergency response personnel, fire, ambulance, police, etc. during emergency situations.

We understand that parents will be concerned for their child's safety during emergency situations; however, it is critical that parents allow school personnel to respond to the emergency at hand in the manner that they have been trained.

You can help if you:

- Remain calm and orderly.
- Do not call school phone numbers or cell numbers. The school will need open lines for communication with other rescue or emergency response providers and families.
- Listen to WFAD AM 1490 for accurate bulletins or **call 211**, as a statement of events will be sent to them to provide updates and further directions. Do not rely on scanners because other emergency response personnel use the same bands and what you hear may not be about our school situation.
- Be aware that access to the school and grounds may be restricted to emergency vehicles and personnel.
- Understand that the Emergency Response Team will notify you by phone of the arrangements regarding release of the students. (The number used will be that which you provide on the emergency form.)

Dress Code

Clothing should be appropriate for the tasks of schoolwork and play, neither distracting nor revealing. Hats and jackets are not to be worn indoors. Shoes or slippers are to be worn in the building at all times. Boots should be removed each day upon arrival. Students are expected to participate in outdoor recess daily, and should be dressed appropriately for outdoor weather.

Students need athletic shoes for physical education and any activity that requires movement other than walking. Flip flops, sandals, dress shoes, and boots for example, do not provide stability and support for running, jumping, or rapid motion activities that children are likely to encounter at recess and in physical education.

Parties / Invitations/ Gift Giving

Invitations to parties or other social functions, outside of school, are not to be given out at school or on the school bus. Students who are not invited, or who do not receive gifts, do feel rejected. School needs to be a safe place for everyone, not just physically, but emotionally as well. Students are discouraged from giving gifts to each other or any staff members. Staff members will also abide by this rule.

Valuables, Electronics, Money, Etc.

Money

Money sent in with students as payment for school pictures, field trips or the food service, and book fairs, should be sent to school in clearly marked envelopes that indicate the child's name and the

purpose of the money. Envelopes with money should be given directly to the classroom teacher or school secretary.

Electronics

Students should not bring cell phones, walkie-talkies, and other electronics to school. The school does not have the capacity to monitor the safety and use of these items.

Trading and Selling

Students may not bring personal items to trade or sell at school, such as Pokemon or game cards. Toys and similar items should remain at home unless they are being brought to school for a specific event or school project. The school will not be responsible for these items and does not have the capacity to monitor these items for your child.

Communications

Thursday Newsletter: Paper or Electronic Version?

The principal generally sends a newsletter to families twice a month. Newsletters from the Bridport School office are usually sent home with the youngest member of the family on Thursdays. These newsletters often contain dates of upcoming school events, school news, and occasionally, forms that parents/guardians need to fill out and return to the school.

Parents who supply their e-mail address will receive an electronic copy of the newsletter instead of the paper copy. We find that the paper copies frequently become lost in book bags and do not make it into parent's hands, so we encourage you to sign up for this feature. Email addresses may also be shared with classroom teachers.

Web Site

Parents, guardians, and community members are encouraged to go to the supervisory union website and the school website for additional information. The web addresses are: www.acsu.k12.vt.us; and www.bridportschool.com.

Phone Use by Students

Students are not allowed to use school phones. Exceptions will be made for disciplinary reasons or class projects with adult supervision. Students will be responsible for remembering homework, musical instruments, permission slips, apparel or other items needed to participate in school activities. Students should not use personal cell phones while at school or on the school buses.

Visitor Safety

Sign IN and OUT

Parents and guardians are frequently invited to join a school activity. For safety purposes we ask that you sign in on the clipboard in the office when you arrive and sign out just before leaving the building.

Classroom Visits

Parents and guardians are encouraged to become involved in classroom activities, however, visits must be coordinated with the classroom teacher well in advance. Out of respect for the integrity of the academic program we ask that parents/guardians not go to the classroom during the academic day to drop off items or permission slips that children have left at home. Please bring the items to the office and someone will make sure that they are delivered in a timely manner.

*****The Academic Program*****

Curriculum

The Academic Program at Bridport Central School includes Language Arts, Mathematics, Social Studies, Science, Music, Art, Physical Education, Health, Guidance, and Social Skills.

You may request a paper copy of the Curriculum Targets for the classroom your child is in. Specific grade level curriculum may be accessed electronically on the ACSU website. (www.acsu.k12.vt.us)

Our curriculum is aligned with state and local standards. While we strive to help students achieve the curriculum standards and learning targets, we believe that education has more breadth than standards alone. This means that our teachers, volunteers, parents, and students also explore the arts, cultures, and other areas of inquiry not addressed by standards.

Assessment

Tests administered at Bridport Central School fall into several categories. Perhaps the most important are those tests administered by the classroom teacher to determine the gains made by his or her students in relation to the content the teacher is teaching. These classroom tests help the teacher make decisions about the content, the effectiveness of lessons, about the additional supports a child may need, and form the basis for the feedback you receive in parent conferences and in written format. The ACSU reporting system information is also available on the ACSU website.

Another category of tests is those administered Supervisory Union wide (ACSU). These provide us with feedback regarding the effectiveness of the programs used to teach the ACSU elementary school curriculum and help us to make decisions about staff development, and they provide another level of evidence in terms of whether our students are making progress toward meeting the ACSU learning targets. Such assessments might include Aimsweb, and portions of the POA, etc.

A third category of assessment includes the NECAP, New England Comprehensive Assessment Plan, which is administered each fall (October) to all students in grades 3 through 6. NECAP results are used to help us make decisions about student supports, curriculum, and instruction. The state uses NECAP results as one piece of data that determines if our school is making adequate yearly progress (AYP).

ACSU Progress Reporting System: Conferences and Written Reports

Component	Purpose	Classroom Teacher Responsibility
Parent Information	K-6 – Curriculum Standards: provides parents with ACSU grade level expectations.	Copy as needed by parent request.
	K-2 – Standards At-a-Glance: an introduction to system provided for parents.	Copies to be distributed to K-2 parents November 12 th .
Fall Conference	<ul style="list-style-type: none"> • To set goals • Report progress • Explain reporting system. 	For all students by November 23 rd .
Mid-Year Report	To provide parents with information about their child's current performance relative to grade level expectations.	Reports sent home by February 4 th .
Spring Conference	<ul style="list-style-type: none"> • For sharing progress over year to date rather than follow-up to Mid-Year Report • Grades 2-6 – conferences will be student-led. 	For all students between March 10 th and April 15 th ; collection of work samples/portfolios to be shared.
End-of-Year Report	To provide parents with information about their child's <u>current</u> performance relative to grade level expectations.	Reports sent home on the last day of school

Homework

The purpose of homework is:

- To reinforce and/or extend student learning,
- To develop organizational skills, and
- To develop independent work habits.

Each teacher will inform students and parents/guardians about the homework procedures and practices to be followed by their students. This shall address how students make up homework they missed due to absences, and teacher expectations regarding the quality of the homework. Teachers will also indicate how homework relates to their overall assessment of student achievement. Parents/guardians are urged to talk with their child's teachers if they have a question about homework.

Library Media Center Goals and Guidelines

The purpose of the Bridport Central School Library Media Center is to provide students and teachers with a variety of print and non-print materials and information that will satisfy both academic needs and those of personal growth. The Center's program is designed to assist learners to grow in their ability to both evaluate and apply information gained and to help them function effectively and to fully participate in society.

The Center holds to the idea that no person or group should be allowed to impose its own taste and view on others. This idea is supported both by the Addison Central Supervisory Union's Instructional Materials Policy and the American Library Association's "Bill of Rights." Stated in the Instructional Material Policy of the ACSU is the idea that a Media Center provides "a wide range of instructional materials for all levels of ability, with diversity of appeal and the presentation of different points of view."

Parents or guardians, and only parents or guardians, have the right to restrict the access of their children, and only their children, to library resources. As a parent or guardian, if you desire in any way to limit your child's access to any library materials, you should make this known to your child.

The Center welcomes members of the community to use the facility any time that the library is open (library hours coincide with school hours.) While the purpose of the collection is to support the curriculum and the interests of students and teachers, materials of special interests to parents or guardians and pre-school students are also available.

Students are encouraged to develop good library habits from an early age. These include an understanding of the proper care of books and accepting the responsibility for all materials checked out. Students who return their books on time have their borrowing privileges expanded. Likewise, those who fail to return materials on time have their borrowing privileges limited. It is expected that families will assume the responsibility for materials lost or damaged.

Education Support System

Bridport Central School has an extensive system of supports in place to help students and their families. Our primary objective is student learning. Please see Appendix A for more information on the Education Support Team. The component parts of our education support system are listed below.

Prerequisites for Student Learning

- A Safe and Healthy School Climate
- Quality Instruction delivered by Highly Qualified Teachers
- Curriculum
- Standards and Assessments

Educational Support System (ESS) Components at BCS

- Families
- Preschool
- Special Education
- 504
- Title I
- Reading Recovery
- Education Support Team (EST)

- Guidance and Counseling
- School Based Clinician (CSAC)

- School Psychologist
- Integration Specialist
- After School Clubs
- Nutrition and Meals Programs

- Extended Learning Time Opportunities
- English as a Second Language (ESL)
- Tutoring
- Mentoring
- Migrant Education Services
- Community & College Partnerships

- Health Programs
- Student Assistance Program
- School Wide Positive Behavior Intervention and Support Plan (PBIS)
- Transportation
- Other

Promotion

The School District accepts the responsibility to provide each student the opportunity to achieve his/her identified potential. Every available resource from our Education Support System (see the Appendix for a description of the Education Support System) will be utilized to provide the means whereby a student may demonstrate continuous progress.

It is expected that at least four of the following guidelines should apply when a student is being considered for promotion:

- Student is achieving at a level at or above capability as measured by state and local assessments, and/or teacher assessment of progress.
- Student demonstrates an adequate level of maturity (physical, mental, social, emotional) to be able to deal with concepts expected at this level.
- Student has demonstrated mastery of the Vermont Standards expected at that level.
- Student has been present at least 85% of the days in the academic year, unless student has received an approved alternative program of instruction during absence.
- The parent/guardian feels it would be in the student's best interest to be promoted.

When it is determined that promotion is not in the best interest of the student, the appropriate school personnel, the parents or guardians, and the student shall be involved in the decision.

*****Policies and Procedures*****

Attendance

Tardiness

Regular daily attendance and punctuality are essential for the continuous progress of each child in the academic program. Students are marked **tardy** when they come to school late. Parents or guardians must sign the student in at the time the child comes to school. A note, from parent or guardian, explaining the tardiness should accompany the student. Attendance is taken at 8:05 am. Excessive tardiness will be treated as truancy.

Absenteeism

When a student is **absent** parents/guardians need to notify the school before 8:00 am. (This is a safety consideration.) When your child returns to school please send a note explaining their absence (illness, family emergency, etc). We are required to report unexplained absences as truancy. Make-up work is the responsibility of the student and it should be completed in a timely fashion.

Truancy

Students absent without a written explanation of the absenteeism from the parent/guardian are considered truant.

Other Forms of Absences Requiring Written Notification

The school office must be notified by the parent/guardian, in writing and in advance, whenever a child will not attend school for a full day or multiple days due to appointments, family trips, or any other reason. Late arrivals must be signed in at the office and early departures must also sign out. These are safety procedures. If someone other than a parent or guardian will be picking a child up the name of that adult must be given to the office. **The school will not release children to anyone other than parents or guardians without advance written notification from parents or guardians.**

Attendance and Participation in After School Activities

Students who are absent from school, or leave early due to illness, will not be eligible to participate in any after school activities, including sports, the day that this occurs.

School and Home Compact

The Bridport Central School and Home Compact is an agreement between home and school regarding the commitments to successful learning. This is necessary to fulfill our educational purpose and mission to provide each student with the knowledge and skills necessary to become an independent learner, a contributing member of the community, and a responsible citizen. Sharing responsibilities and becoming a Home-School Team can make the winning difference in student success.

The Bridport Central School and Home Compact is a requirement of Title 1 funding (federal funds awarded to eligible schools to enhance academic achievement). The Title 1 program has strengthened involvement policies, which include a parent and guardian/school compact involving parents and guardians as partners in student success.

Please share your thoughts, suggestions, questions, and/or ideas regarding this compact. It is hoped that this compact will be helpful for discussions between teachers and parents/guardians about how better student performance can be encouraged and achieved.

STUDENT COMMITMENT

The Bridport Central School students will:

Do their best in class and complete all work on time.

Respect themselves, their teachers, and others, and be a cooperative learner.

Make sure that they clearly understand teacher directions and assignments.

Keep parents and guardians informed about their progress in school.

Be responsible in bringing all school communications home and back to school as needed.

Limit other activities in order to allow for quality homework completion and reading on a daily basis.

HOME COMMITMENT

The Bridport Central School parents/guardians will:

Send their children to school prepared to learn.

Attend parent/teacher conferences in order to discuss the academic progress of their children and visit the school or call in order to keep lines of communication open.

Follow the “chain of command” in expressing concerns (begin with the teacher).

Provide a regular place, time, and support for their children in order for them to complete their homework responsibilities.

Help support the school in various ways.

SCHOOL COMMITMENT

The Bridport Central School staff will:

Provide interactions with students that enhance the learning environment.

Demonstrate knowledge of content and methods of teaching.

Monitor and evaluate student progress/achievement and communicate that information with families on an on-going basis.

Exhibit creativity and vision toward the pursuit of goals for school improvement.

Demonstrate continued professional development and commitment.

Promote positive communication between school and community.

Provide meaningful and appropriate homework assignments on a regular basis.

******Student Conduct******

School Wide Expectations for Success

We believe that all students can learn if given the tools, opportunity, and environment that foster learning. The ACSU performance target document specifically states that,

“It is a goal of all ACSU schools that, when students leave us, they will function effectively in a greater community by exhibiting qualities of self-reliance, initiative, respect, and honesty, by making healthy choices, and by expressing a willingness to serve others.”

In order to achieve this goal Bridport Central School students will learn our school rules and are expected to demonstrate these rules throughout the school. School is a public place, thus student conduct must be respectful. Remedial activities will be provided for students who demonstrate the need for additional learning opportunities in attaining this goal.

The School Wide Rules (P.A.W.S.) govern conduct on the school bus, in the school, on the playground, throughout the duration of school-sponsored activities that occur at school as well as those that occur away from school. **All students will:**

1. **Be Prepared to Learn;**
2. **Always Respect Others;**
3. **Win Respect for Themselves;**
4. **Share and Care for Our Community.**

In our public school we will:

1. Come to school daily and on time.
2. Enter the room quietly, take a seat, and be prepared to work.
3. Do our schoolwork and participate in learning activities as requested by school personnel.
4. Dress appropriately for activities in a public setting; remove hats upon entering the building.
5. Use our knowledge of appropriate public behavior throughout the school, during all school sponsored activities, and when traveling to and from school sponsored activities.
6. Use only those behaviors that keep everyone safe.
7. Avoid any physical or verbal violence, bullying, and/or harassment.
8. Respect the learning rights and needs of others by using voices and behaviors that demonstrate respect.
9. Be kind to others and use inclusive behaviors.
10. Respond positively to the directions and requests of all school personnel.

Procedure for Remediation

1. Students who have difficulty meeting the above behavioral expectations and targets will receive a warning and appropriate support, such as practicing the targeted behavior/expectation. All staff will follow through on this procedure with all students.
2. Any further difficulty with the same target/expectation will result in immediately notifying the student that he/she is not yet on target and the student will receive assistance during recess or after school. This recess and/or after school assistance takes precedence over after school activities, clubs, and sports.
3. Any student who continues to have difficulty following the School Expectations for Success will then be referred to the Positive Behavior Supports Team.
4. **Exceptions to this procedure:** *Students who jeopardize their own safety, or the safety of others, or engage in verbal or physical aggression, either in school or during any school-sponsored activity, will be removed from the classroom or the school activity they are in. Disciplinary action for aggressive behavior or endangering self or others may result in loss of recess, detention, in-school suspension, or out-of-school suspension. Remedial assistance will follow.*

The Bridport Central School staff will help students to learn behaviors that model the expectations for success. Teacher and students will work together to develop Classroom Plans for success that will be used in each classroom.

Statement of Purpose

At Bridport Central School we will ...

Learn so we can be academically successful.

Know how to be a good citizen.

Grow together as a community.

Bridport Central School Panthers

Prepared To Learn

Always Respect Others

Win Respect For Yourself

Share And Care For Our Community

	All – Settings	Hallway	Lunchroom	Playground	Bus
P	<ul style="list-style-type: none"> • Be present • Active participation 	<ul style="list-style-type: none"> • Indoor voices • Calm bodies 	<ul style="list-style-type: none"> • Enter ready • Have what you need to enjoy your lunch 	<ul style="list-style-type: none"> • Know the rules • Dress for the weather 	<ul style="list-style-type: none"> • Keep safe and in your space
A	<ul style="list-style-type: none"> • Listen • Positive attitude 	<ul style="list-style-type: none"> • Honor other's space 	<ul style="list-style-type: none"> • Let others join the table • Indoor voices 	<ul style="list-style-type: none"> • Include others and share • Talk to the adults 	<ul style="list-style-type: none"> • Use kind words and actions • Report problems
W	<ul style="list-style-type: none"> • Follow directions • Be a leader 	<ul style="list-style-type: none"> • Be in control of yourself and your stuff 	<ul style="list-style-type: none"> • Help others in need • Use good manners 	<ul style="list-style-type: none"> • Be a good sport • Follow the rules 	<ul style="list-style-type: none"> • Stay positive • Be a friend
S	<ul style="list-style-type: none"> • Be responsible for your learning environment 	<ul style="list-style-type: none"> • Look with your eyes • Keep a clean space 	<ul style="list-style-type: none"> • Clean your space • Wash your hands 	<ul style="list-style-type: none"> • Take care of toys • Use equipment safely • Take it out, take it in 	<ul style="list-style-type: none"> • Keep track of your things. • Keep it clean

Bullying and Harassment

School is a place where all students should feel safe. Policies and procedures are in place to address episodes of bullying or harassment in order to maintain a safe environment in the school for everyone, including adults.

Bullying means any overt act or combination of such acts directed against people by people or a group of people and which:

- a. Occurs **during the school day on school property**, on a school bus, or at a school sponsored activity;
- b. Is **intended** to ridicule, humiliate, or intimidate the student; and
- c. Is **repeated** over time.

Bullying may involve a range of misconduct that, based on severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined still may be subject to intervention and/or discipline under the discipline policy.

Harassment means any incident or incidents of:

- Verbal, written, visual, or physical conduct
- Based on or motivated by an actual or perceived protected category (race, color, marital status, creed, national origin, sexual orientation, disability, and sex)
- With the purpose or effect of, "... limiting student's educational performance or access by creating an intimidating, hostile, or offensive environment."

Bullying and Harassment Reporting

Victims and bystanders are encouraged to **immediately** report any bullying incidents to any adult in the building as soon as they occur. Confidentiality will be maintained.

If the incident requires an investigation, it will be conducted by our school guidance counselor, our school nurse, or our principal per policy and procedure. Formal complaints should be made with Mrs. Jensen, Guidance Counselor or Mrs. McDonough, School Nurse. (See appendix)

*******TRANSPORTATION*******
Procedures

Please remember, transportation by school bus is a privilege. Students are to abide by the procedures and rules employed by the bus service and the school. Safety is everyone's concern.

Morning Pick up And Arrival

1. Students shall be ready for the bus to arrive at their stop in the morning. A good rule of thumb is to be five to eight minutes ahead of expected arrival time for the bus. An adult should be present with students, especially those in the youngest grades.
2. The buses generally arrive at school by 7:45 AM.
3. Parents/guardians whose children walk to school or are driven to school in private vehicles should not drop students off prior to 7:40 AM. Supervision of students outside the building begins at 7:40 AM
4. Students must be dropped off at the WEST end of the parking lot at the cross walk by the tennis courts. This is a safety consideration.
5. If the bus is late please do not call the school. The school will be notified by BETCHA if a bus will be delayed and school personnel will try to notify you. Incoming calls delay the process of notifying parents and guardians.
6. Bikers are to park bicycles in the bicycle rack and leave them there between arrival at and departure from, school. (Helmets are required).
7. Once on the school property, students are not to leave before the dismissal bell without **written permission** from their parents/guardians, their teacher or the office personnel.

Afternoon Departure

1. Bus students are dismissed between 2:30 and 2:35 pm.
2. If the bus driver sees that no one is at home to greet preschool, kindergarten, or first grade students, then he will return that child to the school. This is a **safety** precaution, especially for young children. Preschool, kindergarten, and first grade parents and guardians are asked to make arrangements to have an adult meet their child at the bus stop.
3. Walkers, bikers, and those students being picked up by a parent or other adult will be dismissed after the buses leave the loading area (approximately 2:40 PM).

4. Students not using the bus should be picked up at the crosswalk at the west end of the parking lot. Parents/guardians are asked not to enter the building to pick their children up. (The narrow hallway becomes too congested for our younger students.)
5. The late bus (bringing Middle and High School students) arrives at Bridport Central School between 3:30 and 3:45 pm. Traffic in Middlebury, the number of youngsters on the first afternoon run, and road conditions impact the timing thus it will not be exact every day.

Other Transportation Events Requiring Written Notification

1. Students who plan to go to a destination other than home after school must bring a note to the classroom teacher. This note must state the time of dismissal, the destination, and the person or mode of transportation. Students are expected to check in (or out) at the office.
2. If a child is to get off the bus at a stop other than their usual stop they must have written permission to do so from their parent or guardian. Without a written notice the driver cannot let them off at any stop other than their own.
3. Bus drivers are not permitted to drop students off at locations that are not within the regular established routes.
4. Plans to go home with a friend or stay after school must be made in advance with parents or guardians. A note from parents or guardians must be sent to school in advance. If these plans occur regularly, such as for all sporting events, one note may be sent.

Students may not use school telephones for the purpose of securing permission, changing plans, or other such matters.

ACSU DISCIPLINE PROCEDURE FOR IMPLEMENTING STUDENT TRANSPORTATION SERVICES PROCEDURE

1. The following behaviors will not be tolerated on the school bus:
 - A. Fighting;
 - B. Bullying;
 - C. Throwing materials on the bus;
 - D. Destruction of property;
 - E. Possession or use of alcohol, and/or illegal drugs, knives or other items deemed dangerous by the Principal;
 - F. Use of tobacco;
 - G. Defying and disobeying the bus driver;
 - H. Use of foul language;
 - I. Creating any other disturbance deemed dangerous by the Principal and bus driver.

Students, who create a safety hazard by their behavior on the bus by engaging in any of the above listed behaviors, will be denied bus privileges. The bus driver shall report in writing any of the above behaviors to the building Principal where the student attends school. The Principal will investigate the incident and if a determination is made of an infraction, the Principal will notify parents or guardians of the incident and will suspend the student's bus riding privileges for three (3) days in addition to any accompanying suspension from school that may result from violation of the school's alcohol/drug, tobacco, weapons, or other policies. The suspension of riding privileges will begin the day following the principal's determination, or the day of the student's return to school following the suspension from school, whichever is less.

2. Students who cause other problems on the bus, including not wearing seat belts where mandated, will be given one verbal warning by the bus driver, who will notify the Principal in writing. The Principal of the school, which the student attends, will relay the warning to the parent/guardian. Behavior that results in a second warning by the bus driver will result in denial of the student's bus riding privileges for three (3) days by the Principal.
3. A next incident of either 1. or 2. above will result in a denial of bus privileges for a ten (10) day period. At the discretion of the Principal, a subsequent incident may result in a denial of bus privileges for up to a thirty (30) day period or may result in suspension of riding privileges and a referral to the student's School Board for further action as stated in #4.
4. Continued offenses under either 1. or 2. will result in action by the student's school including the possibility of long-term suspension (up to one school year) from bus transportation services. Written notice shall be provided within thirty calendar days of the offense. The Board shall provide the student and parents or guardians written notice of the offense and an opportunity for a hearing prior to the Board making a decision.
5. These procedures will apply to students waiting for buses in schoolyards and to students being transported to and from school-sponsored extracurricular activities.
6. Students on a special education individual education plan (I.E.P.) shall also be required to abide by this policy. The student's I.E.P. Team shall determine if transportation is a related service need of a student and if the student requires accommodations on the bus or an alternate means of transportation.

Education Support System

BRIDPORT CENTRAL SCHOOL'S

PARENT GUIDE

TO

SCHOOL & COMMUNITY

LEARNING SUPPORTS FOR CHILDREN



As parents,
you put your hearts into wanting your
child to be happy, healthy, and successful.
As educators,
we put our hearts into helping your child
to be happy, healthy and successful!

BRIDPORT CENTRAL SCHOOL

Helping **Every Child Succeed in School**

Our parent guide helps you understand how our school, in collaboration with you and the community, provides the necessary supports so all students can succeed and feel good about themselves. This guide contains answers to: questions you might have; information about our school; and, the educational support system.

WHAT DOES OUR SCHOOL BELIEVE ABOUT LEARNING?

The purpose of elementary education at Bridport Central School is to enable every child to learn the skills that may be necessary to develop his/her potential and to lead a healthy, happy, knowledgeable life. To accomplish this, our school must provide each child with the basic tools for intellectual development in a stimulating, disciplined, and safe educational environment that reinforces a child's sense of personal worth. Finally, since parents play a vital role in the education of their children, a spirit of joint cooperation and commitment is essential to accomplish these aims.

HOW CAN WE MOVE FORWARD TOGETHER?

Our expectations as a school community are to educate every child to his/her fullest potential. When educators, parents and students develop a common understanding and embrace the basic mission of our school, we can move forward together to meet this goal. We can cultivate a feeling of cooperation that results in a POSITIVE school climate and a sense of belonging for every student and parent. We encourage your questions, suggestions, volunteer efforts, and genuine concern for our school. You are a vital part of our education support system.

“EDUCATION IS A LIFE-LONG JOURNEY...”



**Help Prepare Our Children Today
For A Better Tomorrow!”**

HOW DOES BRIDPORT CENTRAL SCHOOL SUPPORT STUDENTS?

Bridport Central School has an Educational Support System (ESS) composed of a range of supports and resources designed to ensure that all students succeed academically, socially, emotionally, and physically. All children learn differently and have different interests. Some children learn with ease while others have more difficulty. Bridport teachers respond to their students' needs within the classroom setting and access the supports and resources of the ESS. One resource in our ESS is the Educational Support Team (EST). When learning difficulties are not significant enough to be considered a disability, children can receive support from the EST.

WHAT IS THE EDUCATIONAL SUPPORT TEAM?

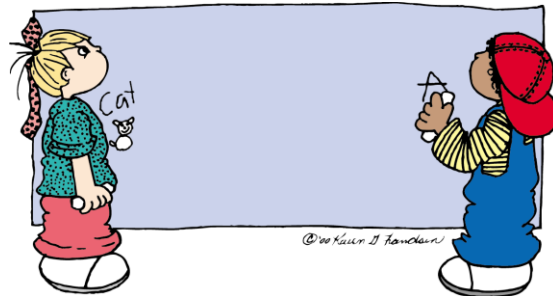
The Educational Support Team (EST) is made up of school staff members. Its purpose is to assist classroom teachers and staff in developing a plan that will support a child in the educational program. The EST meets at least once a month to discuss students for whom there are concerns and the support and services that are available to help individual children. The EST also helps teachers develop strategies and plans for supporting the child in the classroom. The team meets to see what's working, develop an EST plan, make changes to an existing plan and decide when the EST plan is no longer needed. The EST maintains confidential contact with referral sources, parents, and teachers to follow the progress of each student served by the team.

HOW CAN A PARENT USE THE EST?

If you notice your child is...

- Unhappy
- Angry
- Lonely
- Frustrated
- Struggling with academics

First talk with the classroom teacher! Together you will go over the concerns and decide the next steps. If either of you would like more help you can refer to the EST for assistance.



WHAT IS AN EST PLAN?

An EST Plan is created by the EST and outlines support for your child. Help might include, but is not limited to, any of the following:

- * In class help/Accommodations
- * Working with a class buddy
- * Title 1 (Reading or Math)
- * Assistance from the variety of support staff (Teachers, Guidance, School Nurse, Para educators, Speech Pathologist, Mentors).
- * Testing

WHAT SUPPORTS ARE THERE TO HELP YOUR CHILD?

Research shows that when children know their family and school working together and care about them, they do better in school. supports can be offered at school while others might be right at the community.



are
Some
home or in

Academic Supports Can Include:

- Speech & Language Instruction
- Mentors
- Title Reading/Math
- Instruction
- Extra Teacher Time
- Study Time
- Small Group Instruction
- Social Skill Instruction
- Special Activities
- Summer Enrichment Program
- Reading Together Time
- Extended Academic Day Program



Healthy Choice Supports Can Include:

- Sports/Recreation Program
- School/Community Garden
- Youth Church Groups
- School Volunteers
- Skating/Skiing Programs
- 4-H Group
- School Volunteers
- After School Clubs
- Libraries
- College Mentors

WHAT IF MY CHILD NEEDS MORE SPECIALIZED SUPPORT?

- Some children require more specialized support beyond EST. If you or the EST thinks your child has a disability, a referral will be made for an evaluation. To be eligible for Special Education services, a student must have an identified disability that adversely affects their education and must need specialized instruction.
- Special education is designed to ensure that eligible students with disabilities receive a free and appropriate public education in accordance with State and Federal law. The Individuals with Disabilities Education Act (IDEA) provides protections for families and ensures that eligible students are educated in an appropriate environment.
- Section 504 of the Rehabilitation Act of 1973 is intended to protect people with disabilities from discrimination. It assures that students with disabilities have access to all activities and programs of the school and provides necessary supports and accommodations.

The goal is to create students
who are the happy, healthy, and successful citizens
of today and tomorrow.

Appendix B

Playground Rules

Students must avoid aggressive behavior/ disrespectful behavior on the playground. Established playground rules, written by the staff and written to reflect safety, are discussed with students on the first day of school and are posted by each classroom door. Unless behavior is of a bullying, violent or blatantly dangerous nature, the attending adult will give students a warning, to be followed by loss of privileges as needed. At all times the safety and welfare of all children will be a priority for adults taking responsibility. Playground rules **may** include the following:

1. Respect Others

- Use appropriate language, avoid swearing and name-calling.
- Be kind.
- Respect others' games.
- Tackling or wrestling is prohibited in any area or game.

2. General Play Area

- Avoid pulling, pushing, kicking or tripping of others.
- Hardballs, metal/wooden bats are prohibited.
- Rag, soft rubber and tennis balls are permitted.
- Diving or tackling to obtain a ball is prohibited.
- Soccer is to be played on the soccer fields. Rules for proper play are to be used.
- Jump ropes are to be used for jumping only. People are not to be tied up with ropes and "playing horse" is prohibited.
- Activities/games should occur in designated areas away from building windows.
- Students are not to play on septic mound and access covers to system.
- Students are to line up quietly as soon as they are asked.
- Throwing objects, such as stones, sticks, toys, snow, rubber chips, etc, is prohibited.
- During snow and mud season students are to stay on blacktop if they did not bring boots, snow pants, gloves, and a winter jacket.

3. Swings

- Standing on or jumping from the swings is prohibited.
- Only one person per swing.
- No "underdogs".
- No pole climbing.

4. Monkey Bars

- Only three people at a time.
- "Chicken fights" are prohibited (pulling one another off).
- Flipping or jumping off the bars is prohibited.

5. Ice or Skating Rink

- Running and/or sliding on the ice is prohibited.
- Helmets are required when using the ice rink during school activities.

Community Relations

Policy: Complaints About School Personnel

School: Bridport Central School

The Board believes that public complaints about school personnel shall be addressed in a timely and appropriate manner. At the same time, the Board recognizes its responsibility to ensure that complaints are handled in a manner that is fair to employees involved and that supports them from unnecessary, spiteful or unjustified criticism.

Any complainant shall be encouraged to first bring the complaint to the individual concerned. If the problem cannot be resolved at this point, it should be brought to the attention of the immediate supervisor. If not resolved, the complainant may bring the complaint to the attention of the Principal. The complaint should be in writing stating the issues and supporting facts. The employee should be given an opportunity for explanation, comment or rebuttal.

If the issue is not resolved at this juncture, the complainant may refer the issue to the Superintendent of Schools for review and decision.

If dissatisfied with the decision of the Superintendent, the complainant may appeal the decision to the Board for review and resolution. All parties involved shall be asked to attend such meeting for the purpose of presenting facts, making further explanations and clarifying the issue. The Board will conduct the meeting objectively and shall then render a decision.

If a concern is made directly to a Board member, or the Board as a whole, it shall be referred to the administration for appropriate investigation and action. No member of the community shall be denied the right to petition the Board for redress; however, concerns shall be referred back through proper administrative channels for appropriate investigation prior to action by the Board.

If an investigation of a complaint results in official disciplinary action at either an administrative or Board level, a copy of the report and outcome of the investigation and disciplinary action shall be placed in the official school personnel file housed in the office of the Superintendent of Schools.

If an investigation does not result in disciplinary action, a copy of the complaint and any report outlining the results of the investigation shall be maintained in a file, separate from the staff member's official personnel file, and located in the office of the Superintendent of Schools.

The employee may submit a written response to be included with either complaint file.

The Superintendent of Schools shall be responsible for the development and implementation of procedures to ensure that all complaints are investigated, resolved, and properly recorded.

**PROCEDURES
For Implementation of the Acceptable Use Policy**

Bridport Central School

All students at Bridport Central School are able to access the Internet at school. Students may search the World Wide Web in their classrooms and library.

The purpose of the Internet in the school setting is to further the educational goals set for the students. It is the obligation of the school and the responsibility of the professional staff to select and provide electronic resources that support and enrich the curriculum. At the beginning of each year, staff will also be responsible for explaining the appropriate use and handling of computer equipment, software, and Internet, as well as the terms of these procedures (AUP). The responsibility for appropriate behavior is then upon the user. Inappropriate action related to use of electronic resources could result in disciplinary action. Students will be held liable for any misuse of these resources. The Internet history log may be checked periodically to determine what sites are being used.

Guidelines for use of electronic resources:

1. Appropriate standards regarding behavior and personal conduct must be followed.
2. Personal actions must take into account the rights of others.
3. Users should always respect the privacy of others.
4. Profanity or messages that violate the law or would be offensive to the recipient are not allowed.
5. Use of the Internet shall be in support of the student's educational goals.
6. Copying of software for transmission or storage is not permissible with the exception of shareware, freeware, or software marked public domain.
7. Copyrighted material must not be downloaded without either the author's permission or be cited giving credit to the creator. Copyright laws apply.
8. Computer viruses must not knowingly be spread and any indication that a virus is present should be reported to a teacher and the school's technologist.
9. Students will be permitted to use email and on-line conferencing only when directed to do so by a teacher and will be used solely for educational purposes.
10. Students should never reveal personal information about themselves or others. The school's address should be used when it is necessary to give an address or phone number as part of a project.
11. The history log may be checked periodically to determine what sites are being accessed.

11.13.03

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Bridport School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Bridport School District may disclose appropriately designated "directory information" without written consent, unless you have advised the Bridport District to the contrary in accordance with Bridport District procedures. The primary purpose of directory information is to allow the Bridport School District to include this type of information from your child's education record in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ⁽¹⁾

If you do not want the Bridport School District to disclose directory information from your child's education record without your prior written consent, you must notify the Bridport School District in writing by August 30th. The Bridport School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Footnotes:

1. These laws are: Section 9528 of amended by the No Child Left the education bill, and 10 U.S.C. 503, National Defense Authorization Act 107), the legislation that provides forces. 347729_v1:8017-00001



the ESEA (20 U.S.C. 7908), as Behind Act of 2001 (P.L. 107-110), as amended by section 544, the for Fiscal Year 2002 (P.L. 107-funding for the Nation's armed

11.13.03

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the Bridport Central School receives a request for access. Parents or eligible students should submit to the Bridport Central School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Bridport Central School to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

Section J
Students

Policy: Bullying and Hazing File Code: JFCF

Schools: Bridport, ID#4, Ripton, Salisbury
Shoreham, Weybridge, UD#3

Warning: April 12, 2007

Adoption: April 24, 2007

It is the policy of the School District that students should have a safe, orderly, civil and positive learning environment. Bullying and hazing have no place in the school and will not be tolerated.

Definitions:

Bullying means any overt act or combination of such acts directed against a person by a person or group of people and which:

- A. occurs during the school day on school property, on a school bus, or at a school sponsored activity;
- B. is intended to ridicule, humiliate, or intimidate the student; and
- C. is repeated over time.

Bullying may involve a range of misconduct that, based on severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined still may be subject to intervention and/or discipline under the discipline policy.

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

The superintendent shall develop procedures for reporting, investigating, and notifying parents of bullying and/or hazing incidents. In addition, the principal shall include the prohibition against bullying in the student or school handbook and, in other ways, make students aware of the prohibition against bullying and/or hazing, the penalties for engaging in bullying and/or hazing and the procedures for reporting bullying.

Legal Reference(s):

- 16 V.S.A. §11(a)(30) (*Definition of hazing*)
- 16 V.S.A. §§140a-140d (*Hazing*)
- 16 V.S.A. §165(a)(1), (8) (*School Quality Standards*)
- 16 V.S.A. §565 (*Powers of school boards*)
- 20 U.S.C. §1232g (*FERPA*)
- 34 C.F.R. Part 99 (*FERPA rules*)
- Act 117 (H.629) *An Act Relating to Bullying Prevention Policies*

Procedures for policies: *Harassment of Employees – File Code: GBCD*
Bullying and Hazing – File Code: JFCF
Unlawful Harassment of Students – File Code: JFJ

Responding to possible incidences of harassment, bullying, and hazing

1. The principal will designate an individual, other than him/her, to act as reporting/investigating agent for issues of harassment, bullying and/or hazing. The principal will serve as back up.
2. The principal will communicate this designation to faculty, students, and parents.
3. The reporting/investigating agent will be made aware of any incident or any suspicion of harassment, bullying, and/or hazing.
4. Any employee witnessing what s/he believes might constitute harassment, bullying and/or hazing will take prompt action to intervene and report the incident to the reporting/investigating agent.
5. Upon receiving a report, the reporting agent will conduct an investigation including, but not limited to, interviews and forensic evidence.
6. If the incident has been reported as a possible crime to the proper authorities, the school district will allow the authorities to conclude their investigations prior to conducting its own.
7. The privacy of the complainant, accused individual, and witnesses will be maintained. If the accused complainant or accused individual are under the age of 18, the parents of either or both will be notified of the incident.
8. The reporting agent will reduce finding in writing indicating the supporting evidence.
9. The reporting agent will review findings with the building principal¹. The principal will determine if any remedial actions are necessary to prevent future incidences of harassment, bullying and/or hazing. If remedial action becomes necessary, the principal will notify the superintendent.
10. Findings will be made available to the alleged victim and alleged victim's parents. Discipline actions involving students will remain confidential.
11. Any disciplinary actions will be in compliance with those outlined in the school handbook. If the implicated individual is an employee, disciplinary action may result in a variety of actions up to and including dismissal. If the implicated individual is a

¹ If the principal is acting as the reporting agent, the principal will review findings with the superintendent.

COMPLAINT FORM: Anyone wishing to file a harassment complaint may find this form useful.

1. NAME OF PERSON (S) FILING COMPLAINT (COMPLAINANT):
2. NAME OF PERSON (S) WHO COMMITTED THE ACTION REQUIRING A COMPLAINT:
3. WHAT IS THE RELATIONSHIP OF THIS PERSON TO THE COMPLAINANT? (Ex: "He's my teacher")
4. NATURE OF COMPLAINT (list specific incidents, exact wording when possible):

5. WHEN DID INCIDENT (S) OCCUR?

6. WHERE DID INCIDENT (S) OCCUR? (Be specific about the location)

7. NAMES OF ANY WITNESSES

TURN IN THIS FORM TO THE PRINCIPAL. YOU MAY RECEIVE HELP COMPLETING THIS FORM FROM THE PRINCIPAL OR OTHER ADULT YOU TRUST.

PERSON RECEIVING THIS COMPLAINT (PRINCIPAL, TEACHER, COUNSELOR):

1. NAME OF PERSON RECEIVING COMPLAINT _____
2. BRIEFLY WHAT DID THE PERSON RECEIVING THE COMPLAINT TELL THE COMPLAINANT?

ATTACH ANY RELEVANT MATERIALS AND SEND A COPY TO THE SUPERINTENDENT.

SIGNED: _____ DATE: _____
(Complainant)

SIGNED: _____ DATE: _____
(Superintendent)

WEAPONS

It is the policy of the Board to comply with the federal Gun Free Schools Act of 1994, and 16 V.S.A. §1166 requiring school districts to provide for the possible expulsion of students who bring weapons to school. It is further the intent of the Board to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.

Definitions:

- **Weapon** means a firearm as defined in Section 921 of Title 18 of the United States Code and 13 V.S.A. §4016, including:
 - Any weapon whether loaded or unloaded which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - The frame or receiver of any weapon described above
 - Any firearm muffler or firearm silencer
 - Any explosive, incendiary or poison gas
 - Bomb
 - Grenade
 - Rocket having a propellant charge of more than four ounces
 - Missile having an explosive or incendiary charge of more than one quarter ounce
 - Mine, or
 - Similar device
 - Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled.
 - Any other weapon, device, instrument, material or substance whether animate or inanimate, which in the manner it is used or is intended to be used, is known to be capable of producing death or serious bodily injury.

- **School** means any setting, which is under the control and supervision of the School District. It includes school grounds, facilities, 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.

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

Sanctions

Any student who brings a weapon to school shall be referred by the Principal to the Superintendent. If, following an investigation and hearing, it is determined that the student has violated the provisions of this policy, the Superintendent shall recommend to the School Board that the student be expelled from school. The Superintendent may appoint an individual or committee to conduct the investigation.

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

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

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

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