

Peoples Academy

2009—2010 Student / Parent Handbook

“A community of learners with the courage to grow”

Academic Honesty
Acceptable Use of Electronic Resources and the Internet *Policy*.....
AIDS and HIV *Policy*
Alcohol and Drugs *Policy*
Animal Dissection *Policy*
Appropriate Attire
Attendance Philosophy, Procedures and Guidelines.....
Attendance Guidelines & Procedures
Cafeteria.....
Cancellation of School or Delayed Opening
Class Dues
Class Placement
Clubs and Activities.....
Daily Schedule
Dances
Diploma Requirements.....
Directory Information.....
District Mission
Driving to School
Early Dismissal.....
Educational Support System.....
Eighteen Year-Old Students
Eighteen Year-Old Students *Policy*.....
Electronic Devices.....
Eligibility Requirements.....
Excused and Unexcused Absences and Tardiness
Extended Absences
Grading, Honor Roll and Merit List.....
Grievances and Complaints
Guidance
Harassment of Students *Policy*.....
Hazing *Policy*.....
Health Services

Idling of Vehicles *Policy*
Insurance.....
Leaving Campus
Library and Media Center.....
Lockers.....
National Honor Society
Non-Discrimination *Policy*
Parent/Teacher Conferences
Program Changes
Program of Studies.....
Progress Report Dates.....
Protection of Pupil Rights.....
Rule Violations and Expected Responses
Rules for Bike Riding and Skateboarding
School Bus Standards for Safety
School Discipline Plan.....
Search and Seizure *Policy*
Snowmobile Rules.....
Special Education Information
Student Attendance *Policy*
Student Conduct and Discipline *Policy*
Student Information Release.....
Student Leadership
Student Medication *Policy*.....
Student Records *Policy*.....
Tobacco Prohibition *Policy*.....
Teacher Advisory
Threats and Disruptions to School Operations *Policy*.....
Transfer Credits and Transferring
Weapons *Policy*.....
Valuables.....
Visitors.....

HIGH SCHOOL DAILY SCHEDULE

TIME

BLOCK

8:00- 8:20 a.m.

20 minute class

Passing time 8:20 - 8:25 a.m.

TA (Period 1)

8:25 - 9:45 a.m.

80 minute class

Passing time 9:45 - 9:50 a.m.

A-BLOCK (Periods 2-3)

9:50 - 11:10 a.m.

80 minute class

Passing time 11:10 - 11:15 a.m.

B-BLOCK (Periods 4-5)

11:10 - 1:00 p.m.

80 minute class (11:15- 12:35 p.m.)

LUNCH 12:35 - 1:00 p.m.

Passing time 1:00 - 1:05 p.m.

C1-BLOCK (Periods 6-7)

11:10 - 1:00 p.m.

LUNCH 11:10 - 11:35 a.m.

80 minute class (11:40- 1:00 p.m.)

Passing time 1:00 - 1:05 p.m.

C2-BLOCK (Periods 6-7)

1:05 - 1:50 p.m.

45 minute class

Passing time 1:50 - 1:53 p.m.

D1-BLOCK (Period 8)

1:53 - 2:38 p.m.

45 minute class

D2-BLOCK (Period 9)

DIRECTORY INFORMATION

MORRISTOWN SCHOOL BOARD

Peter Jones, Chair..... 888-1598
Judy Geer 888-7676
Kathy Demars 888-7720
Phil Kiely..... 888-8836
Will Spalding..... 888-7191

CENTRAL OFFICE ADMINISTRATION (888-4541)

Tracy Wrend Superintendent of Schools
John Pike..... Director of Finance and Operations
Valerie Sullivan Director of Curriculum & Instruction
Linda Berger Director of Student Services
Dean Pallozzi Director of Data Management
Melissa Gillen Data Manager
Lisa Cross Human Resources Coordinator
Brenda Gravel Administrative Assistant
Dena Keith Special Education Assistant
Heidi Ingalls..... Senior Bookkeeper
Carrie Christensen..... Morristown/Elmore Bookkeeper
Pam Gillen Stowe Bookkeeper

MORRISTOWN SCHOOL DISTRICT ADMINISTRATIVE TEAM

* All PA faculty and staff can be contacted using e-mail.
firstname.lastname@morrisville.org (ie: philip.grant@morrisville.org)

Philip Grant (888-4600).....Principal, 9-12
Rosalie desGroseilliers (888-4600)..... Head of High School
Wendy Baker (888-1402).....Principal, 6-8
Edward Oravec (888-3101)..... Principal, Pre K-5

PEOPLES ACADEMY (888-4600) ADMINISTRATIVE STAFF

Sally McCarthy Educational Support System Coordinator
Carrie Felice (888-7551) Guidance Counselor (Gr. 9 & 11)
Steve Hudak (888-7551) Guidance Counselor (Gr. 10 & 12)
Sheila Jones (888-7551) Guidance Secretary
Janet Sanders (888-4600) Administrative Assistant
Michele Walker (888-4600) Secretary/Receptionist
Lana Maynard (888-6705) Office Assistant/Computer Lab Technician

FACULTY

Deanna Bailey Science
David Bain Multi-Media /Yearbook
Stephanie Baranyay..... Consulting Teacher
Andrea Barberi..... Consulting Teacher
Jennifer Bickart Spanish
Hillary Bliss Family & Consumer Science
Barbara Brody Drivers Education
Daniel Bruce Band
Alvan Carr..... French
Katy Chabot Science
William Chilton..... Social Studies
Alyssa Clark..... Consulting Teacher
Michael Dolan Math
Moirra Donovan English
Marc Ducharme..... Social Studies
Rachel Duffy English
Timothy Fritz Math
Brian Hynes Social Studies
Darcie Jensvold..... English
Kim Laidlaw PA Advisory
Reeves Larson..... English
Ashley Lynch Art
Stuart Maynard..... Physical Education

Martha McClintock..... Librarian/Media Specialist
 Doug Owen Physical Education
 Trevor Putvain Social Studies
 Robert Raymond Math
 Allison Schlageter Computer Applications
 Susannah Slabinski Art
 Kate Toland.....Director of Support Programs
 Richard Tomlinson..... Math
 Sheila TymonScience
 Karsten Weiss Technology and Design
 Stewart WilliamsonScience

HIGH SCHOOL STAFF

Rita AngioneSpeech/Language Pathologist
 James Calhoun (888-6723)School Psychologist
 John Carolin..... Information Technology Coordinator
 Roger Carpenter Head Custodian
 Andrea Dobson Nurse
 Drew Farrell..... Substance Abuse Prevention Counselor
 James Farnham..... Custodian/Grounds Keeper
 Lynette FollensbeeFood Service Manager
 Susan FosterCustodian
 Peter Guihan..... Individualized Studies Coordinator
 James HaleCustodian
 Jolene Lane Para-educator
 Thomas LovellCustodian
 Rebecca Machia PC Technician/Webmaster
 Andrea Mayo Food Service
 Janet Merchant Food Service
 Jason Michaelides Director of Co-Curricular Activities
 Vernon PatrickCustodian
 Marcy Pelkey Occupational Therapists
 Lisa Piper Food Service
 Reneé Ross..... School Social Worker
 William SlocumNetwork Administrator
 Elizabeth Smith..... Unbound Staff Support
 Diana Tousant Para-educator
 Barb Wood Para-educator

OUR DISTRICT MISSION

As a community of learners with the courage to grow, we are committed to creating and sustaining an environment which nurtures student wellness and success. We facilitate high level student performance across a range of disciplines, instill intellectual curiosity and a life-long love of learning, and foster responsible citizenship that acknowledges an increasingly diverse and rapidly changing world.

COMMUNITY GOALS

1. Each child will be healthy, physically safe, emotionally secure and supported by all elements of the community.
2. Each child will be able to achieve their full potential in terms of academic skills, which allows for future opportunity and choices and social and personal development.
3. Each child will be a life-long learner with intellectual curiosity, the skills to solve problems, and the ability to communicate in a variety of ways.
4. Each child will become responsible for his/her own choices and will contribute to the advancement of the community.

DISTRICT PARAMETERS

What guides our work?

1. We maintain a safe environment conducive to learning.
2. We provide a rigorous academic program.
3. New programs or services will be undertaken only when consistent with the strategic plan, the benefits clearly exceed costs & evaluation.
4. A program or service will be retained only if it continues to make an optimal contribution to the mission & the benefits justify the cost.
5. We operate in a fiscally responsible manner by balancing the best interest of students with the community's ability and willingness to pay.
6. Behavior of students, staff or community members which diminishes the dignity or self-worth of any individual will not be tolerated.
7. The decision making process is based on data and is linked to a systemic Pre K-12 perspective.
8. Adults in the district assume personal responsibility for modeling a positive professional contribution to the work of the Pre K-12 system.

We act on our awareness that we are part of a community and serve its youth. We listen to our community's input, we embrace their goals, and we report to them on the effect of our work.

DISTRICT OBJECTIVES:

Where are we headed?

1. All students will demonstrate they have met or exceeded Vermont standards for communication, reasoning and problem-solving, personal development, and social responsibility at each appropriate benchmark.

2. All students will demonstrate they have met or exceeded the district literacy standards at each appropriate benchmark.
3. All students will have access to a school system that is flexibly designed to help them meet student performance objectives to prepare them for citizenship in the 21st century.

PARTNERSHIP FOR LEARNING:

The Morristown School District and the parents of students attending Peoples Academy High School agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve high standards.

SCHOOL RESPONSIBILITIES:

Peoples Academy High School will:

1. provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the state's student academic achievement standards
2. hold parent-teacher conferences during which this compact will be discussed as it relates to the individual student's achievement
3. provide parents with frequent reports on their children's progress
4. provide parents reasonable access to staff
5. provide parental opportunities to volunteer and participate in their child's class, and to observe classroom activities.

PARENT RESPONSIBILITIES:

We, as parents, will support our children's learning in the following ways:

1. encourage our children to put a high priority on education and work with them on a daily basis to make the most of the educational opportunities the school provides
2. be sure our children come to school each day prepared, rested, and ready to learn
3. become familiar with our children's school activities and with academic programs
4. attend scheduled conferences and request additional conferences as needed
5. volunteer, when appropriate, in our schools
6. participate, as appropriate, in decisions relating to our children's education
7. promote positive use of our children's extracurricular time

ACADEMICS

DIPLOMA REQUIREMENTS:

Students who graduate from Peoples Academy shall have achieved a minimum of 26 academic credits. The following distribution requirements must be fulfilled to earn a diploma:

English	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	2 credits
US History	1 credit
Arts	1 credit
Physical Education	1 credit
Health	.5 credit
Electives	10.5 credits

The awarding of a diploma for individual pupils shall indicate the completion of a comprehensive multi-year plan as approved by the Morristown Board of Education and the Commissioner of Education. Individual multi-year plans may be designed for pupils who can not satisfactorily complete the credits required by the local school district, under the conditions of the current educational program.

Students should check with their prospective colleges to find out what additional courses are required for entrance. Most colleges will want to see students taking college preparatory classes, including a minimum of two years of a foreign language. Highly competitive colleges will want to see students taking AP classes.

CLASS PLACEMENT:

Students are expected to accumulate a certain number of credits per year. Minimum credit accumulation for promotion is:

6.5 credits	Sophomore
13 credits	Junior
19.5	Senior
26 credits	Graduation

ACADEMIC HONESTY:

It is the expectation of Peoples Academy that all students maintain high standards of academic honesty. This means that plagiarism, cheating and/or copying school work is not acceptable. Consequences may include loss of academic credit, loss of privileges, and/or further disciplinary action as outlined in the school-wide discipline plan. All work must be your own.

GRADING:

Each school year is divided into two semesters, consisting of two marking periods each. Assessments are given throughout each quarter and may be given at the

conclusion of each semester. At the conclusion of each marking period, report cards will be distributed.

The marking system is as follows:

A+ = 97 - 100; B+ = 87 - 89; C+ = 77 - 79;
A = 93 - 96; B = 83 - 86; C = 73 - 76;
A- = 90 - 92; B- = 80 - 82; C- = 70 - 72;
F = 69 and below.

Full-time students are eligible for the **honor roll** if they have maintained an average of 90 or better with no individual grade below an 83 for the marking period. Full-time students eligible for the **merit list** have maintained an average of 85 or better with no individual grade below an 80.

Valedictory and salutatory honors will be based on the cumulative high school academic performance and a weighted class rank.

Students who receive a drop/fail for the semester will not be considered for the Honor Roll or Merit List for the semester the course was dropped.

Students in grades 10, 11 and 12 will receive progress reports from each class that they attend approximately every other week (see below). Freshman students in classes held every other day, such as English/math, science/social students, will not receive progress reports as outlined below. The freshman teaching team will develop and communicate a separate progress report schedule for the day 1/day 2 classes. It is the student's responsibility to bring the report(s) home to his/her parent/guardian. If parents/guardians are not receiving them, please contact the teacher directly. A grade below 70 is failing. If your student's grade is below 70, or if you have any concerns, please contact the teacher immediately.

Scheduled dates for Progress Reports:

September 3 & 18, October 2 & 16, November 6 & 20, December 11, January 8 & 29, February 12, March 5 & 19, April 2 & 16, May 7 & 21, June 4.

PARENT/TEACHER CONFERENCES:

Parent/Teacher conference dates for the fall semester will be November 23, 2009 and the conference date for the spring semester is March 26, 2010. Please look to future mailings and/or the website to find out when Lana Ryder will start accepting calls to schedule conferences.

GUIDANCE:

Peoples Academy provides a guidance program which supports the learning process and assists students in developing and reaching for his/her goals and dreams.

Our goal is to provide a program which involves students, parents, teachers, and the

community working together to foster positive personal, social, academic and career development for all students. We believe that every member of the school community is a part of the guidance program and all share in creating a positive school climate.

As a regular part of our guidance program we offer parents the opportunity for individual conferences and group information/education sessions. For students: classroom discussions, small group experiences, field trips, and individual conferences/counseling are available.

Examples of components of our program include:

- * understanding self and others
- * problem solving skills
- * decision making skills
- * smoking, drug, alcohol awareness
- * understanding and coping with family life changes
- * academic planning
- * academic assessment
- * career awareness
- * career planning
- * post secondary planning
- * college admissions and financial aid

To discuss any aspect of your student's education please feel free to contact the guidance office at 888-7551.

PROGRAM AND PROGRAM CHANGES:

A student's program is planned with careful attention placed on meeting graduation requirements and making sure that course selections match aptitudes, abilities and educational goals. Students may only change a course if the teacher and guidance counselor believe that the course selection is inappropriate.

There is a process for changing or dropping a course:

1. All changes require the support and approval of the guidance counselor and teacher.
2. Course changes shall occur within the **first three days** of the beginning of a class.
3. All changes require the completion of a Course Termination Form with signatures of parent(s), teacher and guidance counselor.

There are implications for dropping a course after the initial three day period:

1. An automatic drop/failure becomes a part of the student's permanent record.
2. Credit is not assigned.
3. Students are not considered for the Honor Roll or Merit List in the semester the course was dropped.

PROGRAM OF STUDIES:

Our program of studies includes the following learning opportunities: Career Academy for the Arts; Community Based Learning; Green Mountain Technical and Career Center; Individualized Studies; Interactive Learning Network; PA Advisory, traditional Peoples Academy courses and Advanced Placement courses.

For further information, program handbooks are available in the guidance office and on our school web-site. One addition to the 2009-2010 Program of Studies:

Driver Education:

Current brain research and traffic safety statistics indicate that the older a teenager is when they learn to drive, the safer they are as a driver. Also, Driver Education is a rigorous course that includes driving time during the school day taking students out of other classes. Students are then responsible for making up any missed school work. For these reasons, Peoples Academy encourages students to wait until they are 16 years of age or older to enroll in Driver Education.

TRANSFER OF STUDENT CREDITS:

It is the policy of the Morristown Town School District to accept transfer credits from state approved educational institutions. Credits will be accepted for transfer students from other schools and given equal value.

Peoples Academy students in grades 9 - 12 who wish to take courses at another institution and transfer the credit to Peoples Academy must have prior approval of the principal, guidance department and department coordinator. The amount of credit given by Peoples Academy will be determined by the principal and guidance department and will be based on the following criteria:

- length of program
- level of instruction
- method of evaluation
- class contact hours - approximately 120 class contact hours = one unit of academic credit (unless taking a college academic course which will be valued at 1 PA credit per 3 credit course) and 60 contact hours for make up courses which meet no more than 2 hours per day
- course content - appropriateness, administration, and supervision of instruction.

In no case shall more credit be given than would be received at Peoples Academy under the same conditions.

TRANSFERRING AND LEAVING:

Students intending to transfer to another educational program should notify the guidance office. Students who are transferring should have adequate information so orderly transmittal of records is possible. Vermont statutes require that a student be

either 16 years of age or have completed the 10th grade and have written consent from a parent/guardian before leaving/withdrawing from school.

EDUCATIONAL SUPPORT SYSTEMS

Our Educational Support System has three major goals:

1. To assure that all students, to the maximum extent possible, will succeed in general education classrooms
2. To ensure that all Special Education services are appropriate
3. To provide a range of educational services for students who are failing or at risk of failing

The following are answers to a number of questions students and parents might have about our Educational Support Systems (ESS). Additional questions should be directed to ESS Coordinator, Sally McCarthy (888-7551) or to the guidance department (888-7551).

WHAT ARE EDUCATIONAL SUPPORT SYSTEMS?

Every school in the Lamoille South Supervisory Union has developed a set of written procedures related to educational support systems. Teachers, administrators, parents, and in some cases, students all contributed ideas. These procedures include lists of resources available in each school which may be utilized to help students succeed in the regular classroom. In addition, the Educational Support System procedures identify a group of individuals, the "Educational Support Team" (EST) who will be available to help teachers develop methods and strategies to meet the classroom needs of individual students.

WHO SERVES ON EDUCATIONAL SUPPORT TEAMS?

This differs from school to school and may change from year to year. Principals are ultimately responsible for developing educational support teams. Classroom teachers constitute a significant proportion of the team membership, and an EST might invite individuals with special expertise to participate in the planning process for students with unique challenges.

The Educational Support Team Concept was developed on the assumption that "many heads are better than one". When a group of educators contribute ideas to a problem solving process, they are able to develop multiple strategies to meet the needs of individual students, thus helping those students achieve success in the classroom.

WHO IS ELIGIBLE FOR EDUCATIONAL SUPPORT SYSTEMS?

Any student who is not succeeding in school is eligible. A referral process has been developed to insure that Educational Support Teams receive sufficient information in an orderly fashion, but any student who needs help can be referred.

WHO CAN MAKE A REFERRAL?

Again, the answer is anybody. It is anticipated that most Educational Support System referrals will be made by teachers, but parents, administrators, guidance personnel, or support staff can also make referrals. Students might even refer themselves, generally through teachers though.

WHAT IS THE REFERRAL PROCESS?

A brief referral form has been developed and is available from your guidance counselor, who will be available to offer assistance, if needed. Completed referral forms should be submitted to the guidance office. Referral forms and any other EST records will be kept confidential.

HAVE EDUCATIONAL SUPPORT SYSTEMS REPLACED SPECIAL EDUCATION?

No. In fact, the state statutes which cover Educational Support Systems clearly indicate that they are "...not a substitute for the special education evaluation" (R 23460-Revised). However, to be eligible for a special education, a student must have a disability which has an adverse effect on education and must demonstrate a clear need for methods and services which are not typically available to all students. It is hoped that our Educational Support Systems will increase and improve the capacity of general education to meet the needs of all our students, thus decreasing the need for a special education. Special Education Programs will continue to be available for those students who need them.

SECTION 504 OF THE FEDERAL REHABILITATION ACT, 1973:

Any parent, teacher, administrator, support staff member, or the student, him/herself, can make a referral to the EST for consideration of a 504 evaluation if they suspect a child has a physical or mental disability that substantially limits one or more of the major life functions (self-care, breathing, walking, seeing, hearing, speaking, learning, performing manual tasks, and working).

Students having a history of a disability or needing to be treated as though he or she has a disability are also protected by 504 if the disability substantially limits one or more major life functions. Written notice will be sent to the parents of children being referred. This notice will request parental input. The EST will develop an evaluation plan and a case manager will be appointed. Components of an evaluation may include but not be limited to: observations, interviews, record reviews, letters from doctors, or formal testing. A student will receive support services as determined by the results of his or her evaluation.

SPECIAL EDUCATION INFORMATION

WHAT IS SPECIAL EDUCATION?

Special Education means specially designed instruction, at no cost to parents, to meet the individual needs of eligible students.

WHAT CHALLENGES MAY REQUIRE SPECIAL EDUCATION?

A student whose ability to learn in a regular classroom is adversely affected by impairment or delay in learning, a specific learning disability, a visual impairment, a hearing impairment, chronic or acute health problems, behavioral/emotional disability, and/or other disabilities as per Vermont Special Education Regulations may require special education.

HOW DOES A STUDENT BECOME SPECIAL EDUCATION ELIGIBLE?

A student is referred to the EST or special educator by teachers or parents. The EST (special educator, regular educator, and other educational personnel as appropriate) will review the referral and if necessary will recommend the student be evaluated.

The parent must give signed permission for this evaluation. A decision concerning eligibility will be made after the evaluation is completed based on the Vermont Special Education Regulations.

WHAT HAPPENS IF MY CHILD IS FOUND ELIGIBLE FOR SPECIAL EDUCATION SERVICES?

You will be asked to sit down with your child's teachers, special educators and others to write an Individual Education Plan (IEP). When you agree with the plan, you will be asked to sign it.

ARE RELATED SERVICES AND SPECIAL EDUCATION THE SAME THING?

No. Related services are things like special transportation, psychological services, physical therapy, and other support services that are provided, at no cost, to help a student benefit from special education.

STUDENT LIFE

STUDENTS:

Each full-time student at Peoples Academy must carry a minimum of 4 credits per semester. With senior status, students may carry a minimum of 3 credits per semester to meet eligibility. All credits must be passed to meet eligibility.

Students applying for work release or part-time status must fill out the required form available in the guidance office. **Part-time students are not eligible to participate in any extra curricular activity other than class activities approved by the principal.**

TEACHER ADVISORY (TA):

Teacher Advisory is a time for groups of students to meet with a teacher. Most of our day focuses on academics; advisory time focuses on relationships, caring and creating a better school community. Building time in the day for this is based on research into what works in effective high schools. TA time is 8:00 - 8:20 a.m. every

day. Students who fulfill TA requirements will receive elective credit. TA attendance is required.

CLUBS AND ACTIVITIES:

The curriculum is enriched by the availability of a variety of activities in which a student can participate. If you, or a group of students, wish to create a new club or activity, the general procedure to follow is to obtain a faculty advisor and approval from the principal. A complete list of clubs, activities, and athletics is in the PA Program of Studies.

ELIGIBILITY REQUIREMENTS:

A. ACADEMIC REQUIREMENTS

While extracurricular activities are an important part of education, academic success remains the primary objective. It is essential that all students and parents understand the following academic eligibility regulations.

1. The student must be a registered full-time student, enrolled in sufficient courses to accumulate 4 credits at the end of a semester. With senior status, students may carry a minimum of 3 credits per semester to meet eligibility.
2. The student must be passing all classes in which he or she is enrolled.
3. A student's eligibility status is determined by marking period grades only, not semester or final year grades. This status remains in effect through the entire ensuing marking period. (See Regaining Academic Eligibility.)
4. A student that receives an incomplete at the end of marking period but is considered as passing that course will be considered eligible. A student that receives an incomplete at the end of marking period but is considered as failing that course will be considered as ineligible. This status remains in effect through the entire ensuing marking period. (See Regaining Academic Eligibility.)
5. **A student becomes ineligible if**, at any time, their schedule is reduced to less than full-time status; or if the student is not passing all courses.
6. **Students may become ineligible** to participate in an extra curricular activity at the close of any marking period, or at the discretion of the principal, based on factors associated with behavior which is not aligned with the standards of citizenship or sportsmanship.

B. BEHAVIORAL ELIGIBILITY

Students at Peoples Academy are expected to abide by all the rules and regulations as outlined in the Student/Parent Handbook. If a student is found to be in noncompliance with the handbook, especially in regards to behavior, additional restrictions may be placed on their extra curricular activities beyond what is written in the handbook. If a student cannot behave in a civilized manner in school, and treat people with respect and decency, they may not be allowed to participate in any extra curricular activities. If a student is found to be truant from a class and/or school, they may be suspended from participating in any extra curricular activities

until the missed time from class/school is made up. Students need to realize that when they become part of an extra curricular group, they are not only representing themselves, but are a symbol of their school and community. As such, they are expected to conduct themselves in a manner both at school and off campus that will bring credit to themselves and the school. Any student found to be conducting themselves in a manner that discredits the school in any way may be suspended from their activity.

C. REGAINING ACADEMIC ELIGIBILITY

A student who loses eligibility as a result of not passing all courses at the end of a marking period (including incomplete ineligible) will not be able to participate in the next marking period until the first biweekly progress reports are issued. If the student is passing at that time and they present the appropriate progress reports as evidence to the athletic director, they may continue with the extracurricular activity until such time as a progress report indicates grades have slipped below passing. Should this occur, the student loses eligibility for the balance of the marking period. (Note: for Athletics - see Regaining Academic Eligibility in the Athletic Practices & Guideline Handbook.)

D. REGAINING BEHAVIORAL ELIGIBILITY

A student who loses eligibility as a result of inappropriate behavior (other than the behavior outlined in the substance abuse section of this handbook) may petition the principal for a return to participating in an extra curricular activity. These petitions will be considered on a case-by-case basis.

E. REVIEW OF REQUIREMENTS

Eligibility requirements will be reviewed periodically to ensure continued emphasis on academic success, our primary objective. Any changes will be included in the Athletic Handbook and shared with students, parents and coaches.

Band & Chorus:

Band and chorus are a part of the curriculum and all students involved are required to participate in concerts, etc.. However, activities in music other than band, chorus or stage band (i.e. District, All State, and All New England) require students to be eligible to participate. If students audition and are selected to attend a music festival, they are required to be present.

Attendance & Eligibility:

In order to participate in after-school/evening/weekend extra curricular activities, a student must be present for his/her entire school day or have an excused absence (Friday for weekend activity). Extra curricular activities include: athletic events, drama practice and performances, school dances, the prom and any other school function or activity. If a student is absent because of *illness*, but is well enough to participate at the time of the event, he/she may do so with a parent/guardian signed note presented to the adult in charge of the event. Any other variation from this policy must have prior approval from the coach/advisor involved and the principal.

Transfer Students:

A transfer student is eligible at once provided he/she was a bona fide student in the school from which they transferred and was eligible at time of transfer.

Substance Abuse and Extracurricular Activities:

Students involved in athletics and other co-curricular activities where they represent the school either in competition or in performance are affected by this policy. The Peoples Academy community recognizes the use (defined as ingestion, possession, transportation, dispensing, distributing, or being under the influence) of alcohol, tobacco and illegal drugs, or dependency thereon, as serious health, safety, legal, and security issues. Further, participation in co-curricular activities requires that students refrain from the use (defined as ingestion, possession, transportation, dispensing, distributing, or being under the influence) of alcohol, tobacco and illegal drugs ON and OFF campus. If a student is found to be using (defined as above), the student will be subject to the following consequences:

1. 1st offense in high school: Students may be suspended from participation in the extra curricular events. If the student seeks out help in the form of an assessment by a certified addiction counselor or enrollment in an appropriate program, the suspension may be reduced. The student and parents must sign a release of information form for the student's guidance counselor. A written report, including the counselor's recommendations, must be sent to the guidance counselor. Recommendations are included in the report and must be followed for a calendar year. If any part of this agreement is violated, the student is suspended from the activity for the balance of the year.
2. If a 2nd offense of "using" occurs, progressive disciplinary actions may be implemented.
3. Disciplinary action as per school discipline plan and Morristown School District Policy.

Athletics:

To be able to participate in any sport, a student must have a written permission slip from a parent/guardian; must have a physical every other year before the sport starts; and must meet the eligibility requirements as stated. Also, a student must have medical insurance through school or a parent's policy. See the Athletic Practices and Guidelines handbook for additional rules relating to requirements and responsibilities for students participating in athletics.

STUDENT LEADERSHIP:

The students and staff of Peoples Academy have established various forms of Student Leadership in order to promote the general welfare of our school, to create a greater sense of student responsibilities and cooperation, and to bring about equality and justice for all pupils within the benefits and responsibilities of school life.

Currently, there are three groups who meet at regular times and provide a variety of leadership functions.

Class Officers:

- Class officers are elected
- They help to organize school spirit, learning events, and promote the goals of democratic student voice and decision making
- Members will encourage students to be a part of the change they wish to see

PACD: Peoples Academy Change Department

In our endeavor to create a diverse community of learners who possess the necessary skills needed to construct, act, and express in a meaningful and purposeful way, it is the goal of the PACD to work together as a team comprised of an equal and endless partnership between students and teachers. This group meets regularly and throughout the summer to plan, orchestrate and execute action plans that encourage and increase student voice in academic and policy decisions.

By creating an emotionally, physically, and intellectually safe environment, we will be able to successfully reach our aim to do meaningful research, to begin making the necessary changes needed, and to help sustain and encourage already existing elements such as the performing and visual arts, sports, environmental activism, school spirit, and encouragement in individualism.

Through this work, it is our hope that we can help make Peoples Academy a community of responsible citizens where all students are engaged (life long) learners who take pride in their work now and into the future.

"Look up, Speak Out, Transform"

National Honor Society:

This organization creates enthusiasm for scholarship, stimulates a desire to render service, promotes leadership, and develops character. NHS is under the sponsorship and supervision of the National Association of Secondary School Principals.

Membership in the local chapter is an honor bestowed upon a student. Selection for membership is determined by a faculty council based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Members who resign or are dismissed are never again eligible for membership or its benefits. Candidates become members when inducted at a special ceremony.

To be eligible for membership the candidate must be a member of the junior or senior class. Candidates must have been in attendance at PA the equivalent of one semester. Candidates must have a cumulative scholastic average of at least 90 percent and shall be evaluated on the basis of service, leadership, character, and participation in a minimum of two extra curricular school activities annually. The selection of each member to the chapter shall be by a majority vote of a faculty council.

The PA chapter of NHS has regular meetings during the school year at which they determine service projects. All members regularly participate in these projects which fulfill a need within the school or community; have the support of the administration and the faculty; are appropriate and educationally defensible; and are well planned, organized, and executed. Each member has the responsibility for choosing and participating in a service project which reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute.

GUIDELINES FOR HOLDING DANCES:

All arrangements for dances must be completed and an approved form signed by the administration two weeks prior to the event. Arrangements must include:

1. A minimum of four chaperones (3 must be faculty or administrators)
2. One custodian
3. One police officer (two for formal dances)
4. Committee is responsible for set up and clean up.

All high school dances (including Prom and Winter Ball) are from 8:00 pm - 11:00 pm

GUIDELINES FOR RESPONSIBLE BEHAVIOR AT DANCES:

1. Each student is allowed only one guest per dance. The guest must be a high school student and/or no older than 20 years of age. The PA student must register his/her guest in the high school office at least one full school day prior to the event. The information requested on the sign up sheet must be legible and complete (first and last name of guest and current school they are enrolled in). If enrollment in another high school cannot be verified, the guest may be asked to show photo identification at the door. Please know the PA student is responsible for the guest's behavior.
2. Arrive at the dance no later than 8:30pm. Students arriving after 8:30pm will not be allowed to enter the dance.
3. Once you arrive, plan to stay. If you decide to leave the dance early, or leave the building, you will not be allowed to re-enter.
4. Keep in mind that all school rules apply. School policies governing alcohol and drug use, smoking, fighting, and harassment, etc. will be enforced.
5. In order to participate in after-school/evening/weekend extra curricular activities, a student must be present for his/her entire school day or have an excused absence (Friday for weekend activity). If a student is absent because of *illness*, but is well enough to participate at the time of the event, he/she may do so with a parent/guardian signed note presented to the adult in charge of the event. Hair appointments and tux fittings are not acceptable reasons for absence.
6. Moshing is not allowed. Students who ignore this rule will be asked to leave the dance.

PROCEDURES FOR FORMAL DANCES:

(Winter Ball & the Prom)

The students, parents, and administration of Peoples Academy and the Morristown Police Department want any high school event, especially a formal dance, to be an evening of safe, responsible fun for everyone who chooses to attend. The expectation is that those students attending will behave appropriately and comply with reasonable requests. The Peoples Academy Handbook for Parents and Students gives specific information on **Behavioral Eligibility, Substance Abuse and Extra Curricular Activities, Guidelines for Holding Dances, Guidelines for Responsible Behavior at Dances,** and the **Morristown School District Policy on Substance Abuse.** In addition to the handbook, the following procedures and reminders have been established for formal PA dances.

1. Random drug/alcohol screening will occur as students enter the dance. If chosen, students are expected to cooperate. Refusal to cooperate with the screening will result in denied access to the dance, a call to the parents, and may be subject to further school and legal consequences.
2. As part of the screening process, students may be asked to take a test or be evaluated for being under the influence of drugs and/or alcohol. Again, refusal to cooperate is against school policy. Refusal to cooperate or any positive test result will automatically mean that access to the dance is denied, parents are informed, and further school and legal consequences for substance abuse will be pursued. A violation of the school policy may result in suspension of up to 10 days from school. State law requires that a ticket be issued by the police. A legal fine can be imposed and/or substance abuse treatment may be required.
3. If an escort, date, or one of a group you came with tests positive, you will be tested also.
4. Bags, purses, etc. are not allowed in the dance area. They can be checked at the door.
5. Any report of suspicion of substance abuse at or during the dance will be immediately addressed by the school administration. A member of a police department will be available to assist. Again, full student cooperation is expected.
6. Investigations of policy violations including substance abuse and behavioral issues occurring at any extracurricular event may not happen immediately. There are times it may be necessary to send a student(s) home and/or end an activity pending further investigation. An example of this might be if a fight occurs and students are angry. Those believed to be involved will probably be sent home. The opportunity to tell their side of the story and sort things out might not happen until the next school day.

CAFETERIA:

Cafeteria prices are:

Breakfast:	\$1.85
Lunch:	\$3.35

Students are not allowed to charge more than 2 lunches (\$6.50). Students with an unpaid balance will be given a sandwich and milk. We do not want any student to go hungry, but cannot feed non-paying students indefinitely.

The cafeteria is open to students for breakfast from 7:30 - 8:00 AM. Students need to arrive at school early in order to obtain breakfast. Getting breakfast in the cafeteria IS NOT an excused tardy. The cafeteria is closed to high students until either of the two lunch periods, 11:15 or 12:35. Students are encouraged to bring a morning snack if something is needed before lunch. As always, when students use the cafeteria, they are expected to clean up after themselves.

Free and Reduced Meal Program:

The Free and Reduced Meal Program is open to anyone who would like to apply. Qualification guidelines are set by the federal government. Paperwork is sent home at the beginning of the school year. It is necessary to re-qualify each fall. If you qualify, your child/children will receive one free or reduced breakfast and lunch per day. Students will be charged for any additional food or drink beyond the provided meal.

LIBRARY / MEDIA CENTER:

The Peoples Academy Library/Media Center houses a variety of resources for students, teachers, and community members. Books, reference materials (encyclopedias, atlases, almanacs, etc.), videos (for teacher use), and a computer lab are available for library patrons. The Library / Media Center subscribes to the Vermont Online Library, a comprehensive group of electronic database products available via computer. These products are available for both school and home use. Access to the Internet is available to students through computer stations in the library as well as in the Computer Lab. The Library / Media collection is automated and can be searched via any computer in the school system, allowing patrons to view all library holdings (graded school, elementary school, and middle/high school). Please check out our home page at www.morrisville.org.

Materials may be borrowed by any member of the Morristown community. All borrowers are responsible for materials signed out in their names and must pay for lost materials. Failure to return materials or remit payment for lost materials may result in loss of library privileges.

All students are required to have a pass from his/her current block teacher to use the library or computer lab. The library needs to maintain an atmosphere that allows quiet study and reading. Students are expected to work quietly and be respectful of others.

VALUABLES:

Students are cautioned not to bring large amounts of money or other valuables to school. The school is not responsible for lost or stolen items. Students are responsible for their personal property. Money or valuables may be left in the office for safe keeping. **BACKPACKS AND OTHER PERSONAL PROPERTY SHOULD NOT BE LEFT UNATTENDED FOR ANY LENGTH OF TIME.** If items are left unattended, school personnel will bring the item(s) to the lost and found bins located in the cafeteria or if it appears that a backpack may contain school property, it might be brought to the main office. If a student finds a valuable item, the item should be turned in to the main office for the possible return to the proper owner.

LOCKERS:

All lockers are in the corridors/hallways for the storage of school materials. Each student is assigned a locker with a combination lock. Students are expected to keep his/her locker clean and locked at all times. Valuables should not be left in lockers or anywhere else unattended. Please be informed that lockers, being the property of Peoples Academy, may be searched and inspected. **Sharing of lockers is not allowed - only one student per locker. The student the locker is assigned to is totally responsible for any items found in that locker.** Sharing locker combinations with others is discouraged.

CLASS DUES:

Class dues support various class activities. Class dues are \$10.00 per school year to be paid to the elected class treasurer. Students with unpaid class dues will not be allowed to participate in certain activities, including but not limited to, prom and class trips.

VISITORS:

Peoples Academy welcomes all parents and visitors who have reason to be at the school. **All visitors should sign in at the high school office upon arrival and receive a visitor's pass.** Students from other schools who may be interested in attending our school at some future date should make arrangements for a visit through the guidance office. Students from other schools who simply want to visit may come for a tour (15-30 minutes), but may not stay for the entire day. We will not schedule visits the week prior to exams or during exam week, the day prior to vacations, or during events like Homecoming or Winter Carnival. Visits should be for educational purposes only. ***There should be no unattended vehicles parked next to the building, including the front circle.***

18 YEAR OLD STUDENTS:

Students who request an "18 year old paper" from the main office receive the following letter of explanation:

This letter is to acknowledge your request to assume total responsibility for yourself as a student here at Peoples Academy since you have reached the "Age of Majority"

and are now legally an adult. We want you to be aware of what this means in terms of school procedures and expectations:

1. You are still required to obey the rules and policies of the school as they apply to all students. Your new status carries with it additional responsibilities, not exemption from the rules.
2. Attendance is one of those responsibilities. If you must be absent from or late to school, inform the office before the start of your first class. Please refer to the Parent/Student handbook for acceptable reasons for being absent. Remember, in case of a conflict over whether or not an absence is excused, the school reserves the right to make the final decision.
3. A written early dismissal notice needs to be given to the main office. Use of Planned Absences forms also apply.
4. All communications from the school will be mailed directly to you as well as to your parents/guardians. If you do not wish your parents/guardians to receive communication from the school, you must request in writing that the school no longer communicate with your parents/guardians.
5. You must have a meeting with either the Principal or Head of High School prior to the 18 year old status becoming effective.

Becoming an adult is an exciting event. It also carries responsibilities which we trust you will assume. We are looking forward to working with you in this new relationship.

RULE VIOLATIONS AND EXPECTED RESPONSES FROM THE SCHOOL

	Student Action	School Response Options
<h3>Level One</h3>	<ul style="list-style-type: none"> • Bus incident • Failure to sign in/out properly • Public display of affection (PDA) • Unexcused absence • Unexcused tardiness to class • Unexcused late to school • Use of inappropriate language • Disruptive Behavior • Cell phone use during the school day • Violation of class rules • Misuse of hall pass or out of assigned area • Disrespect of property • Inappropriate attire • Misuse of technology 	<ul style="list-style-type: none"> • Classroom interventions • Parent/guardian contact • Warning • Loss of privilege • Detention • Referral to guidance, administration, nurse or consulting teacher • Referral to Planning Room
<h3>Level Two</h3>	<ul style="list-style-type: none"> • Repeated Level I violations • Violation of Tobacco Prohibition Policy • Cheating/plagiarism/intentional deception – not on computer • Failure to serve detention • In unauthorized areas (such as the cafeteria during middle level lunch) • Pushing, shoving, hands-on • Disrespect to people • Refusal to cooperate • Use of disrespectful language towards others • Violation of driving privileges • Leaving campus without permission 	<ul style="list-style-type: none"> • Referral to Planning Room • Detention • Loss of privileges • Restoration • Report to Morristown Police Dept. of violation of town ordinance • Loss of class credit or class failure • In-school suspension with parent contact • Out-of-school suspension
<h3>Level Three</h3>	<ul style="list-style-type: none"> • Repeated Level II violations • Harassment or Bullying • Fighting/assault/physical conflict • Threat of harm/intimidating behavior • Gross insubordination • Refusal to identify oneself • Theft/vandalism • Violation of Substance Abuse Policy • Violation of Weapons policy 	<ul style="list-style-type: none"> • Suspension with re-entry meeting with parent • Anger management • Risk assessment • Recommendation to school board for expulsion • Report to Morristown Police Dept

SCHOOL DISCIPLINE PLAN

PHILOSOPHY:

We believe that students and adults must interact in ways that increase effort, caring, and achievement of high standards. Our school-wide discipline plan is designed to maintain a safe and orderly learning environment. Early intervention, proactive teaching, and positive reinforcement are methods used to help students learn, and consistently use, responsible and respectful behavior.

The school believes that discipline is a teaching response to behavior. When students exhibit inappropriate behavior, the first response is usually a warning and/or reminder of the expected behavior. When a student does not self-correct, or the behavior is a higher level offense, a Planning Room referral may be necessary.

SCHOOL-WIDE STANDARDS FOR BEHAVIOR:

1. be respectful of self, faculty, staff, students, property, and environment
2. comply with reasonable requests
3. be responsible for yourself and your actions
4. encourage those around you to succeed
5. strive to improve yourself
6. be where you are supposed to be, when you are supposed to be there
7. comply with school guidelines, rules and MSD policies

When the student's misconduct is severe, an administrator or his/her designee will contact the student's parent. When a short-term suspension is considered, and it is necessary to send a student home before the end of the school day, parents will be contacted by telephone or by other means. Parents of students who are suspended for 10 or fewer days will be offered an informal hearing with the administration or a designee in accordance with school policy and state board of education rules. Long term suspensions of more than 10 days or expulsions are preceded by formal notice to parents and a hearing in accordance with school board policy and state law.

Following is a listing of certain behavioral consequences for inappropriate behavior. Some of these consequences are new to the school this year and are explained below.

Detention:

Detention is time a student owes the school for a violation of school rules or other inappropriate behavior. Detention is supervised quiet time that may be assigned before or after school or during lunch. Skipping assigned detention may result in In-School Suspension.

In-School Suspension:

In-school suspension is to be served during school day. Students will not be attending their regular classes and will get assignments from their teachers the day

before ISS is to be served. Students may be assigned to ISS for offenses such as: extreme disruptiveness, repeated skipping of classes or detentions, or repeated unexcused absences, etc. Misbehavior in ISS will result in an out-of-school suspension. In-school suspensions will be served in the high school Learning Center.

Note: Detentions and Suspensions take precedence over any school function or activity; a student may not participate in the activity until the assigned consequence has been served.

Out-of-School Suspension:

Out-of-School Suspension is the result of repeated behavioral offenses, out-of-control behavior, gross insubordination, fighting, bullying, theft, vandalism and violation of school policies on substance abuse, weapons, or harassment, etc. Any unlawful behavior will also be reported to local law enforcement. Students serving an OSS are not allowed on school property during the suspension period.

Bullying:

Bullying is defined as any overt act or combination of acts directed against a student by another student or groups of students and which is

- Repeated over time
- Intended to ridicule, humiliate or intimidate the student and
- Occurs during the school day on school property, on a school bus, at a school-sponsored activity, before or after the school day on a school bus or at a school-sponsored activity or by electronic means including but not limited to cell phones and internet.

The MSD encourages student targets of bullying and students who have first-hand knowledge of bullying to report such claims. Students should report the incidents to any teacher, guidance counselor, Rosalie desGroseilliers (Head of High School) or Philip Grant (Principal). Students may also anonymously report bullying by using the designated box located in the guidance office.

Rules for Specific School Areas:

Please refer to the Student Life section of the handbook for information on expectations regarding extracurricular activities and other specific areas.

Locker Room:

The locker rooms are for use during the school day only by students in a scheduled Physical Education class or athletic activity. Students are reminded not to leave valuables unattended; either lock them in a locker or give them to an adult during the class or practice. As everywhere, appropriate and respectful behavior is expected. Locks are not provided by the school for the gym locker rooms - it is recommended that students provide their own lock for use during that class time. Locks must be removed at the end of class every day.

Events: Expectation for Conduct and Behavior

All students attending concerts, plays, athletic events, assemblies and any other event on campus will be held to a high standard of sportsmanship and audience behavior.

Students will:

1. Demonstrate respect and responsibility
2. Behave appropriately for the event
3. Respond respectfully to adult redirection

Students who do not follow these guidelines, or otherwise violate a school rule or policy, will be asked to leave. Follow-up with the Administration as per the school-wide discipline process will take place the next school day.

Lunch:

During lunch times, student should be in the cafeteria, on the deck behind the cafeteria, in class, or in the library with a pass. Hanging out or eating in the hallways during lunch time is not permitted. After you eat, be sure to clean up.

Mornings:

Students may report to class with teacher permission before 8:00 am or congregate respectfully outside of classrooms. The ramp area outside the gym must be kept clear. Students need to be in classes by 8:00 AM.

Hallways:

When a student is in the hallway during class times, he/she needs a visible pass from his/her classroom teacher. Students may congregate respectfully in hallways during passing times. The ramp area outside the gym must be kept clear. Students must be on time to classes or have a pass from a staff member indicating prior approval or special circumstances which excuse the tardiness.

Public Display of Affection (PDA):

Holding hands at school is acceptable. Any display beyond that, such as kissing, full-body hugging or “making out” is excessive and not allowed.

ELECTRONIC DEVICES:

Cell Phones:

Instructional time is valuable and must be protected and preserved. Cell phones should not be turned on or visible:

- in the classroom
- during a scheduled class period
- in any student work area

Teachers may confiscate phones that violate this rule. Students may retrieve confiscated phones from the office at the end of the day. Second or third offenses may result in parental notification or the school’s refusal to allow a student to have his/her phone at school.

Personal Laptop Computers

Students must bring their personal laptop computers to the Technology Support Office prior to using them at school.

Other Electronic Devices:

Portable music players or other electronic devices may only be used before school, during lunch, or after school. Portable music players may be used in a classroom ONLY with teacher consent. Portable music players with phones or cameras will not be allowed. Failure to follow these rules will result in the confiscation of the device. See the school discipline plan for further explanation of possible disciplinary action for repeat offenders.

BIKE RIDING, SKATEBOARDING, ETC.:

Bike riding, skateboarding and other games and activities that take place on sidewalks, walkways, parking lots and other traveled areas are allowed only before 7:30 and after 3:00 on school days. Parents and students are encouraged to learn about and follow recommended safety guidelines, such as the use of helmets, elbow and knee pads for these activities.

Regarding skateboarding, as per Morristown Town Ordinance, Article 0807-16:

1. Skateboards being operated on public sidewalks and public paths shall stay to the right and shall yield the right-of-way to pedestrians
2. Operators of skateboards shall obey all traffic control devices as they apply to pedestrians
3. Skateboards shall not be operated on a Town Highway except to cross the highway
4. No person operating a skateboard may attach him or herself or attach the skateboard to any other vehicle, such as a bicycle or motor vehicle, for the purpose of being towed or propelled by that vehicle
5. No person shall operate a skateboard in any public parking lot in Town, including parking lots of schools, churches, nursing homes and hospitals.

Individuals who violate this ordinance may be subject to disciplinary action as per our school discipline plan and/or penalties as described in the ordinance.

For bike riding, hacky sack and other games and activities that take place in student traffic areas, participants are required to yield the right of way to pedestrians, obey all traffic control devices, and play in ways that protect the safety of participants and passers-by. Some examples of unsafe behavior that are not allowed include: snowball throwing, blocking walkways, horseplay, and roughhousing. Individuals who do not meet these expectations will be subject to disciplinary action as per our school discipline plan.

DRIVING TO SCHOOL:

Driving an automobile offers a level of freedom and, at the same time, carries a great deal of responsibility. We assume that a student with a license and a car has demonstrated to the state of Vermont and to his/her family that he/she can be trusted to follow the rules of the road and practice sound judgment. There are only two reasons to drive to school. One is to get you here; the other is to take you home or to work. The vehicle is not a substitute for your locker and it is not your ticket to leave campus during the school day. To do either of the latter will result in a loss of privileges.

1. Students will leave vehicles as soon as they arrive on school grounds. Students are ONLY allowed to return to their vehicles during the school day with permission from BOTH their classroom teacher and the office. Failure to obtain permission may be subject to progressive disciplinary action, including possible search of person and belongings.
2. Students may return to their vehicle when ready to leave school grounds for the day or when they have made arrangements through the high school office to leave for an appointment.
3. Students will park in the designated student parking area.
4. Students should lock their vehicles.
5. Students will follow all traffic laws that apply on public roads. There is a speed limit of ten (10) miles per hour on school property and twenty-five (25) miles per hour on Copley Avenue.
6. Students will follow the direction of traffic flow in the parking lot and the traffic circle in front of the PA building.
7. Students may not drive their own vehicles to off-campus school-related activities when the school provides transportation.
8. The school does not allow students to drive other students for off-campus school-related activities during the school day.
9. All school rules and policies apply to vehicles brought to school by students. Vehicles may be searched.

Driving to school is a privilege, not a right. If a student is unable to follow the regulations guiding the use of car on school property, his/her driving privileges will be revoked. Violations that do not endanger the lives of yourself or others will result in the loss of privileges as follows: 1st = 10 days; 2nd = 90 days; 3rd = one calendar year. Violations that endanger the lives of yourself or others will result in a one calendar year loss of privileges. Traffic law violations will be reported to the police.

Examples of violations that result in the loss of driving privileges include but are not limited to the following:

1. Leaving campus without permission.
2. Taking another student off campus who does not have permission to leave even if you have permission to leave campus.
3. Exceeding the speed limit. Driving ten miles per hour is very slow; a speed of

even a few miles per hour above that limit is very noticeable to an observer.

Reports from an adult on duty or a parent will be taken seriously.

4. We cooperate with the local police. A report of excessive speed on Copley Avenue will also result in a loss of driving privileges.

Examples of violations that are considered as endangering lives and, therefore, result in the loss of driving privileges for one calendar year include but are not limited to the following:

1. Passing a school bus or busses in a loading zone when red lights are flashing.
2. Spinning out on gravel or pavement as a result of high speed.
3. Driving at high speed with pedestrians near.
4. Horseplay that might include driving deliberately toward an individual or group and braking just short of hitting them.

Any loss of driving privileges applies to before and after school hours as well as the school day.

SNOWMOBILE RULES:

Those students intending to operate a snowmobile to and from school property must adhere to the following rules:

Operators:

- of a snowmobile must be at least 16 years of age.
- of a snowmobile born after July 1, 1983 must possess a certificate of snowmobile education while operating a snowmobile.
- must have permission of the school to operate on school grounds.
- must provide the school with registration number and description of the snowmobile that they intend to use.
- must follow all Vermont State Laws governing the use of snowmobiles.
- may not race or operate a snowmobile on school grounds in a reckless manner so as to endanger a person or property.
- may not operate on school grounds in an unreasonable or unsafe manner; and may not operate a snowmobile at a speed greater than is reasonable under the conditions, having regard for actual and potential hazards. Speed must be controlled to avoid collisions with any person, vehicle, snowmobile or object.
- must stay on trails marked for use by snowmobiles. They may not use the school's cross country trails.
- must park snowmobiles in the designated area.

Penalties:

1st Offense = 10 day loss of privilege

2nd Offense = 90 day loss of privilege

3rd Offense = Loss of privilege for 1 calendar year

Law violations will be reported to the police.

LEAVING CAMPUS DURING THE SCHOOL DAY:

Peoples Academy operates as a **closed campus** which means that students must remain on campus from the time they arrive in the morning, until school is over for the day. **Students are NOT allowed to leave campus at lunch time.** Students who choose to leave campus without establishing a legitimate reason and without arranging parent and high school office permission will be subject to progressive disciplinary action, including possible search of person and belongings and suspension. Part-time students are to leave campus when they finish scheduled classes. **All students** leaving campus for any reason **must** sign out and back in at the office.

The school day is defined as beginning at the time you first arrive at school and ending when you leave for the day. Students may leave campus during the school day with a legitimate reason and permission from a parent **and** the high school office. Legitimate reasons include illness, an appointment, or family emergency. Illness will also require a visit to the school nurse before leaving school. You **must** bring a pass from the nurse to the high school office **and sign out** at the office to be excused early due to illness. (Please see Town Ordinance on leaving campus).

SCHOOL BUS STANDARDS FOR SAFETY:

- a. **Cooperation with all driver requests** — The driver has major responsibility for student safety. They must have cooperation from all passengers at all times. If they ask for cooperation or give a direction, there needs to be a prompt and cooperative response.
- b. **There is no way for drivers to resolve conflicts**, sort out who is telling the truth, or investigate anything while driving something the size of a house trailer down the highway. We cannot expect them to do this AND provide a safe trip. If things need to be sorted out, it will be done as much as it can be at the student's school building, following a report by the driver.
- c. **Board the bus appropriately** — Stay well away from the bus until it stops. Get on the bus in line without pushing or crowding the entrance. Sit in assigned seat.
- d. **Assigned seats and damage to seats** — Students have assigned seats. They need to sit in them, facing forward, until the bus stops at the student's official stop. Seats will be inspected before and after each run. Because we are experiencing damage to seats, we will bill the cost of repair to the students assigned to a seat. We will bill students who share a seat equally unless the guilty party is identified. A student and his or her parent who wishes to dispute responsibility may do so by scheduling a meeting with the principal. It costs \$80.00 to \$100.00 to repair a damaged cushion.
- e. **While riding** — it's OK to read, chat quietly with seat mates, or listen to music with headphones.
- f. **To get off at a different destination than normal** — Drivers must be given a pass from the school office by the student to do this. The school office will only issue the pass if there is a note or call from a parent. This applies to all levels, elementary through high school. Any student who

boards a bus other than their regular bus without a pass will be transported back to school.

THINGS THAT ARE NOT OK

- open food, candy, or beverage containers
- sitting sideways or backwards
- damage to the vehicle
- swearing
- opening windows without permission of the driver
- arguing with the driver
- ignoring the driver's request
- physical conflict
- yelling or making startling noises
- blocking the aisles with anything
- smoking, lighters, matches, explosives, or any thing of a dangerous nature
- throwing things
- switching seats
- putting hands, arms, head, legs, or ANY objects out a window

Busing - Consequences for Breaking the Rules:

We know that younger children need a chance to be taught and learn these rules. By upper elementary and middle level, they should be expected to know them and follow them without question. Parents and students need to understand clearly that we cannot allow a student to endanger others or damage school buses. Therefore, our tolerance for not following these rules is ZERO. We and the drivers will explain them to students. Loss of transportation privileges for those who can't or won't follow the rules — either temporarily or permanently — is the only way we know to ensure a safe and pleasant ride for those who do follow the rules (NOTE: There is no official number of "warnings" prior to loss of transportation privileges. The decision will be made at the building level, depending on the circumstances.)

APPROPRIATE ATTIRE:

It is expected that individuals will use good judgment when it comes to his/her appearance. Clothing that disrupts, interferes or detracts from the learning environment will not be tolerated. This includes, but is not limited to, clothing that:

- is revealing, immodest, or indecent
- advertises and/or displays alcohol, tobacco products or illegal substances or activities
- is sexually suggestive, obscene, graphic or otherwise offensive
- is vulgar, offensive or degrading to others
- is damaging to people, property or equipment

Students will wear:

- tops that touch the waistband of the lower garment with no skin showing
- tops that do not show cleavage
- tops that are not see-through
- pants, shorts or skirts (bottoms) that cover underwear
- clothing that is of appropriate fit or bottoms that are restrained with a belt
- shorts or skirts that are long enough to touch the finger tips when standing
- footwear

Students who disregard these rules may be required to change their clothing or be sent home. Final decisions on appropriate dress rest with the administration.

Students may wear hats with the following provisions:

- Hats may be worn in classrooms at the teacher's discretion.
- Hats may be worn so long as they are in keeping with the rules regarding appropriate messages. Hats that contain profanity, are sexually explicit, or advertise and/or display the use of alcohol, tobacco, or other illegal substances or activities will not be allowed.
- Hats must be removed for assemblies featuring guest speakers or performers, First and Last Chapels

Use of School Materials:

Students are expected to treat all school materials, including but not limited to library books, computers, cafeteria equipment, with respect. Library books are issued to students to assist in the learning process and need to be treated carefully and then returned in a timely manner. Reimbursement or replacement for any lost or damaged book or materials will be expected. If reimbursement is not made students may lose the privilege of signing out further books or materials and may lose technology privileges.

ATTENDANCE

ATTENDANCE PHILOSOPHY:

We believe that only through participation in classroom activities on a daily basis can students obtain an adequate understanding of the instruction and activities of each class. Regular attendance is also preparation for entry into the world of college and work and is required by state law and Morristown Town Ordinance. The faculty, staff and administration realize that we must work with all students to help them succeed and will provide appropriate and reasonable assistance to help students make up missed work. However, students and parents must understand that there is no substitute for the classroom experience and repeated absence from class negatively impacts learning. A student's attendance should not be interrupted except for extremely important matters or unavoidable circumstances.

ATTENDANCE GUIDELINES:

- Attendance is taken every period (TA is considered a class period).
- Parent/guardian should call 802-888-4600 when a student will be absent or tardy to school and should send a note for early dismissal.
- If we don't hear from you, we will call when a student is absent from both TA and A block or any subsequent period.
- Any absence not verified by parent/guardian becomes an unexcused absence.
- The probable consequence for unexcused absences is the loss of academic credit. Loss of credit equals failure and failure jeopardizes the ability to graduate on time.
- Teachers will alert guidance when a pattern of absenteeism is beginning to negatively affect academic performance.
- The school will inform parent/guardian of attendance concerns. However, we encourage parents to contact the school with any attendance related concerns.
- It is our belief that early intervention and working together with the family is the best method to improve attendance.
- Truancy is notified when a student's unexcused absences total ten (10) days.
- Attendance can be monitored using the Powerschool Parent Portal.

It is the parent/guardian's responsibility to notify the school when their student will be absent from school. Parent/Guardian may also send a note when a student returns if they have been unable to contact the school. A note from a parent/guardian does not automatically mean that a student is excused. Please see the Excused Absence section for a list of VT Department of Education Excused Absences.

TARDINESS:

It is our intention to foster a school-wide habit of being on time. We believe that being on time for all occasions is an important life skill.

Tardiness may be excused if the student has a note giving a legitimate reason. If the student is late to school, a note or phone call indicating the specific reason for the tardiness such as illness, medical appointment, court appointment, electrical outages, or certain weather conditions (see excused absence list), from the parent is necessary. If the student is tardy to a class, a note from the staff member who is responsible for detaining the student is required.

- tardiness to any class is defined as arriving late, but within the first 10 minutes after the scheduled start time
- a five minute passing time between each class is built into the daily schedule
- one (1) unexcused tardy equals a warning
- three (3) unexcused tardies in a lunch time detention
- every tardy thereafter equals a lunch time detention

EXCUSED ABSENCES:

Excused absences are those that are verified by a parent/ guardian, physician, school nurse, or other school staff **and** fall into one of the following categories as defined by the VT Department of Education Guidelines for Attendance:

- personal illness
- appointment with professional health care providers which cannot be scheduled during non-school hours
- family emergency or death in the immediate family
- observance of recognized religious holidays when the observance is required during a regular school day
- court appearances
- pre-approved family commitments and activities which have obtained prior approval (Planned Absence Forms are available in the main office)
- permit or driver examination appointments
- school/educational-related activities or field trips which have been approved by the administration

Planned Absences:

Forms are located in the main office. Students with prior knowledge of a planned absence (i.e.: family vacation, surgery and recovery days, college visits) from school must use the form to obtain signatures from: first – each teacher, second – guidance office, third – a parent/guardian. (Please be aware that a teacher’s signature means that the teacher is aware of the absence, not that the teacher agrees to the absence. A teacher may inform the parent/guidance of any concern due to the absence of the student.) After all signatures have been obtained, the form needs to be submitted to the high school office for **final** approval **three days** prior to the commitment. Students going on a school field trip are not required to complete a planned absence form.

Excused absences allow students to make up missed work. If an assignment was due or a test was announced for the day of the absence, **it is expected that the obligation will be met on the day of return.** Generally speaking a student will be allowed one school day for each day of excused absence to make up missed work. It is the student’s responsibility to get all assignments and to make arrangements with the teachers to take tests or quizzes. Students are held accountable for all class work and if he/she does not follow through on this responsibility, he/she will risk losing credit for the missed work. If a student has an unplanned, excused absence that may be longer than a single day, parents/guardians are encouraged to ask office personnel to obtain homework for the student. Notices are placed in the appropriate teacher’s mailbox and teachers usually bring homework to the office by 3:00 PM. The office is open until 4:00 PM for the work to be picked up.

UNEXCUSED ABSENCES:

Unexcused absences are any absences not covered by the excused absence list. All unexcused absences are considered truanancies by the VT Department of Education

and the Town of Morristown. Any unexcused absence from all or part of the day places the student at risk of losing credit from missed classes. **If more than 10 minutes of a class is missed, it will be considered an unexcused absence.**

FREQUENT ABSENTEEISM:

Frequent Absenteeism is a primary cause of academic failure.

- The school will contact parent/guardian if attendance concerns arise.
- We want parents/guardians to contact us with any attendance concerns.
- The school has an Attendance Review Committee and Student Support Teams that will work with the student and the family to develop a plan for success.

Truancy

Truancy is defined as any unexcused absence from school. The truancy project will be notified after ten (10) days of accumulated unexcused absences.

As per Morristown Town Ordinance, Article 0807-15:

“No person who is legally registered as a student within the Morristown School District, any other recognized school or educational program shall be absent from school and at large within the community during the lawfully established hours of the particular educational institution.

This regulation shall not apply to any student whose education plan calls for alternative schooling times or any student excused from school due to illness, physician appointments, family emergencies, etc. or by an authorized School District representative.”

In addition to the school response, individuals who violate this ordinance, including students and individuals over 18 years of age who knowingly encourage or contribute to the truancy of a legally registered student within the Morristown School District, may be subject to penalties as per the Town ordinance.

EARLY DISMISSAL:

Students requesting to leave school prior to the end of their regularly scheduled day must arrange this through the office. A parent/guardian note or phone call indicating the specific reason for the early dismissal is required. Please see the list of excusable absences above.

AMENDED SCHEDULE:

A student with an amended class schedule is required to leave campus within five minutes after his/her last class. Transportation in such cases is the responsibility of the student. Amended schedule students are not allowed to hang out in the hallways, window seats, gym, offices or classrooms. The only acceptable reason a student may remain on campus is if he/she is working on school work in the library, computer lab, classroom, or guidance office.

GENERAL INFORMATION

PROFESSIONAL QUALIFICATIONS:

You have the right to request information regarding the professional qualifications of your child (ren)'s classroom teachers.

STUDENT INFORMATION RELEASES:

At the beginning of each school year, parents/guardians are provided with a form to indicate whether or not to allow the school to release information to the media, recruiters and higher education facilities. Media: Photos or video images which might be used in school related articles (newspapers, magazines, television) school reports, or the annual town report. Recruiter/Higher Education: We will provide, upon written request from military recruiters or an institution of higher education, access to student names, addresses and phone numbers UNLESS parents/guardians indicate NO on the form provided. If at any time during the school year, parents/guardians wish to change their answers to any of the questions on the release form, he/she must ask for a new form from the main office.

CANCELLATION OF SCHOOL:

The following procedures are used to close school or to delay the opening of school due to inclement weather.

Delayed Openings: When transportation providers and town road crews feel that road conditions are not safe, the Superintendent of Schools is notified and the opening of school may be delayed for two hours. Accordingly buses will run two hours late. The VT Association of School Broadcasters will be notified of the delayed opening for their announcements. This information is distributed to television and radio stations throughout the state no later than 6:45 AM. If at 8:45 AM the roads are still not safe for the school buses, then the school will be closed for the day and the procedures listed above will be used to make the "no school" announcement.

Early Dismissal: In inclement weather students may be dismissed early from school to ensure their safety home. Changes in school schedules will be posted on the website and announced on local radio stations.

Closing of School: If the decision is to close school rather than to delay the opening, the VT Association of School Broadcasters will be notified of the decision to close school for their announcements. This information is distributed to TV and radio stations throughout the state no later than 6:45 AM.

There may be times when only certain roads or areas are not passable. When the bus driver comes upon these, the driver may not use the road if it does not seem safe. Therefore, it is possible that some children may not be picked up. In heavy snow, road conditions may prohibit the buses from completing routes on time and the bus may arrive at school late. Students on these buses are not marked tardy.

If parents feel that the roads to school are not safe, then the children may be kept at home. Parents should contact the school to let them know.

HEALTH SERVICES:

Health services are available through the school nurse. Students who are not feeling well should get a pass to the nurse from their assigned teacher or from the office. The nurse will determine if the student should be excused to go home and if so will contact a parent/guardian. The school nurse will not dispense medication of any kind except as allowed in the policy on medication.

If the nurse is not available, the student should report to the main office. Efforts to help the student will be made by office personnel and a parent/guardian will be contacted. The school cannot release student unless parent/guardian contact is made.

All students going home ill must bring a pass from the school nurse to the office and sign out in the office when leaving. If these procedures are not followed then the u-excused absence policy may apply.

Vision, hearing, blood pressure, height & weight, and scoliosis (curvature of spine) testing is conducted. By state law, parents may decide to not have their child(ren)'s hearing tested. They must contact the school nurse to opt out of this hearing testing service. By state law your child must have all required immunization shots and boosters before being admitted to school.

THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA):

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education.

- Political affiliations;
- Mental or physical problems of the student or student's family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of student's family members;
- Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parents; or
- Income other than that required by law to determine program eligibility.

Receive notice and an opportunity to opt out of:

- Any protected information survey, regardless of funding; and

- Any non-emergency physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.
- Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;

Inspect, upon request and before administration or use:

- Protected information surveys of students;
- Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Parents and eligible students who believe their rights have been violated may file a complaint with:

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

INSURANCE:

Accident insurance will be available to all students through the school at a minimal cost. Students who participate in sports must have accident insurance, either through the school or at home.

GRIEVANCES AND COMPLAINTS:

Parents or school district residents who have complaints should meet with the teacher involved or the Head of School. If the complaint cannot be resolved with the teacher or Head of School, then you may contact the building Principal. If it still cannot be resolved, then you may contact the Superintendent at 888 - 4541.

MORRISTOWN SCHOOL DISTRICT SCHOOL BOARD POLICIES

ACCEPTABLE USE OF ELECTRONIC RESOURCES & THE INTERNET

Policy

It is the policy of the Morristown School District to use electronic resources including the Internet to support and enrich the curriculum. The board believes that

the benefits to students from access to electronic information resources and opportunities for collaboration far exceed the disadvantages.

General Information

The board supports access to rich information resources by students and staff as well as the development of staff instructional skills to analyze, evaluate, and incorporate electronic resources within the curriculum. This policy complies with the statutory requirements of the Children’s Internet Protection Act (CIPA) and promotes the safe, ethical, responsible, and legal use of district electronic resources including the Internet to support the effective use of these resources for educational purposes. CIPA requires the installation and use of filtering software or services on all computers with access to the Internet to prevent access to visual depictions of obscenity, child pornography, or other materials harmful to minors. Access to district 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 this policy.

Violation of this policy and the procedures developed in accordance with this policy may result in disciplinary action or referral to local, state, or federal law enforcement officials.

Administrative Responsibilities

The superintendent or designee will coordinate and oversee the use of district electronic resources including the Internet. The principal or designee will serve as the building-level coordinator for use of the electronic resources including the Internet and will develop building-level procedures necessary to implement this policy. The procedures will include provision for educators to receive proper training, guidelines for the supervision of students using the system, monitoring the use of the system, and overseeing management of the “acceptable use procedures” agreement process.

The district will stipulate in any agreement or contract that Internet service providers will not collect, analyze, and/or sell individual or anonymous student use data for the purpose of commercial advertising and marketing research activities. The collection and analysis of student use data strictly for the purpose of educational evaluation is acceptable, provided that student confidentiality standards are maintained.

The principal or designee will periodically conduct an analysis of the effectiveness of the selected filtering product or service and make recommendations to the superintendent.

Staff Responsibilities

School staff members are responsible for assuring that students are instructed and supervised, in a manner that is appropriate to the age of the students and circumstances, regarding the safe, ethical, legal, and responsible use of electronic resources including the Internet. The principal or designee will develop and

disseminate staff supervision guidelines for their respective schools.

Student electronic records are confidential and should be treated like all other student records.

User Responsibilities

Users may access electronic resources including the Internet for educational purposes only. The term “educational purpose” includes use of the system for classroom activities, which may involve e-mail communication, career development, and curriculum driven research.

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

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.

Users will respect the rights of copyright owners and will not plagiarize works they find on the district electronic network including the Internet by presenting them as their own.

Users should not expect that any files and records of their online activity created on the district’s system are private. Users will be informed that the district supervises and monitors activities and privacy is not to be expected.

Students and staff may not access materials for any purpose that the district deems to be potentially harmful, inappropriate, illegal, and non-educational. This includes materials that are obscene or child pornography.

Parental Notification and Responsibility

Each school will provide written 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 children (all students 18 years of age or older must sign their own agreement) to access district electronic resources including the Internet and return this agreement to the school before access will be granted.

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.

Due Process

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. Staff member infractions will result in disciplinary action.

Notice of violations of this policy shall be forwarded to the principal to evaluate compliance with this policy and the appropriate implementation procedures.

The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to illegal activities conducted through the use of the district’s electronic resources including the Internet.

Individual User Responsibilities

System users shall:

1. understand that electronic mail transmissions and other use of the electronic communication system is not confidential and may be monitored at any time by designated staff to ensure appropriate use;
2. not distribute personally identifiable information about themselves or others by means of the school’s electronic communication system;
3. be responsible at all times for the proper use of their account by taking all reasonable precautions to prevent others from gaining access to their system account and password; not use another person’s system account or password, or present themselves as another person, without written permission from the system administrator or school coordinator;
4. not purposefully access or send materials, which include pictures, video or audio files, that are rude, disrespectful, abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal;
5. purge electronic mail in accordance with established school e-mail retention guidelines;
6. not use the school’s electronic resources and Internet connection for commercial or illegal purposes, or for any other activity prohibited by school policy;
7. not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, school policy, and administrative regulations;
8. not plagiarize work using the school’s electronic resources (plagiarism is taking

- the ideas or writings of others and presenting them as one's own);
9. not use the school's electronic mail, or other personal email accounts, in any way that causes recipients or other readers to assume the email message represents the opinion of educators or other school officials, or anyone else without their explicit permission;
 10. not waste school resources related to the electronic communication system, or damage or attempt to damage computers, computer systems, computer networks or software;
 11. not abuse the school's electronic communication system by downloading large files or sending annoying or unnecessary messages to a large number of people;
 12. not gain or attempt to gain unauthorized access to the school's electronic resources, network or restricted information;
 13. not upload, download or redistribute public domain program to the system for their own use without advance permission;
 14. be responsible for determining whether a program is in the public domain and follow the school virus protection procedures in downloading software.

Disciplinary Actions

The school's electronic resources system is a limited forum, similar to the school newspaper, and therefore the school may restrict individual user's speech for valid educational reasons. The district school will not restrict speech on the basis of disagreement with the opinions expressed. Users should not expect privacy in the contents of their personal files or record of web research activities. Routine maintenance and monitoring of system resources may lead to discovery of violations of district policy, disciplinary code, or state and federal law. An individual search may also be conducted by the system administrator if there is suspicion that a user has violated this Acceptable Use Procedures agreement. If there is evidence that a violation has occurred, the school principal shall be notified and will determine appropriate consequences.

MORRISTOWN SCHOOL DISTRICT **STUDENT TECHNOLOGY** **ACCESS CONTRACT**

The Morristown School District (MSD) is proud to offer students dynamic educational opportunities through our high-speed local area network and high-quality technology resources. To gain access to the Network all students must obtain parental consent verified by signature on this form. Use of a variety of local technology resources is necessary for meeting the curriculum requirements of most classrooms. It is clear that academic and life-long skills for success require students to utilize technology as a learning resource and toolset. Technology provides students with powerful academic benefits, but these benefits come with individual responsibilities.

When using the network or technology resources all students must understand and comply with the following:

It is a student's responsibility to:

1. comply with all school and classroom rules regarding behavior and personal conduct
2. utilize our schools' network and technology resources only for activities that relate to the educational mission of our schools
3. seek MSD staff permission before using or moving school technology resources
4. keep his or her login information confidential and access the network resources using only his/her own login privileges
5. notify an adult immediately if he/she encounters materials which violate the rules of appropriate use
6. show respect and care for all MSD technology resources and Network users

Students agree *NOT* to:

1. use the network or technology resources to harm others or disrupt their work (e.g. view, send, or display offensive, threatening messages or pictures)
2. interfere with the operation of the network by installing illegal software, shareware, or freeware
3. violate copyright, academic honesty or intellectual property laws
4. waste limited resources such as disk space or printing capacity
5. enter any chat rooms that are not approved and monitored by an MSD staff member
6. have food or beverages at the computer work area (students must maintain a clean computer workstation)

The use of network and technology resources in the Morristown School District is intended to support educational activities. Each user is personally responsible for his or her actions. Users are advised never to intentionally access, keep, or send anything that they would not want his/her parents, school officials, or law enforcement to see. I understand that my electronic activities and records on the school's technology resources are not private and may be subject to review. Upon review of my records, if I have been found in violation of the conditions set out in this document and/or the Morristown School District policies access to MSD Network and technology may be subject to revocation. I understand that access to technology in the Morristown School District is a privilege and not right.

STUDENT:

I have read and understand the conditions contained in this document. I understand that access to network and other technology resources is a privilege, not a right and all documents that I store on the network are not private. I accept responsibility for the choices I make and understand that if I choose to violate the conditions these privileges may be restricted or lost and that I may be subject to other disciplinary action.

PRINTED STUDENT NAME

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN:

I have gone over the conditions and expectations contained in this document with my son or daughter. I recognize that it is impossible for the Morristown School District to block access to all inappropriate materials that could be accessed by students without negatively impacting the learning opportunities available to students. Knowing this, I accept responsibility for guiding my son or daughter in the appropriate use of Internet resources and for setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring online information. Also, I am supportive of the Morristown School District instructional activities policies and procedures that teach appropriate use of technology. I have helped my son or daughter to understand that ultimately responsibility for appropriate use rest with the user.

As the parent or legal guardian of the student signing above, I consent to their use of Network and technology resources provided by the Morristown School District. I support that they be held accountable in choosing to violate the conditions of use and understand that this may result in a loss of privileges to access these technology resources.

PRINTED PARENT NAME

PARENT SIGNATURE

DATE

AIDS OR HIV

Policy

It is the policy of the Morristown School District to tolerate no discrimination against students or employees who may have AIDS or HIV.

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 Morristown 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

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

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

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.

Exposure to Blood borne 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 blood borne 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 Blood borne Pathogens Standard.

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.

ALCOHOL AND DRUGS

Policy

It is the policy of this 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.

Philosophy

This policy is concerned with the health and well-being of all students and the policy takes into consideration the individual needs of students with alcohol and substance abuse problems as well as the right of all students to receive an appropriate education in an alcohol and drug free environment. The board encourages educational programs that provide every student with an understanding of the physical, psychological, social, and legal dangers associated with drug abuse.

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

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

Definitions

Alcohol and drug (substance) abuse is the ingestion of a substance 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 other controlled substance as defined by state or federal regulation or statute, or the misuse of non-prescription or over-the-counter drugs.

A violation of the Morristown School District Substance Abuse Policy is any drug or alcohol related incident which occurs on school premises or at school sponsored functions and includes the purchase, use, possession, being under the influence of alcohol and/or drugs (legal intoxication not required), dealing in alcohol or other drugs, and the possession of devices specifically or reasonably associated with alcohol or drug use; or the refusal of a student to "cooperate fully" as set forth in Section 5 under implementation. For the purpose of this policy, "alcohol and/or drugs" also includes substances which a student represents or believes to be "alcohol and/or drugs".

Implementation

The superintendent (or designee) is responsible for implementing procedures to see that the following requirements are met:

Educational Program

The district shall conduct an alcohol and drug abuse educational program on a sequential basis from early childhood through grade 12 in accordance with the mandates of 16 V.S.A. §909, the Vermont Alcohol and Drug Education Curriculum Plan, and the federal Safe and Drug-Free Schools and Communities Act (20 U.S.C. §§171 et seq.).

1. Cooperative Agreements. In dealing with substance abuse cases, every effort will be made to promote responsible decision-making by the student involved and other students who are aware of another student's use or abuse. The focus will be to encourage appropriate medical and/or psychological intervention by trained professionals. Students and parents or guardians will be given information about outside agencies and will be encouraged to take advantage of their services and programs.

No student under the age of eighteen will be referred to an outside agency for substance abuse treatment without parental consent unless, in accord with 18 V.S.A. §4226, the student is 12 or over and found by a licensed physician to be dependent upon regulated drugs or an alcoholic.

Parental consent is not required for student participation in group programs conducted within the schools which are educational in nature and designed to impart information and/or assist students in improving their sense of self-esteem. Such groups may be conducted only by trained professionals contracted by the schools to perform such service or by trained school staff who have been approved by the

school administration to conduct such groups.

2. Procedures for Reporting Alcohol or Drug Related Incidents. All school district personnel are expected to immediately confront students to discuss any suspected or actual drug/alcohol incident that occurs on the school premises and/or at school sponsored functions and to report the incident immediately to appropriate school personnel. It will then be the responsibility of that individual to inform the building principal, or his/her designee, of the alleged incident as soon as possible thereafter.

All oral reports shall be followed up via a written report of the incident to the administration (before the close of the school day, or as soon as reasonably possible).

1. *Notification of parent or legal guardian* - In all reported instances of actual drug or alcohol policy violations, the parent(s) or legal guardian will be notified by the building principal, his/her designee, or other appropriate school personnel. The parent(s) or legal guardian will be asked to transport the student home. In no event will the student be sent home without an escort.
2. *Suspected violations* will be reported immediately to the principal or his/her designee who will investigate and evaluate to determine appropriate action.
3. *Notification of authorities* - The Morristown School District building principal, at his/her discretion, may notify the Morristown Police Department in any instance of suspected or actual drug use, possession, or distribution.
4. *Notification under Emergency Conditions* - If, in the opinion of the building principal, his/her designee, or other responsible staff member an emergency situation exists, Copley Hospital and/or Morristown Police Department or the appropriate available emergency service will be called upon for their service. The school nurse and/or other support personnel, if available, will serve in a support capacity in such instances. The parent or legal guardian will be notified prior to such action when possible and in all other instances as soon as possible thereafter.

3. Consequences of a Violation of the Alcohol and Drug Abuse Policy. The consequence to the student(s) for a violation of the Substance Abuse Policy of the Morristown School District may be two-fold, namely disciplinary and socially rehabilitative. A plan that includes both of these consequences shall be developed by the building principal or his/her designee in consultation with other appropriate school personnel. The student and the parent(s) or legal guardian shall be informed of the above conference.

A. Disciplinary Action

- i. Sale or Distribution
 - a. A student found to be selling or otherwise distributing drugs and/or alcohol will be suspended for ten days and will be recommended to the school board for further disciplinary action, which may include expulsion.
 - ii. Other Violations
 - b. *First Violations* -The student may be suspended from school for up to ten days.
 - c. *Second Violations Within a Given School Year* - The student shall be suspended for ten days.
 - d. *Third Violations Within a Given School Year* - Student will be suspended from school for ten days and a recommendation made to the school board for further disciplinary action which may include expulsion.
 - iii. When the administration has sufficient information as the result of observation or referral to suspect that a probable violation of the Substance Abuse Policy has occurred, the student(s) will be expected to cooperate fully. This may include but not be limited to removing shoes and emptying pockets, pocketbooks, and/or backpacks. In such situations, the administration also reserves the right to inspect students' lockers and cars parked on school premises. Failure on the part of the student to provide complete cooperation will constitute a violation of the Substance Abuse Policy. The building principal reserves the right to contact the Morristown Police Department in the event the student fails to cooperate.

B. Socially Rehabilitative Action

- e. The socially rehabilitative action may involve a counseling program which has the prior approval of the administration. Demonstrated proof of participation or planned participation will be a condition of continued attendance or reinstatement, if continued attendance or reinstatement is permitted under the penalty imposed by the administration. Following the agreed upon counseling sessions, an evaluation shall be made to determine if further assessment or counseling is warranted. Counseling

sessions, evaluation/assessment, or other treatment resulting from intervention and/or referral is the financial responsibility of the student and his /her parent(s) or legal guardian.

- f. In some instances, a student may be required to seek, at his/her own expense, sustained professional guidance and treatment as a condition of continued enrollment in school. Refusal to accept such professional service may result in suspension until a conference is held and the parent(s) or legal guardian and building principal in consultation with appropriate school personnel develop a satisfactory course of further action satisfactory to the school district.

4. Observations of Behavior Which May Indicate Alcohol/Drug Abuse. In some instances, school personnel may observe over a period of time changes in the academic, social, or personal behavior of the student that might be related to alcohol or drug abuse even though the student has not committed any known violation against the Morristown School District Substance Abuse Policy.

School personnel are encouraged to observe student behavior which may signal a need for assessment by the guidance counselor or other appropriate school personnel. Staff members are not asked to label or diagnose student behavior, but rather to become aware and sensitive to problematic student behavior related to possible alcohol or drug abuse and to confront students about such behavior, asking for behavioral change. When the problematic behavior continues after a staff member's attempt to intervene through personal confrontation, the need for a referral to the school's educational support team is indicated.

5. Self-Referral of Potential Alcohol or Drug Abuse. When a student recognizes that he/she has a problem with chemical use and chooses to do something about this problem, the school district will cooperate as fully as possible with the student.

Provided that no known violation of school policy has occurred, a student who is self-referred to a guidance counselor will receive assistance with this problem. The school will create a climate by which a student may seek and receive education, referral, and/or counseling related to the problem. This will be provided without reprisal provided that the following conditions are met:

- There is no immediate or apparent threat of harm to self or others.
- The student is self-referred, not caught in violation of school or legal policies.
- A commitment is made to abstain from further chemical use and to cooperate with a counseling plan.
- The student and his/her parents or legal guardian assume the cost of counseling.

6. Notification. Parents and students will be given a copy of the standards of conduct and disciplinary sanctions contained in this policy and accompanying procedures, and will be notified that compliance with the standards of conduct is mandatory.

Review The superintendent or his or her designee will conduct a biennial review of the district's student drug prevention programs as required by the Drug-Free Schools and Communities Act. The review will determine the effectiveness of the prevention programs and the consistency of the enforcement of disciplinary sanctions. Following each review required changes will be implemented.

EIGHTEEN YEAR-OLD STUDENTS

Policy

Eighteen year-old students are subject to all school policies, rules, and standards. Except as provided in this policy, report cards, discipline reports, and other communications from the school will be provided to responsible parents or guardians of all students regardless of the age of those students.

Permission

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

Communications with Parents/Guardians

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

Students who are 18 years old or older may request, in a manner designated by the superintendent that all communications from the school be made to them and not to their parents.

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

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

HARASSMENT OF STUDENTS

This is a model policy provided by the Vermont Department of Education. We anticipate that the board will take action on this policy in the fall of 2007.

I. Purposes

The Morristown School District (MSD) is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect. This policy addresses incident(s) and/or conduct that occur on school property, on a school bus or at a school sponsored activity or incident(s) and/or conduct that does not occur on school property, on a school bus or at a school-sponsored activity but where direct harm to the welfare of the school can be demonstrated.

Harassment is a form of unlawful discrimination that will not be tolerated. It is the policy of the MSD to prohibit the unlawful harassment of students based on race, creed, color, national origin, marital status, disability, sex, sexual orientation, and gender identity, to the extent required by law. In addition, retaliation is a form of unlawful discrimination that will not be tolerated. Consistent with these purposes, annually,¹ each school shall select two or more designated employees to receive complaints and shall publicize their availability in any publication of the MSD that sets forth the comprehensive rules, procedures, and standards of conduct for the school.² It is the intent of the MSD to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this harassment policy is to prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that is likely to substantially disrupt the educational learning process and/or access to educational resources, or create a hostile learning environment.

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

II. Definitions

A. "**Harassment**" means an incident or incidents of verbal, written, visual, or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity³ 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,⁴ which means conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual or physical conduct of a sexual nature when one or both of the following occur:
 - a. submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress; or
 - b. submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student
2. Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.
3. Harassment of members of other protected categories, means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

B. "**Complaint**" means an oral or written report by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of harassment.

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

D. "**Designated employee**" means an employee who has been designated by the school to receive complaints of harassment pursuant to subdivision 16 V.S.A. §565(c)(1).

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

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

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

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

III. Reporting Student Harassment

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

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

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

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

E. False Complaint: Any person who knowingly makes a false accusation regarding harassment may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of harassment when the person has a good faith belief that harassment occurred or is occurring.

IV. Procedures Following a Report

A. Notification:⁶ upon receipt of a complaint of harassment the designated employee shall immediately inform the school administrator of the complaint. In addition, the designated employee shall immediately provide a copy of this harassment policy to the complainant and accused individual. If either the complainant or the accused individual is under the age of 18, his/ her parent(s) or guardian(s) shall be: 1.)

promptly notified that a complaint of harassment has been filed and provided with a copy of this policy; 2.) notified if an alternative dispute resolution method will be offered and, if it occurs, of the outcome of any such attempt; and 3.) notified in writing of the results of the complaint investigation. All notification letters shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. A school administrator may seek waiver of confidentiality rights of the accused in order to inform the complainant of any disciplinary action taken in cases where the school determined that harassment or other misconduct occurred.

B. Investigation:⁷ Unless special circumstances are present and documented, such as reports to the Department for Children and Families (“DCF”) or the police, the school administrator shall, no later than one school day after the filing of a complaint with a designated employee, initiate or cause to be initiated, an investigation of the allegations. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation. No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator. The report shall include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes harassment. When the initial determination concludes that an accused student has engaged in harassment, the school administrator shall use his or her discretion to decide the appropriate disciplinary and/or remedial action. In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies.

All levels of internal review⁸ of the investigator’s initial determination, and the issuance of a final decision, shall, unless special circumstances are present and documented by the MSD, be completed within 30 calendar days after the review is requested.

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

D. Alternative dispute resolution:⁹ At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation for resolving

complaints. The following should be considered before pursuing alternative dispute resolution methods: (1) the nature of the accusations, (2) the age of the complainant and the accused individual, (3) the agreement of the complainant, and (4) other relevant factors such as any disability of the target or accused individual, safety issues, the relationship between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual. If an alternative dispute resolution is either not appropriate or is unsuccessful, the school administrator shall initiate or cause to be initiated an investigation of the allegations in accordance with the timelines established in this policy.

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

F. Independent Review:¹⁰ A complainant may request an independent review if s/he: 1.) believes that the school did not correctly analyze the complaint and failed to conduct an investigation of the incident because the school believed the alleged conduct did not constitute possible harassment, 2.) is dissatisfied with the final determination following an investigation as to whether or harassment occurred, or 3.) believes that although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem. The complainant shall make such a request in writing to the superintendent of schools/head of school. Upon such request, the superintendent/head of school shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 565(f), and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant and relevant school officials and a review of the written materials from the school's investigation. Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing: 1.) as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and 2.) of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Commissioner. The reviewer shall advise the student of other remedies¹¹ that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the MSD. The MSD may request an independent review at any stage of the process.

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

V. Confidentiality and Record Keeping

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

B. The superintendent or school administrator shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the MSD in a confidential file accessible only to authorized persons. All investigation records, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept for at least six years after the investigation is completed.

VI. Reporting to Other Agencies

When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. §4911, et. seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. §6901 et. seq. If a harassment complaint is made in a public school about conduct by a licensed educator that might be grounds under the State Board of Education Rules for licensing action, the principal shall report the alleged conduct to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner. If a harassment complaint is made in an independent school about conduct by a licensed educator that might be grounds under the State Board of Education rules for licensing action, the head of school is encouraged to report the alleged conduct to the Commissioner. Nothing in this policy shall preclude anyone from reporting any incidents and/or conduct that may be considered a criminal act to law enforcement officials.

VII. Dissemination of Information, Training, and Data Reporting

A. Dissemination of Information.¹² Annually, prior to the commencement of curricular and co-curricular activities, the MSD shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and employees. Notice to students shall be in age-appropriate language and include examples of harassment. At a minimum, this notice shall appear in any publication of the MSD that sets forth the comprehensive rules, procedures and standards of conduct for the MSD.

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

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

VIII. Alternative Complaint Process

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

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

Office for Civil Rights, Boston Office
U.S. Department of Education
33 Arch Street, Suite 900
Boston, MA 02110-1491
(617) 289-0111 (voice)
(877) 521-2172 (tdd)
(617) 289-0150 (fax)
Email: OCR.Boston@ed.gov

Legal References:

Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq.;
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d;
Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§1681 et seq.;
Family Education Rights Privacy Act; 20 U.S.C. 1232g;
Public Accommodations, 9 V.S.A. §§4500 et seq. ;
Education, Classifications and Definitions, 16 V.S.A. §11a (26);
Education, Harassment, Notice and Response, 16 V.S.A. §14;
Education, 16 V.S.A. §140(a)(1);
Education, 16 V.S.A. §166(e);
Education, Harassment and Hazing Prevention Policy, 16 V.S.A. §565;
Education, Discipline, 16 V.S.A. §1161a;
Education, Suspension or Expulsion of Pupils, 16 V.S.A. §1162;
Child Abuse, 33 V.S.A. §§4911 et seq. ;
Adult Protective Services, 33 V.S.A. §6901 et seq., all as they may be amended from time to time.
Washington v. Pierce, 179 VT 318 (2005)

APPENDIX A

Designated Employees

The following employees of Peoples Academy High School have been designated by the MSD to receive harassment complaints pursuant to this policy and 16 V.S.A. §565(c)(1):

Name: Philip Grant
Title: Principal
Contact information: Peoples Academy High School Office

Name: Rosalie desGroseilliers
Title: Head of High School
Contact information: Peoples Academy High School Office

1 See 16 V.S.A. §565(c)(1).

2 See Appendix A.

3 Effective July 1, 2007, 1 V.S.A. §144 defines “gender identity” as “an individual’s actual or perceived gender identity, or gender-related characteristics intrinsically related to an individual’s gender or gender-identity, regardless of the individual’s assigned sex at birth.”

4 This statutory definition of sexual harassment describes only the “quid pro quo” form of sexual harassment that can occur between an adult and student. However, sexual harassment may also include student to student conduct as well as conduct that create a hostile environment.

5 See 16 V.S.A. §14(c)(3).

6 See 16 V.S.A. §14(a).

7 See 16 V.S.A. §565(b)(1)(E).

8 An “internal review” is any procedure provided by the school through policy or practice and is not the same as an “independent review” as described above.

9 See 16 V.S.A. §565(b)(1)(C).

10 See 16 V.S.A. §565(f).

11 Such as those identified in Section VIII of this policy.

12 See 16 V.S.A. §565(d).

13 See 16 V.S.A. §565(d).

HAZING

Policy

It is the policy of the Morristown School District that all its schools provide safe, orderly, civil, and positive learning environments. Hazing will not be tolerated. Accordingly, the district adopts the following policy and procedures to prohibit hazing and will ensure the enforcement thereof.

Definitions

1. **Hazing** means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization

which is affiliated with the district; and which is intended to have the effect of, or should reasonably be expected to have the effect of; humiliating, intimidating or demeaning the student, or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds.

Examples of hazing include:

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

2 **Organization** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students of the district, and which is affiliated with the district.

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

BOARD COMMITMENT TO NON-DISCRIMINATION

Policy

The board will not unlawfully discriminate against nor exclude from participation in, nor deny the benefits of any program or activity to any person or group on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, or marital status.

Notice 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 Morristown School District are hereby notified that this district does not discriminate on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, or marital status in admission or access to, or treatment or employment in, its programs and activities.

A person has been designated by the Morristown School District to coordinate the district's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, and other non-discrimination laws or regulations. The designated coordinator is

Principal
Peoples Academy
202 Copley Avenue
Morrisville, VT, 05661
(802) 888-4600.

Any person having inquiries concerning the Morristown School District's compliance with the regulations implementing Title VI, Title IX, Section 504 or other state or federal non-discrimination laws or regulations is directed to contact the non-discrimination coordinator described above.

Grievance Procedure

In the absence of a controlling grievance procedure outlined in a collective bargaining agreement the procedure accompanying this policy will be in effect.

SEARCH AND SEIZURE

Policy

It is the policy of the Morristown School District 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 maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

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

Guidelines for Searches and Seizure

1. Desks, lockers, textbooks, and other materials or supplies loaned by the school to students remain the property of the school, and may be opened by school employees for cleaning, maintenance or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated and a report will be made to the principal who will determine whether further investigation is warranted.
2. School property may also be searched by school employees upon reasonable suspicion on the part of the principal or superintendent that a law or school

- policy is being violated.
3. Searches of students' persons, personal effects, or vehicles may be conducted if there is reasonable cause to believe that such search will produce evidence of a breach of school policy or law.
 4. Search of a student's person will be conducted in the presence of another school employee whenever possible.
 5. Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
 6. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper authorities for ultimate disposition.
 7. Copies of this policy will be included in the student handbook given to students and parents upon enrollment and at the beginning of each school year.

STUDENT ATTENDANCE

Policy

It is the policy of the Morristown 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 Morristown 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.

Definition

A truant student is one 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 or guardian for the health or safety of the student and are confirmed in writing or verbally by the parent or guardian of the student.

STUDENT CONDUCT AND DISCIPLINE

Policy

It is the policy of the Morristown School District to maintain a safe, orderly, civil, and positive learning environment. In order to ensure that the school is free from hazing, harassment, bullying, and other disruptive misconduct, a system of classroom and school management practices, supported by consistent, clear, and fair disciplinary procedures, will be utilized.

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 16V.S.A. §1161a.

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

The rules of conduct will be distributed to, and discussed with, all students at the beginning of each school year in accord with procedures stated in the school discipline plan. Students will be instructed to share the student handbook with their parents. Copies of the handbook will be provided to parents or guardians in a manner determined by the principal. The principal may ask that parents sign a form indicating that they have reviewed the rules of conduct with their children. When new students enroll during the school year, they and their parents will be given copies of the rules of conduct as part of the pre-enrollment process.

The principal or his or her designee shall be responsible for carrying out discipline procedures conforming to the following guidelines.

1. A student may request a meeting with the principal or his or her designee to review any disciplinary action, other than a suspension or expulsion, affecting the student. If requested the principal or designee shall hold an informal meeting to review the incident and to hear the views of the student and any other persons who may have information that the principal or designee believes to be relevant in the circumstances. The principal or designee shall issue a prompt decision to the student, which may be oral or

written. Except as otherwise provided in this policy, the decision of the principal will be final.

2 Suspension or expulsion of students shall be imposed in accordance with state and federal law and regulations, due process requirements, and the following rules and procedures:

- The principal or his or her designee may assign a student to in-school suspension for up to 10 consecutive school days for any infraction of school rules. As provided in the school's overall discipline plan, students assigned to in-school suspension will be provided with reasonable opportunities to complete academic assignments and to benefit from counseling or other activities designed to bring about improvements in their behavior.
- A student who poses an immediate danger to persons or property, or a significant threat of disrupting the academic process of the school, shall be removed from the school or to a place within the school determined by the principal, superintendent, or their designee to be sufficiently secure to ensure the safety of students and school personnel and the continuation of the academic process. The superintendent or principal or their designee shall notify a parent or guardian of a student who is removed from school without undue delay. If the parent, guardian, or other responsible person designated as an emergency contact by the parent or guardian cannot be notified, the student will be detained at school or at another safe and secure setting for the remainder of the school day.
- No student will be removed from school for more than the remainder of a school day unless the student and his or her parents are given an opportunity for an informal hearing. When immediate removal of a student is necessary prior to a hearing, the hearing shall be held as soon as possible following the removal.
- The superintendent or principal may suspend a student from school for a period of 10 days or less for misconduct occurring on or off school grounds. Prior to such a suspension, the student and his or her parent or guardian shall be given an opportunity for an informal hearing with the principal or his or her designee. The student and his or her parent or guardian must be given notice of the charges, an explanation of the evidence against the student, an opportunity for the student to tell his or her side of the story, and a decision in writing to the parent or guardian.
- The superintendent or principal may, with the approval of the board and in accordance with 16 V.S.A. §1162(a), impose a long-term

suspension or expulsion of a student (for longer than ten days and up to 90 school days or the remainder of the school year, whichever is longer) for 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.

- In accord with the overall discipline plan developed under 16 V.S.A. § 1161a, short-term (ten days or less) or long-term suspension or expulsion may be imposed for misconduct not on school property, on a school bus, or at a school-sponsored activity where direct harm to the welfare of the school can be demonstrated.
 - Long-term suspension or expulsion must be preceded by notice and formal due process procedures, including the opportunity for a hearing before the school board. The student and his or her parents shall be notified in writing of the nature of the charges, the date, time and place of the hearing, the right to legal representation, and the disciplinary action to be recommended to the board. This notice shall be provided in sufficient time to allow the student and his or her parents to prepare for the hearing. At the hearing, the student and parent/guardian shall be given an opportunity to present evidence and to cross-examine witnesses. A written decision will be issued within 5 days of the conclusion of the hearing.
3. Notwithstanding the above provisions, a legal pupil who has a disability or is suspected of having a disability, and is eligible for special education services or Section 504 services may be removed from his or her current educational placement for disciplinary reasons for more than 10 consecutive days, or for more than 10 cumulative days in a school year only in accord with Vermont State Board of Education Rules 4313 or 4312. The school principal, with the agreement of a special education administrator, may impose short-term disciplinary sanctions on special education students as provided in Vermont State Board of Education Rule 4313. The superintendent and coordinator of special education will develop additional procedures as needed to govern the discipline of students with disabilities.
 4. In the event a student brings a weapon to school, the procedures set forth in the district's weapons policy (F14) shall apply.

STUDENT MEDICATION

Policy

It is the policy of the Morristown School District to have procedures in place to assure that medication required by students during the school day will be administered and maintained in a safe manner as directed by the student's parent, guardian, or health care provider.

Implementation

The superintendent (or designee) will develop procedures that assure that the dispensing of prescribed medication to any student during the regular school day or during school sponsored activities comply with the following:

- Medication may be given by the school nurse or his/her designee upon written orders from a physician, and upon written request of a student's parent or guardian that the school district comply with the physician's order. The physician's orders must detail the name of the drug, dosage, time interval the medication is to be taken, diagnosis, and reason for giving.
- Medication must be brought to school in a container labeled by the pharmacy or physician and stored in a secure, locked storage place.

Non-prescription medication must be accompanied by a written request from the parent or guardian of a student bringing such medication to school. The request must contain assurances that the student has suffered no previous ill effects from the use of medication. Medication must be left in the custody of the school nurse.

The school will cooperate with the requests of a parent or guardian, and/or physician regarding the effect of medication administered during school hours.

STUDENT RECORDS

Policy

The Morristown School District recognizes the importance of keeping accurate and appropriate education records for students as part of a sound educational program and is committed to act as trustee of this information, maintaining these records for educational purposes to serve the best interests of its students. The information contained in a student's education records belongs primarily to the student and/or his/her parent(s), or guardian(s).

The principle of confidentiality underlies all policies and procedures for the collection, maintenance, disclosure, and destruction of educational records. The building principal will be the legal custodian of all student records in a given school. The superintendent has overall responsibility for school records throughout the district and for assuring that adequate systems are in place to maintain such records.

Definitions

Other school official determined to have legitimate educational interests means a person who needs to review a student's education record or receive information there from in order to fulfill his or her employment or official responsibilities and who is:

1. A person employed by the Morristown School District as an administrator, supervisor, educator or substitute, paraprofessional or support staff member, including tutorial, health, law enforcement, custodial, transportation,

- nutrition, athletic, extra or co-curricular, clerical, or other support staff;
2. A person or company with whom the Morristown School District has contracted to perform a special task, including an attorney, auditor, medical consultant, therapist, evaluator;
3. A volunteer assisting another school official in the performance of his or her tasks; and
4. Any other person designated by the principal of any school within the Morristown School District to have legitimate educational interests.

The school will release *directory information* without prior written consent unless the parent or guardian or eligible student informs the principal in writing that any or all of the information designated below should not be released without prior consent.

1. Student's name
2. Degrees and awards received
3. Student's participation in recognized school activities and sports
4. Dates of attendance
5. Date separated

Implementation

The superintendent is responsible to oversee the development of procedures to assure the consistent implementation of this policy. The procedures shall comply with all federal and state laws and regulations governing the collection, maintenance, disclosure, and destruction of education records.

Parental Notification

Annually, the school will notify parents or guardians of students currently in attendance and eligible students (age 18 and over) currently in attendance, of their rights under the Family Educational Rights and Privacy Act (FERPA) of 1974. Notice will be given in a manner outlined by the superintendent and likely to inform parents or guardians and eligible students of their rights. The notice will include a statement that the parent or guardian or eligible student has a right to:

1. Inspect and review the student's education record
2. 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
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act authorizes disclosure without consent
4. File with the U.S. Department of Education a complaint concerning alleged failures by the school to comply with requirements of the Act; and
5. Obtain a copy of the school's policy and written procedures or protocols related to student records.

Release/Review of Student Information

1. Disclosure of student information will be made only with the written

consent of the parent or guardian or eligible student subject to the following exceptions:

- A. Information may be disclosed to officials of the school in which the student is enrolled who have a legitimate educational interest in the records and require the information to adequately carry out their jobs;
- B. Information may be disclosed upon request to officials of a school in which the student seeks or intends to enroll;
- C. Under court order or subpoena;
- D. To individuals seeking directory information: see definitions;
- E. In connection with a student's request for financial aid;
- F. To appropriate parties in a health or safety emergency.

Parents or guardians of students or eligible students may inspect and review the student's records upon request. Parents or guardians should submit requests to the principal in writing specifying as precisely as possible the information he or she wishes to inspect. The principal will make appropriate arrangements to meet with the parent(s) or guardian(s) for such inspection according to procedures developed by the school's administration.

If an eligible student or parent or guardian believes the education records contain information that is inaccurate, misleading, or in violation of any of the student's rights, he/she may request the building principal to amend the record. If the building principal decides not to amend the record as requested, the student or parent or guardian may appeal using the district's general appeal process.

3. Non-custodial Parents: Access to a student's school records shall not be denied to a parent solely because that parent has not been awarded parental rights and responsibilities by a court. However, access will be denied where a court order or other legally binding document specifically revokes a parent's right of access to such records.

4. Each contract entered into between the Morristown School District and persons or entities who may either receive a student's education records or personally identifiable information there from shall contain a provision setting forth the restrictions on redisclosure of information from education records.

5. The school district will maintain a record of all requests for and/or disclosures of information from a student's records according to the school's procedures. The district will record, also, all requests for amendment of the record and the disposition of the request(s).

THREATS AND DISRUPTIONS TO SCHOOL OPERATIONS

Policy

It is the policy of the Morristown School District to respond quickly and effectively

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

Definition

Examples of crises include criminal acts, disease epidemic, physical injury or death, presence of intruders on school premises, hazardous materials spills, weather related emergencies, natural disasters, or bomb threats.

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

1. "Destructive device" means any (a) explosive, incendiary or poison, biological, or chemical agent bomb; or (b) explosive, incendiary or poison gas grenade; or (c) explosive, incendiary or poison gas rocket having a propellant charge of more than 4 ounces; or (d) explosive, incendiary or poison gas missile having an explosive or incendiary charge or more than one quarter (1/4) ounce; or (e) explosive, incendiary or poison gas mine; or (f) device which consists of or includes a breakable container including a flammable or liquid compound, and a wick composed of any material which, when ignited, is capable of igniting the flammable liquid or compound, and can be carried or thrown by one individual acting alone; or (g) device similar to those devices enumerated in paragraphs (a) through (e) of this section.
2. "Hoax device" means any device so designed, assembled, fabricated or manufactured as to convey the physical appearance of any explosive or incendiary bomb or the physical appearance of any of the devices enumerated in subdivision (a) - (f) of division 1 of this section, which is lacking an explosive or incendiary charge.
3. "Toxic or hazardous substance or material" means: any substance or material designated as a toxic or hazardous substance or material under the following laws
4. and implementing regulations: the Toxic Substances Control Act of 1976, 15 U.S.C. 2604 et seq; the Hazardous Materials Transportation Act, 49 App. U.S.C. 1801 et seq; any substance in a gaseous, liquid, or solid state listed pursuant to Title Section 313 of the Superfund Amendments and Reauthorization Act of 1986; any material or substance, or biomedical material, substance, or organism regulated by the state or federal government because it presents or will present an unreasonable risk of

injury to health or the environment.

5. "School grounds or property" means: facilities, buildings, fields, and grounds areas: vehicles owned, leased, or used by the district to transport students to and from school or school activities; parking lots (including vehicles in the parking lots); or any other selling which is under the permanent or temporary supervision and/or control of the school district.

Students suspected of involvement in causing school crises will be held accountable and shall be dealt with in accordance with the school's discipline procedure and state/federal law. An incident may also be referred to law enforcement for possible criminal charges or for the school to pursue civil litigation.

Procedures

The Morristown School District has adopted a comprehensive procedure on what to do in the event of a bomb threat or other threats and disruptions to school operations. You may obtain a copy of the complete procedure by requesting one from the principal's office. While the school district intends to respect the legitimate privacy interests of all persons, it is lawful for school authorities within constitutional boundaries to conduct reasonable examination of personal property on school grounds, including but not limited to lockers, desks, backpacks, book bags, and automobiles. In the event of a bomb threat or other threats and disruptions to school operations, we may have to search such items in order to assure the safety and protection of people and property.

All members of the school community are advised that any academic time lost as a result of a bomb threat or other threats intended to disrupt school operations, will be rescheduled, either on a weekend, vacation day or following what would otherwise be the end of the school year.

In addition, under State law, the making of a bomb threat is a very serious criminal offense, punishable for even a first offense by as much as 2 years in prison and a \$5,000 fine. As a further consequence, the Commissioner of Motor Vehicles will suspend the license for 180 days of a student or individual under the age of 18 who commits a bomb threat. If the person is too young for a license, the person's eligibility to obtain a license shall be delayed 180 days. The making of such a threat may also lead to civil liability.

TOBACCO PROHIBITION

Policy

It is the policy of the Morristown 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.

Administrative Responsibility

The superintendent or his or her designee is directed to take reasonable steps to inform students and employees of this policy.

Violations of Policy

Students who violate this policy will be disciplined under the school's disciplinary policy and procedures, and tobacco products may be confiscated. Employees who violate this policy will be subject to disciplinary action in accord with applicable employee policies, employment contracts, and requirements of law. Others who use tobacco on school grounds will be informed of this policy and asked to comply. A person failing to comply will be asked to leave school grounds. A person who refuses to comply or to leave school grounds when requested to do so under this policy may be referred for prosecution as a trespasser. For purposes of this policy, "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, areas adjacent to school buildings, athletic fields, parking lots, and any school activity on or off campus.

WEAPONS

Policy

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

The school board is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety by individuals possessing weapons.

Possession and/or use of any dangerous or deadly weapon or facsimile of any dangerous or deadly weapon in any school building on school grounds or property is strictly prohibited. It is a violation of this policy for any person to make, issue, or communicate by any means, a threat that a dangerous or deadly weapon has been, or will be placed or used on school grounds or property. This policy is in effect before, during and after school, as well as at any school sponsored activity on or off school grounds. This policy does not apply to a law enforcement officer while engaged in law enforcement duties or to weapons or facsimiles of weapons used in school approved functions or ceremonies.

Definitions

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

Weapon means a firearm as defined in Section 921 of Title 18 of the United States Code and 13 V.S.A. §4016.

According to Section 921, the following **are not** included within the definition of a weapon:

- a. an antique firearm,
- b. a rifle which the owner intends to use solely for sporting, recreational, or cultural purposes.
- c. any device which is neither designed nor redesigned for use as a weapon.

Under Section 921, the following **are** considered weapons:

- a. 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
- b. the frame or receiver of any weapon described above
- c. any firearm muffler or firearm silencer
- d. any explosive, incendiary, or poison gas
- e. 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
- f. 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
- g. 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.
- h. any knife, dagger, switchblade, or a folding knife with a blade in excess of two inches. Any folding knife with a blade less than two inches, including a pocket knife and pen knife, shall be considered a dangerous or deadly weapon if it is used, threatened to be used, or possessed in a threatening manner or with the intent to cause harm to any person.

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

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

Sanctions

Any student who brings a weapon to school shall be brought by the superintendent to the school board for an expulsion hearing. A student found by the board after a

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

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

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

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

POLICY RELATING TO THE IDLING OF VEHICLES OTHER THAN SCHOOL BUSES WHEN PRESENT ON SCHOOL PREMISES

Policy

It is the policy of the Morristown School District to limit the idling of motor vehicles other than school buses on school grounds.

Definitions

As used in this policy, the term “school grounds” shall mean any area adjacent to school buildings and used at any time for school related activities, including parking lots, playing fields and driveways.

Background

This policy applies to all motor vehicles, other than school buses, while on school grounds. School buses are addressed in Vermont State Board of Education Manual of Rules and Practices, Rule 6001.

The school board recognizes that motor vehicle idling poses a risk to people in the vicinity and to the environment. The inhalation of motor vehicle exhaust may contribute to human health problems, air pollution, and global climate change. In addition, exposure to motor vehicle exhaust can cause lung damage and respiratory problems and can exacerbate asthma and existing allergies. State law limits the idling of school buses while waiting to board or exit students at a school, and requires the State Board of Education to adopt rules implementing school bus idling limitations. It is the intent of the school board to also limit the idling of motor vehicles other than school buses on school grounds.

Implementation

The superintendent (or designee) will develop procedures to ensure that, subject to exceptions developed by the superintendent or designee, the operators of motor vehicles, other than school buses, shall not allow their vehicles to idle while on school grounds.

Procedures

Recognizing that motor vehicle idling poses a risk to people in the vicinity and to the environment, the inhalation of motor vehicle exhaust may contribute to human health problems, air pollution, and global climate change, and exposure to motor vehicle exhaust can cause lung damage and respiratory problems and can exacerbate asthma and existing allergies, the following procedures are intended to implement the school district's policy regarding the idling of motor vehicles other than school buses on school grounds.

1. The principal or his or her designee shall post "limited idling" or "no idling" signs to notify the operators of motor vehicles on school grounds that engines must be turned off when a vehicle is waiting or parked.
2. The use of remote engine starter devices by school staff is prohibited.
3. The idling of delivery vehicles when loading or unloading is prohibited during school hours. Where engine idling is needed to facilitate delivery (such as fuel delivery), delivery shall not take place when school is in session when practicable.
4. The idling of vehicles used by visiting schools while waiting for students during school sponsored events is prohibited per Vermont State Board of Education Manual of Rules and Practices, Rule 6001 and local policy.
5. When practicable, measures to limit the intake of vehicle exhaust into the school building during high traffic times (school arrival and dismissal) shall be taken, such as the temporary shut-off of air intake systems and closing windows.
6. Annually, the principal or his or her designee shall inform parents, students, staff, vendors, and community organizations that use school facilities of the risks of vehicle idling and that engines must be turned off when a vehicle is waiting or parked.

Limited idling may be allowed by the principal (or designee) as needed for health and safety, such as to operate equipment to accommodate students with disabilities or to defrost windshields when required for safe vehicle operation.

CODE G13

MORRISTOWN SCHOOL DISTRICT ANIMAL DISSECTION

Policy

It is the intent of the Morristown School District to comply with the requirements of Act 154 of 2008 regarding the right of students to be excused from participating in or

observing activities involving the dissection or vivisection of animals. Students enrolled in District schools shall have the right to be excused from participating in any lesson, exercise or assessment requiring the student to dissect, vivisect or otherwise harm or destroy an animal or any part of an animal, or to observe any of these activities, as part of a course of instruction.

Definition

As used in this policy, the word "animal" means any organism of the kingdom animalia and includes an animal's cadaver or the severed parts of an animal's cadaver.

Alternative Education Method

A student who is excused under this policy shall be provided with alternative methods through which he or she can learn and be assessed on material required by the course. The alternative methods shall be developed by the teacher of the course, in consultation with the principal if necessary.

Discrimination

No student shall be discriminated against based on his or her decision to exercise the right to be excused afforded by this policy.

Procedures

The Superintendent shall develop and implement procedures to ensure compliance with the provisions of Act 154 of 2008. The procedures shall include provisions for the timely notification to each student enrolled in the course and to the student's parent or guardian of the student's right to be excused from participating in or observing the lesson and the process by which a student may exercise this right.

Dear Old P.A.

*Green and Gold together
P.A.'s colors bright
Wave on high above us,
Gleaming in the light.
And thy spirits lofty,
Beckoning us on.
Like a star shall guide us,
Till our goal is won.*

*Dear Old P.A., we love thee,
Bright be the stars above thee.
True to thy spirits we will be,
Where e're we roam on land or sea.
To thee our faith, we're plighting
In loyalty uniting.
Ever to love and serve thee
P.A. so dear.
When in years before us,
We shall think of thee.
Like a cherished emblem,
Shall your colors be.
And again together,
As we sing the praise.
Memories will take us back
To dear old P.A. days.*

*Dear Old P.A., we love thee,
Bright be the stars above thee.
True to thy spirits we will be,
Where e're we roam on land or sea.
To thee our faith, we're plighting
In loyalty uniting.
Ever to love and serve thee
P.A. so dear.*

