

# **Peoples Academy**

## **Middle Level**

**2009 2010 Student / Parent Handbook**

**“A community of learners with the courage to grow**

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## DIRECTORY INFORMATION

### MORRISTOWN SCHOOL BOARD

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

### CENTRAL OFFICE ADMINISTRATION (888-4541)

Tracy Wrend	Superintendent
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
Brenda Gravel	Administrative Assistant
Carrie Christensen	Bookkeeper (Morristown/Elmore)
Lisa Cross	Human Resources Coordinator
Melissa Gillen	Data Manager
Heidi Ingalls	Bookkeeper (LSSU)
Pamela Gillen	Bookkeeper (Stowe)
Dena Keith	Special Education Assistant

### MORRISTOWN SCHOOL DISTRICT ADMINISTRATIVE TEAM

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

### PEOPLES ACADEMY MIDDLE SCHOOL

**Administration**  
 Wendy Baker (888-1402) ..... Principal, 6-8  
 Jane Langdell ..... Administrative Assistant

### **Middle Level Faculty**

Rita Angione	..Speech/Language Supervisor
Hillary Bliss	..Family and Consumer Science
Linda Brady	Grade 6 (Language Arts/Social Studies)
Leah Bronner	.Grade 8 (Science)
Dan Bruce..	Instrumental/Music
James Calhoun .....	School Psychologist
Todd Darrow	Math Teacher Leader
Jason Derner	.. Consulting Teacher
Andrea Dobson	School Nurse
Elizabeth Emerson	.. ..Grade 6 (Math)
William Fishell	.. Grade 8 (Social Studies)
Susan Ludington	Grade 6( Science)
Ashley Lynch.....	.. .Art
Stuart Maynard .....	Physical Education
Sally McCarthy .....	Director of Support Programs
Martha McClintock.....	Librarian/Media Specialist
Leslie Meyer .....	Grade 8 (Language Arts)
Shaun Noonan.....	Grade 7 (Social Studies)
Jim Paige	.Grade 8 (Math)
Phoebe Slater .....	Grade 7 (Language Arts)
Joe Speers	.. Grade 7 (Science)
Jennifer Trayah .....	Grade 7 (Math)
Allison Schlageter.....	Information Technology
Karsten Weiss .....	Technology and Design
Jessica Wills.....	Consulting Teacher

### **Middle Level Staff**

Claudia Billado .....	Planning Room Supervisor
Elizabeth Bourne.....	Math Tutor
John Carolin.....	Information Technology Coordinator
Roger Carpenter .....	Head Custodian
Mark Chamberlin.....	Behavior Interventionist
James Farnharm .....	Groundskeeper/Custodian
Drew Farrell	.Substance Abuse Prevention (SAP) Counselor

Lynette Follensbee.....	Food Service Supervisor
Susan Foster.....	Custodian
Joshua Gould ..	Behavior Interventionist
Julie Gravel ..	Para-educator
Jim Hale.....	Custodian
Rachel Hurlburt	Para-educator
Tom Lovell	Custodian
Rebecca Machia ..	PC Technician/Webmaster
Andrea Mayo	Food Services
Jason Michaelides	Athletic Director
Janet Merchant	Food Services
Vernon Patrick	.. Custodian
Donna Peavy	..Para-educator
Lisa Piper	Food Services
Chris Player	School-wide Behavioral Interventionist
Linda Rice	Para-educator
Renee Ross	School Social Worker
Bill Slocum	Network Administrator

All middle level faculty and staff can be contacted using e-mail.  
 firstname.lastname@morrisville.org (for example: [wendy.baker@morrisville.org](mailto:wendy.baker@morrisville.org))

## MORRISTOWN SCHOOL DISTRICT VISION

*"A community of learners with the courage to grow..."*

### 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 lifelong love of learning, and foster responsible citizenship that acknowledges an increasingly diverse and rapidly changing world.

### DISTRICT CORE VALUES

Respect, with a focus on both excellence and equity, and collaboration which includes the whole community lead to success for all.

### COMMUNITY GOALS

Developed in 1994 by community members and the school Community Service and Support Task Force.

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 lifelong 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.

### PEOPLES ACADEMY MIDDLE LEVEL

"The goal of Peoples Academy Middle Level is that all students will demonstrate continued growth in respectful, responsible behavior and academic competence.

We believe we will reach this goal through modeling, expert instruction, and by providing a safe and caring learning environment.

### PARTNERSHIP FOR LEARNING:

The Morristown School District and the parents of students attending Peoples Academy Middle Level (PAML) 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:

PAML 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 parents opportunities to volunteer and participate in their child s class, and to observe classroom activities.

### PARENT/GUARDIAN RESPONSIBILITIES:

We, as parents/guardians, will support our child(ren) s learning in the following ways:

1. encourage he/she to put a high priority on education and work with him/her on a daily basis to make the most of the educational opportunities the school provides,
2. be sure he/she comes to school each day prepared, rested, and ready to learn,
3. become familiar with his/her school activities and with academic programs,
4. attend scheduled conferences and request additional conferences as needed,
5. volunteer when appropriate,
6. participate, as appropriate, in decisions relating to his/her education,

7. promote positive use of his/her extracurricular time.

## ACADEMICS

Class work should show evidence of student effort. The assignments, projects and work completed in class helps teachers know where to take students for their next learning steps. It is important that students develop a strong work ethic, which is evident in the finished products for class.

Textbooks should be covered and properly handled. Missing or damaged textbooks will be billed to the student during the summer.

Daily assignments should be recorded in the middle level assignment book provided by the school. Assignment books will be checked by classroom teachers to make sure that assignments have been recorded correctly.

### ACADEMIC HONESTY

It is the expectation of PAML that all students maintain high standards of academic honesty. This means that plagiarism, cheating and/or copying school work is not acceptable. Students who do not meet our standards for academic honesty may be subject to disciplinary action as per our school-wide discipline plan.

### HOMEWORK

Middle level students should expect between 60 and 90 minutes of homework per school day.

#### Parent/Guardian Jobs:

- Establish a regular time and place for homework
- Provide necessary materials and supplies
- Provide limited instruction and assistance
- Establish logical consequences for non-compliance and follow through (see suggested consequences)

#### Student Jobs

- Keep track of books and assignments
- Start on time and allow time to finish work
- Do his/her own work with limited assistance
- Turn the work in on time
- Accept responsibility for grades or other consequences

#### Teacher Jobs

- Provide instruction
- Provide material
- Provide deadlines
- Provide encouragement

- Provide feedback regarding work

Suggested Logical Consequences for Students who do not perform his/her "job"

- No visiting with friends
- No after-school free-time privileges
- No telephone privileges
- No TV or video game privileges
- Spend quiet time in the house doing quiet activities
- Revised limits on curfew, visiting friends, telephone, TV or video game privileges based on level of compliance

Robert J. MacKenzie, Ed.D., Setting Limits in the Classroom, Prima Publishing, California, 1996, pp. 232 & 240.

### 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 laptops, 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](http://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 or damaged materials. Failure to return materials or remit payment for lost or damaged materials may result in loss of library privileges.**

### PROGRESS REPORTS

All parents/guardians will receive a progress report for all subjects approximately every two weeks to inform students and parents/guardians of progress. These need to be signed by the parent/guardian and returned. The progress reports will be sent home with the students and it is the responsibility of the parent to obtain the reports from their student. If you are not receiving progress reports, please contact the office.

### GRADING SYSTEM REPORT CARDS

At the conclusion of each quarterly marking period, report cards will be mailed.

Our grading system is as follows:

A+	=	97 - 100	A	=	93 - 96	A-	=	90 - 92
B+	=	87 - 89	B	=	83 - 86	B-	=	80 - 82

C+ = 77 - 79      C = 73 - 76      C- = 70 - 72  
F = 69 and below

#### **HONOR ROLL AND MERIT LIST**

Honor Roll and Merit Lists are compiled after each marking period. For honor roll selection a student must maintain an average of 90 or better with no grade lower than 83. For the merit list selection a student must maintain an average of 85 or better with no grade below 80. A student who receives an incomplete "INC" or a withdraw/fail "WF" is not eligible for either the Honor Roll or Merit List.

#### **ELIGIBILITY FOR PARTICIPATION IN SPORTS AND EXTRA CURRICULAR ACTIVITIES**

Participation in extra curricular activities is based on good academic standing. The previous quarter grades, not semester or final year grades, determine academic standing. This status remains in effect through the entire following marking period. Eligibility for students in the first quarter of the year will be based on quarter four grades from the previous year.

A student becomes ineligible if they have failed, received an incomplete "INC", or received a withdraw/fail "WF" for a course. A student may petition for a review of their academic standing. The student's teachers will conduct this review and develop a plan for possible participation in games and practices.

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, All New England) require students to be eligible to participate. If a student auditions and is selected to attend a music festival, they are required to be present.

Student work in band and chorus is graded as "pass" or "fail". Our grading system translates a P into an 85 and a F into a 65. If an 85 is recorded, it is not averaged into the grade point average and does NOT affect honor roll status. If a 65 is recorded, it will prevent a student from being on the honor roll, but it is not averaged into the grade point average.

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.

To be able to participate in any sport, a student must have written permission from a parent or guardian. They must have had a physical within the past two years, before the sport starts, and must meet the eligibility requirements as stated. Also, a student must have medical insurance through the school or through a personal/private policy.

#### **PROMOTION POLICY**

Students are expected to pass all classes. Individual grade recovery plans will be put in effect for students who are not on track for passing. The plans may include but are

not limited to: mandatory attendance at homework club, participation in an afterschool intervention program or summer school. Failing or not doing work is not an option. Retention will be looked at on an individual basis.

#### **EDUCATIONAL SUPPORT SYSTEMS**

The faculty of Peoples Academy Middle Level have joined together to develop a system of support for every student in our school community. We believe that every student who is at risk for not being successful academically, personally, or socially is entitled to an individualized system of support. Principals are ultimately responsible for developing the Educational Support Teams (EST) and Educational Support System (ESS). To explore concerns, contact the student's home-team teacher. All referral information and any team records will be kept confidential.

Teams include the student, parents/guardians, teacher(s), and additional support personnel. Additional questions should be directed to our support systems coordinator, Sally McCarthy (888-7551).

The goals of the ESS are as follows:

- To affirm that every student is important, valued, and deserving of extra time and attention to support his/her success at school
- To ensure that no student is overlooked, left out, or otherwise lost within this school environment
- To empower students to participate in their learning program by setting goals, developing action plans, and being held accountable
- To work toward the resolution of concerns that may be impeding the success of the student
- To bring the continuum of support service resources to teachers and students to support the student in achieving his/her goals in the classroom to the maximum extent possible
- To facilitate access to community resources for support for students and families
- To assure that all students, to the maximum extent possible, will succeed in general education classrooms
- To assure appropriate use of Special Education services

#### **SECTION 504 OF THE FEDERAL REHABILITATION ACT, 1973**

Section 504 is a federal law to ensure equal access to education for all students with disabilities. A Section 504 plan is created allowing for appropriate accommodations by a team which may include the student, parent/guardian, classroom teacher(s), special educations, guidance counselors, and the school nurse. Both type and extent of the disability determine the accommodations. An annual meeting is held to review each Section 504 plan by a team of educators with supervision by an

appointed administrator. Confidentiality of accommodations is maintained.

Together with parents/guardians, a team 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) and the student may be in need of accommodations and supports not available to all students as part of our ESS.

### **SPECIAL EDUCATION INFORMATION**

Special Education is specially designed instruction to meet the individual needs of eligible students. A student whose ability to learn in a regular classroom is adversely affected by a disability as defined in Vermont Special Education regulations may require special education.

Students become eligible for special education through a team process that includes parents, teachers, and the consulting teacher (CT). The team makes a referral to the CT.

An Educational Planning Team (EPT) team will then meet to develop an evaluation plan in accordance with the Vermont Special Education Regulations. The parent must give signed permission for this evaluation. A decision concerning eligibility will be made by the EPT after the evaluation is completed based on the Vermont Special Education Regulations.

If a child is found eligible for special education, the parent will be asked to meet with the child's Individual Education Plan (IEP) team to develop a education service plan. Parents must provide written consent before any services are given.

An Individualized Education Plan (IEP) is a written document that determines the type and amount of special education and related services given to an eligible student. It specifies educational goals and objectives, the services of teachers and professionals necessary to meet the stated goals, and any accommodations or adaptations necessary in the classroom.

It may also include related services which are necessary for the student to access the regular curriculum or special education program. Examples of related services include special transportation, psychological services, physical therapy, and other support services that are provided to help a student benefit from special education.

Parents or guardians of a student who is eligible for special education have protected rights under federal, state and local regulations. Parents will be given a copy of the rights. Parent's rights should be read carefully. Contact a consulting teacher for interpretation and assistance.

## **STUDENT LIFE**

Once in a while conflicts occur between middle school sports and other co-curricular activities. Most of these conflicts occur when students are placed in the position of having to choose between two activities occurring at the same time. The general rule of thumb is that if a student needs to decide between a game/performance and a practice they attend the game/performance. If both activities have a game or performance (or practice and rehearsal) on the same day coaches and advisors will work together with the student to reach a decision.

The curriculum is enriched by the availability of a variety of activities in which a student can participate. We offer a range of activities, clubs and sports for middle level students. Students participating in any extracurricular activity are expected to follow school rules and the school discipline procedures will be followed. To create a new club or activity, the general procedure to follow is to write a proposal, obtain a faculty advisor, and approval from the principal.

### **HOMEWORK CLUB**

Homework club is offered Monday through Thursday from 2:45-3:30 PM and starts by the end September. Homework help is available for students in middle level. It is supervised, and it is a great way for students to get their work done. Snacks are provided. Students must arrange for their own transportation.

### **LOCKERS**

Please be reminded that valuables should not be left in lockers or anywhere else unattended. Lockers have built-in combination locks.

### **CAFETERIA**

The Peoples Academy cafeteria is open to students for breakfast from 7:30-8:00. The cafeteria is closed to students until their lunch period. Lunches feature a hot lunch selection. Salad bar or other a la carte items are available most days.

Cafeteria prices for 2009-2010 are:

Breakfast is \$1.85

Lunch is \$3.35

Students are encouraged to deposit money into their lunch account in advance or they may "pay as you eat". Students are not allowed to charge more than two lunches (\$6.50). We do not want any student to go hungry, but cannot feed non-paying students indefinitely. Students with an unpaid balance will be given a sandwich and milk. Charged lunch bills will be periodically printed out and sent home with the student. Keeping up-to-date on lunch helps with accounting purposes. Checks should be made out to Peoples Academy Hot Lunch.

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.

#### **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 maybe 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.

#### **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 office. Efforts to help the student will be made by office personnel and a parent/guardian will be contacted. The school cannot release a 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 unexcused 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.

#### **INSURANCE**

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

#### **MIDDLE LEVEL ATHLETICS**

Middle level sports include boys and girls soccer, cross-country running, cross

country skiing, boys and girls basketball, track and field, and golf. Our athletic director and coaches provide information to students and parents about these opportunities. The philosophy of our athletics program is that every student who is interested in a sport is entitled to participate in practices and play in games, subject to training rules and our eligibility policy.

#### **STUDENT LEADERSHIP**

In the fall, each home team selects students to serve as its representatives to the Middle Level Student Leadership. The group meets weekly, and is designed to give students a voice in school affairs as well as to experience the responsibility of a leadership role.

#### **MIDDLE LEVEL DANCES**

Dances are open for middle level students only

- Guests must be approved by the middle level office by the announced deadline
- Middle Level dances run from 7:00 to 10:00 PM
- Plan to arrive at the dance no later than 8:00; students arriving after that time will not be allowed to enter the dance; students who leave the dance early will not be allowed to return
- All school rules apply
- Students must attend school on the day of the dance

#### **AFTER SCHOOL PROCEDURES**

Middle level students are dismissed at 2:40 p.m. each day. Students, parents, and guardians are reminded that there is no supervision for students after 2:40 PM unless your student is participating in a school sponsored sport or activity, or has planned in advance to work under the supervision of a teacher. Students who have not made prior arrangements or who are not staying after school for a school sponsored sport or activity may not remain at school.

#### **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 will lose the privilege of signing out further books or materials and may lose technology privileges.

#### **UNBOUND**

Many different activities are available to students after school. These opportunities include classes in the arts, wellness and exploration. Please watch for Unbound brochures.

**DRAMA**

Each year the middle level performs one production. Any student who is interested in drama is entitled to participate, subject to eligibility policy.

**SCHOOL DISCIPLINE PLAN**

**PAML S STATEMENT OF PURPOSE:**

PAML is a community that provides a safe learning environment that expects academic growth, positive relationships and responsible behavior within our school.

In order for our mission to be accomplished, parents must be active partners with the school staff. Everyone must understand the behaviors we agree, as a school community, will lead us to a fantastic learning environment. All staff and students must be part of the process to develop agreements, which will enhance learning for all.

Our goal as we implement positive behavior supports at PAML and that all members of our school community will:

- **RESPECT Self and Others**
- **Respect Our Environment**
- **Be Responsible for Learning**
- **Be Safe**

Staff and students together have further defined behavioral expectations for specific school areas:

**Positive Behavior Expectations**

**Respect Self and Others**

All Settings	Classroom	Bathroom	Cafeteria	Hallway	Playground
Use Kind Language	Be nice	Wash Hands	Invite others to sit with you	Walk	Include others
Accept Differences	Listen	Honor Privacy		Give each other space when using lockers	Play fair
Help others	Work together	Flush		Greet each other, students, staff and visitors	Sportsmanship

**Respect Our Environment**

All Settings	Classroom	Bathroom	Cafeteria	Hallway	Playground
Put trash in cans	Use materials properly	Flush toilet	Clean up your area	Keep materials in locker	Use equipment properly
Recycle	Clean up work space	Keep walls and floor clean	Put garbage in proper cans	Keep lockers clean & organized	Return equipment
Report graffiti and vandalism	Write only on paper				
Follow dress code					

**Be Responsible for Learning**

All Settings	Classroom	Bathroom	Cafeteria	Hallway	Playground
Follow directions	Focus & stay on task	Report problems	Remain seated	Be on time for class	Try new games & activities
Take responsibility for actions	Be prepared		Listen during dismissal	Have a pass	
	Work hard				
	Redo work until proficient				
	Stay organized				

**Be Safe**

All Settings	Classroom	Bathroom	Cafeteria	Hallway	Playground
Keeps hands, feet and body to self	Respect other peoples property	Use equipment Properly	Keep place in line	Walk	Stay within playground boundaries
Use supplies properly	Sit in chair	Maintain personal space	Stay seated	Stay to the right	Share and use equipment properly
Stay in assigned area	Be kind		Use equipment properly	Talking quietly	
	Compliment and encourage others				

September 2009 -Version

**MIDDLE LEVEL DISCIPLINE PROCESS**

The goal of our system is that students learn and consistently use responsible and caring behavior. The method for reaching that goal is that we model, teach, and provide opportunities for responsible and caring behavior. When we see such behavior, we notice it and provide recognition. These teaching opportunities happen all day, but especially at morning meeting time. In addition, we impose logical consequences for irresponsible or uncaring behavior. These are:

Loss of trust = loss of privilege. Having ongoing trouble behaving in the cafeteria?

You lose your privilege of eating with your friends, and we find an alternative place for you to eat so you can earn back the privilege.

You broke it, you fix it. Made a mess in the bathroom? Clean it up.

Time out or time away. You need some time to cool down or take a break? It's just like a time out in a basketball game. It gets you ready to reenter the game ready to play in a more focused way.

**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, or Wendy Baker (Principal).

In accordance with our continued efforts to provide a positive environment, please be aware that teachers will be calling you when your child has used divisive (inappropriate) language in a general setting or directed towards another individual.

Please review our listing of **Minor and Major Behaviors**:

Minor Behaviors	Definitions
Inappropriate verbal language	Student engages in low intensity instance of inappropriate language
Disruptive behavior	Student engages in low intensity , but inappropriate disruption
Disrespect/defiance/non-compliance	Student engages in brief or low intensity failure to respond to adult request
Physical contact	Student engages in non-serious, but inappropriate physical contact
Information Technology Violations	Student engages in non-serious but inappropriate use of cell phone, pager, music/video player, camera and computer
Property misuse	Student engages in low intensity misuse of property
Other	Student engages in any other minor problem behaviors that do not fall within the above categories

**\*Minor behaviors can become major behaviors if they are repeated continuously.**

Major Behaviors	Definitions
Abusive language/inappropriate language/prfanity/Threats of safety	Verbal messages that include swearing, name calling, threatening comments directed at others or use of words in an inappropriate way
Drugs and Alcohol	Student is in possession of or is using drugs or alcohol
Vandalism/Property damage	Student deliberately impairs the usefulness of property
Skip class/truancy	Student leaves class/school without permission or stay out of class without permission
Weapons	Student is in possession of knives, guns or other objects readily capable of causing bodily harm
Physical Aggression	Intentions t harm or intimidate other students
Information Technology Violation	Using information technology to do illegal or harmful acts and violations of the contract
Bullying	Acts directed toward a student or group of students which is repeated over time
Harassment	Acts directed towards a student or group of students due to their race, gender, disability, religion, color, national origin, or marital status

Sometimes it is necessary for students to have a more serious form of time out. This matrix provides descriptions of these various types of time out.

### **MIDDLE LEVEL DISCIPLINE MATRIX**

<b>Time Out</b>	<b>What it is?</b>	<b>Reasons Given*</b>
<b>Buddy Teacher</b>	<b>Time out in another classroom</b>	<b>Repeated low-level behavior such as calling out or disrupting class</b>
<b>Alternative Lunch</b>	<b>Having lunch in an alternative, supervised space away from peers</b>	<b>Repeated disruption in the lunchroom or classroom resulting in loss of lunchtime social activity</b>
<b>Planning Room</b>	<b>Time out in planning room to discuss issue, look into incident, create a plan for behavior, or implement further consequence</b>	<b>Repeated non student behaviors or safety issues.</b>
<b>In-school Suspension</b>	<b>Time out of the classroom to do work</b>	<b>General class participation is not warranted at this time.</b>
<b>Out-of-School Suspension</b>	<b>Time away from school</b>	<b>Inappropriate behavior in In-school detention, policy violation, or significant behaviors</b>

**\*The above chart serves as a guide. The administration may implement a more serious form of time out when a situation warrants such action. If we feel a violation of law has taken place, we call the police as well as the parents.**

**Note: If a student is serving an in-school or out of school suspension, they are not to be on school grounds or attend any school functions until the re-entry meeting has been held.**

On rare occasions, early intervention strategies are not sufficient and student misbehavior develops into crisis. Our school follows procedures outlined in the school crisis manual based on the Vermont School Board s Association. Bullying is not tolerated and will be addressed through our school discipline plan. In order to ensure the continuation of a safe learning environment:

- Non-violent physical crisis intervention techniques will be used ONLY as a last resort and ONLY by staff members trained in identified best practice procedures. Physical intervention will not be used as a punishment, for restriction, nor shall it be used to inflict pain.
- When a student is at risk of harming himself or others, in addition to parents/guardians, local support agencies, including Lamoille County Mental Health Emergency Services and the Morristown Police Department may be called.
- All staff may use reasonable and necessary means to quell a disturbance, obtain possession of weapons or other dangerous objects, for self defense, or for the protection of people or property as described in Vermont Regulation §1161a(c).

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.

### APPROPRIATE DRESS

Clothing should not be a distraction from our main purpose which is providing a quality education to our kids. The first responsibility for dress begins at home under the supervision of the parent/guardian. Our school maintains the right to insist that clothing and appearance shall meet the criteria of:

1. Hygiene (cleanliness)
2. Safety (for self and others)
3. Lack of distraction (extreme fashion, too revealing, too informal)
4. Non-damaging (to property, equipment)
5. Students may not wear articles of clothing that contain profanity or are sexually explicit, or that advertise alcohol, tobacco, or illegal, substances such as drugs.

### USE OF ELECTRONIC DEVICES (cell phones, I-Pods, digital cameras, game players, etc.)

Electronic devices should not be a distraction from our main purpose of providing a quality education for our kids. Because of increasing issues around inappropriate lyrics, theft, and the negative effect on school climate, we expect students NOT to use headphones or personal audio equipment anywhere at school. If students want to use their equipment on their way to school or on the way home, that is fine. Once at school, the equipment MUST be stored in a locker or book bag. If it is out and used, the student will be expected to turn the equipment over to school personnel on demand and it can be retrieved after school. Failure to follow the rules following the initial warning will result in a prohibition of the electronic devices and the equipment will be returned to the parent.

Exception: If a teacher asks a student to use headphones in connection with an assignment -- such as audio work in a classroom or the computer lab, the use of equipment, under that teacher's supervision, is fine. Otherwise, we are going to ask that this equipment not be a part of a student's life in school.

### CELL PHONES

Instructional time is valuable and must be protected and preserved. **Students are not allowed to use cell phones during the regular school day.** If a cell phone is brought to school it must be turned off and kept off. Failure to follow these rules will result in the confiscation of the phone. School phones may be used by students in necessary circumstances. Students must have a pass from a teacher or staff member to use a school phone.

### HATS

PAML students may wear hats **only** during outdoor events such as recess, outdoor PE, or designated outdoor field trips.

### 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:

- A. Skateboards being operated on public sidewalks and public paths shall stay to the right and shall yield the right-of-way to pedestrians.
- B. Operators of skateboards shall obey all traffic control devices as they apply to pedestrians.
- C. Skateboards shall not be operated on a Town Highway except to cross the highway.
- D. 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.
- E. 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 and other games and activities that take place in traveled 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.

### SCHOOL BUS STANDARDS FOR SAFETY

1. **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. 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.
2. **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.
3. **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. 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/her parent who wishes to dispute responsibility may do so by scheduling a meeting with the principal. It costs \$80.00 - \$100.00 to repair a damaged cushion.

It's OK to read, chat quietly with seatmates, listen to music with headphones.

Things that are not OK to do:

Open food, candy, or beverage containers  
Damage the vehicle  
Opening windows without permission of the driver  
Physical conflict  
Yelling or making startling noises  
Throwing things

Switching seats

Sitting sideways or backwards  
Swearing  
Arguing with the driver  
Ignoring the driver's request  
Blocking the aisles with anything  
Smoking, lighters, matches, explosives, or anything of a dangerous nature  
Putting hands, arms, head, legs, or any objects out a window

5. 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. As student who boards a bus other than their regular bus without a pass will be transported back to school. Students should bring bus notes to the office first thing in the morning. The bus pass will be ready at the end of the day.

Consequences for Breaking the School Bus 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, we have ZERO tolerance for not following these rules. 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.)

#### SNOWMOBILE RULES

Middle Level students may NOT drive snowmobiles to and from school. Operators of a snowmobile must be at least 16 years of age.

## ATTENDANCE

Students benefit from regular attendance in classes. It is a fundamental expectation that all students be in school, be on time, and follow their assigned schedule. Absences fall into two categories; excused and unexcused.

#### EXCUSED ABSENCES

Excused absences are those that are verified by a parent or guardian, a physician, school nurse, or other school staff and fall into one of the following categories:

illness, medical or dental appointments  
death or serious illness in the immediate family  
religious observances  
pre-approved family trips  
driver examinations  
school related activities or field trips

Parents are asked to notify the school, before 9:00 a.m. if their child is to be absent from all or part of the school day. Prior to 7:30 AM there is an answering machine available for you to leave a message. If we do not receive a phone call and your child is reported absent from the first period class, we will attempt to call your home or place of work to determine the reason for the absence. If this is not successful, we will expect a note the next day prior to your son or daughter going to their first period class. If a phone call or a note is not forthcoming, the school will consider the absence unexcused. **A note from a parent/guardian does not automatically mean that a student is excused.**

Students must be present during the school day in order to participate in after school/evening/weekend events.

Students are allowed to make up work missed due to an excused absence from class. 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 who do not follow through on this responsibility will risk losing credit for the missed work.

### **UNEXCUSED ABSENCE**

Unexcused absences are serious because a student with an unexcused absence is truant and the absence usually indicates that the student is not assuming responsibility for his/her learning. Using the philosophy of "you broke it, you fix it, a student with an unexcused absence is expected to:

1. Arrange a time with the teacher to make up all missed class time and work, to be completed within one week of the absence.
2. Complete any extra work that the teacher may choose to assign.
3. Understand that parents/guardians will be notified.
4. Understand that if s/he does not complete all missed class work on time, grades will be averaged with zeroes for all missed work.
5. Understand that a pattern of unexcused absences will be reported to the truant officer.

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.*

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.

### **TARDINESS**

Tardiness is defined as arriving to school after 8:00 but before 9:00 a.m. OR arriving at a scheduled class within 10 minutes after it begins.

Tardiness to school or to class may be excused if the student is accompanied by a note giving a legitimate reason. If the student is tardy to school, a note from the parent/guardian is necessary. If the student is tardy to class, a note from an adult who is responsible for detaining the student is required. The middle level office will not give an excused late pass unless the student was detained in the office. In the absence of a note or phone call, the tardy is unexcused.

Students who are chronically late to school and/or to classes may be sending the message that they are not serious about their work. Repeated tardies may result in a lowered grade, letters home, making up work, additional meetings and a referral to an appropriate student support service, such as, School Psychologist, Home/School

Coordinator, Mental Health Worker, Drug and Alcohol Counselor or Lamoille County Court Diversion.

### **EARLY DISMISSAL**

All middle level students are expected to be in school from 8:00 a.m. - 2:40 p.m.. Students who need to leave school prior to the end of the day must present a written note from their parent or guardian to the middle level office before 8:00 a.m. on the day they need to leave. Early dismissal will be allowed only for appointments that cannot be scheduled at any other time.

### **PLANNED ABSENCES FROM SCHOOL**

Planned Absence Forms are located in the office. Students with prior knowledge of a planned absence from school must use the form to obtain a signature from each teacher and a parent/guardian. The form must be submitted to the office for *final* approval at least **three** days prior to the commitment.

The principal has the authority to act on requests for 10 or fewer days of absence. Absences in excess of 10 school days are in violation of Vermont statutes, which pertain to compulsory attendance. The following are steps to be taken for absences which are planned in advance and for which advance assignments are requested:

1. The parent or guardian will present a written request to the principal explaining the reason for the absence.
2. In order to receive assignments in advance this written request must be given to the principal at least five school days prior to the first day of the absence.

The principal, after consultation with the appropriate teachers, shall determine whether the request is to be granted. For absences that have been approved in accordance with the above process appropriate advance assignments may be provided. The completed work must be presented to the teacher who provided the advance assignments within the number of school days that were missed, up to a maximum of five days.

### **HOMEWORK REQUESTS**

Parents may call the middle level office to request homework when they know that their student will be out of school for several days. Teachers may need some lead time to comply with these requests, so parents are encouraged to call as early as possible. Filled homework requests can be picked up in the office between 3:00 and 4:00 PM.

## **GENERAL INFORMATION**

### **MORNING PROCEDURES**

The building opens at 7:30 AM. Prior to this time there is no supervision and the classroom wings are closed. Students who enter the building before 8:00 AM are to use the middle level entrance and go directly to the supervised area in the cafeteria.

### **SCHOOL DAY PROCEDURES**

Students are asked to follow their schedule and report to each class on time, with the materials required. Students must get a written pass from their teacher before leaving their assigned area.

### **PROFESSIONAL QUALIFICATIONS**

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

### **HAVE A CONCERN?**

If you have a concern, we want to help! Although it is sometimes hard, we encourage you to talk directly to the person with whom you have the concern. If that does not help, or if you need support in this, call us. If you've tried to talk with the person and you are not satisfied with the response, please call Ms. Baker or Mrs. McCarthy. We want the school to be a successful experience for your child and for you, too!

### **MIDDLE LEVEL PARENT FORUM**

Parents of middle level students meet on September 15<sup>th</sup> at 6:30-7:30 PM to meet the ML Principal Wendy Baker and to discuss school programs and issues related to teaching and parenting middle level students. Parents and guardians of all school age children are welcome to attend.

### **VISITORS**

All adult visitors are to check in at the office and secure a visitor's pass at the office. Visitors who wish to see teachers should arrange an appointment in advance.

We have had a few requests from Peoples Academy Middle Level students to allow friends or relatives to spend the day with them here at school. Please don't ask us to do this. We don't want to sound inhospitable, but we just can't assume this kind of responsibility. Arrangements can be made in advance with the middle level office if a student would like to give their guest a brief tour (15 minutes).

### **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 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 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 television 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, they may choose not to go on the road if it does not seem safe. It is therefore possible that some children may not be picked up. In heavy snow, the road conditions may prohibit the buses from completing the routes on time and the bus may arrive at school late. Pupils 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.

### **FIRE DRILLS AND OTHER EMERGENCY PROCEDURES**

Law requires a monthly fire drill. These drills are necessary for protection and safety and must be taken seriously. Students should follow the announcements of their teachers in a quiet and orderly manner.

### **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 a
- 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 hearing, 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

#### **GRIEVANCES AND COMPLAINTS**

Parents or school district residents who have complaints should meet with the teacher involved. If the complaint cannot be resolved with the teacher, then contact the building principal. After that complaints should go to the superintendent at 888-4541.

## **MORRISTOWN SCHOOL DISTRICT SCHOOL BOARD POLICIES**

### **IDLING OF VEHICLES**

#### **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.

#### **Procedure**

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.

## **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;
4. 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;
5. 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;
6. purge electronic mail in accordance with established school e-mail retention guidelines;
7. not use the school's electronic resources and Internet connection for commercial or illegal purposes, or for any other activity prohibited by school policy;
8. 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;
9. 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);
10. 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;
11. not waste school resources related to the electronic communication system, or damage or attempt to damage computers, computer systems, computer networks or software;

12. not abuse the school's electronic communication system by downloading large files or sending annoying or unnecessary messages to a large number of people;
13. not gain or attempt to gain unauthorized access to the school's electronic resources, network or restricted information;
14. not upload, download or redistribute public domain program to the system for their own use without advance permission;
15. 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**  
**2008-2009 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 Bloodborne Pathogens and Universal Precautions**

1. The school district shall comply with applicable Vermont Occupational Safety and Health Administration (VOSHA) rules in order to protect employees who are reasonably anticipated to be exposed to bloodborne pathogens as part of their regular job duties.
2. The superintendent or his/her designee shall determine those employees (by job class and possibly by task or procedure) who are reasonably anticipated to have occupational exposure to blood or other potentially infectious materials as part of their duties. These employees will be protected in strict accordance with the provisions of the Bloodborne Pathogens Standard.

#### **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, 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 Morrystown 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.

#### **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.

#### **HARASSMENT OF STUDENTS**

## Policy

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. Harassment is a form of unlawful discrimination that will not be tolerated.

## General Information

It is the intent of district to apply and enforce this policy in a manner that is consistent with and protects students' rights to free expression under the First Amendment of the U.S. Constitution. The district respects and promotes the rights of students and others to speak freely and to express their ideas, including ideas that may offend the sensibilities of others. The purpose of this harassment policy is to prevent conduct or communication that is directed at a person's particular characteristics as defined and that is likely to substantially disrupt the educational environment or interfere with the rights of others. Nothing in this policy shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment as defined here, otherwise violates one more of the board's disciplinary policies or the district's code of conduct.

## Definitions

1. **Adverse action:** Includes any form of intimidation reprisal or harassment such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action in the case of students and includes any form of intimidation, reprisal, or harassment such as suspension, termination, change in working conditions, loss of privileges or benefits, or other disciplinary action in the case of employees.

2. **Employee:** For purposes of this policy, an employee includes any person employed directly or through a contract with another company by the school district, agents of the school, school board members, and any student teacher, intern, or school volunteer.

3. **Harassment:** Under Vermont law, harassment is defined as verbal, written, or physical conduct based on a student's race, religion (creed), color, national origin, marital status, sex, sexual orientation, or disability which has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile, or offensive learning environment.

4. **School Community:** Includes but is not limited to all students, school employees, contractors, unpaid volunteers, work-study students, interns, student teachers, and visitors.

5. **Sexual Harassment:** A form of unlawful harassment which means unwelcome

sexual advances, requests for sexual favors, or other verbal, written, or physical conduct of a sexual nature made by a school employee to a student or by a student to another student when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education, academic status, or progress; or
- Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile, or offensive educational environment.

## Reporting

1. **Voluntary:** It is the express policy of the Morristown School District to encourage student targets of harassment and students who have first-hand knowledge of such harassment to report such claims. Students should report incident(s) to any teacher, guidance counselor, or school administrator. Students may choose to report to a person of the student's same sex.

2. **Mandatory:** Any adult school employee who witnesses, overhears, or receives a report, formal or informal, written or oral, of harassment must take prompt and appropriate action to stop the conduct and to prevent its recurrence and report it in accordance with procedures developed under this policy. Under certain circumstances, alleged harassment may constitute child abuse under Vermont law. The statutory obligation to report suspected abuse, therefore, may be applicable.

3. **Privacy:** Complaints will be kept confidential to the extent possible given the need to investigate and act on investigative results.

4. **Retaliation:** There will be no adverse action taken against a person for reporting a complaint when the complainant honestly believes harassment has occurred or is occurring or for participating in or cooperating with an investigation. Any individual who retaliates against any employee or student who reports, testifies, assists, or participates in an investigation or hearing relating to a harassment complaint will be subject to appropriate action and/or discipline by the school district.

## Administrative Responsibility and Action

1. **Administrative Reporting:** A staff member who receives a complaint of harassment shall promptly inform the principal (or designee) or another administrator who is not the subject of the complaint.

2. **Investigation:** The school district is responsible for acting on any information regarding harassment of which it is aware. The superintendent shall provide for a thorough, prompt investigation of the incident and the investigation and written

report shall be completed in a timely fashion in accordance with school procedures after a report or complaint, formal or informal, written or oral, has been received. No person who is the subject of a complaint shall conduct such an investigation.

In determining whether conduct constitutes a violation of this policy, the investigating official shall consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of the policy requires a determination based on all the facts and surrounding circumstances.

3. **Consequences:** The district shall take disciplinary or remedial action as appropriate in order to ensure that further harassment does not occur. Such action may include, but is not limited to, education, training and counseling, transfer, suspension, and/or expulsion of a student.

4. **False Complaint:** Any person who knowingly makes a false accusation regarding harassment will be subject to disciplinary action up to and including suspension and expulsion.

5. **Appeal:** A person judged to be in violation of this policy and subjected to action under it may appeal the determination and/or the action taken in accordance with procedures adopted under this policy.

6. **Dissemination:** The superintendent shall use all reasonable means to inform students, staff members, and the community that the district will not tolerate harassment. A copy of this policy and its implementation procedures shall be provided to students, staff, and parents each year, and shall be included in the appropriate materials that are disseminated to the school and community.

7. **Training:** The superintendent will develop age-appropriate methods of discussing the meaning and substance of this policy with students and staff in order to help prevent harassment. Training may be implemented within the context of professional development and the school curriculum to develop broad awareness and understanding among all members of the school community. Staff training will enable staff to recognize, prevent, and respond to harassment.

8. The Superintendent is responsible for overseeing the development of procedures that will guide the implementation of this policy.

#### **Alternative Complaint Process**

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

Vermont Human Rights Commission  
133 State Street  
Montpelier, VT 05633-6301  
(800) 416-2010 or (802) 828-2480 (voice or TTY)

Director, Compliance Division Area II  
Office for Civil Rights  
U.S. Department of Education, Region I  
John W. McCormack Post Office & Courthouse, Rm. 222  
Post Office Square  
Boston, MA 02109  
(617) 223-9667

#### **EXAMPLES OF SPECIFIC TYPE OF PROHIBITED HARASSMENT**

##### **Sexual Harassment**

Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal, or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may constitute sexual harassment.

##### **Racial and Color Harassment**

Racial or color harassment can include unwelcome verbal, written, or physical conduct directed at the characteristics of a person's actual or perceived race or color such as nicknames emphasizing stereotypes, racial slurs, comments, insults or taunts on manner of speaking, and negative references to racial customs.

##### **Religious or Creed Harassment**

Harassment on the basis of religion or creed includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's religion or creed such as derogatory comments, insults or taunts regarding surnames, religious tradition, or religious clothing, or religious slurs graffiti.

##### **National Origin Harassment**

Harassment on the basis of national origin includes unwelcome verbal, written, or physical conduct directed at the characteristics of a person's national origin such as

negative comments, insults or taunts regarding surnames, manner of speaking, customs, language, or ethnic slurs.

#### **Marital Status Harassment**

Harassment on the basis of marital status includes unwelcome verbal, written, or physical conduct directed at the characteristics of a person's marital status, such as comments, insults or taunts regarding pregnancy or being an unwed mother or father.

#### **Sexual Orientation Harassment**

Harassment on the basis of sexual orientation is unwelcome verbal, written, or physical conduct directed at the characteristics of a person's sexual orientation such as ridicule, taunts, slurs, negative name calling, and imitating mannerisms.

#### **Disability Harassment**

Harassment on the basis of a person's disabling mental or physical condition includes any unwelcome verbal, written, or physical conduct directed at the characteristics of a person's disabling condition such as imitating manner of speech or movement, ridicule or insults based on manner of speech or movement, or interference with necessary equipment.

#### **APPENDIX A**

##### **Designated Employees**

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

Name: Leslie Beatson

Title: Principal

Contact information: Peoples Academy Middle Level Office

Name: Sally McCarthy

Title: Director of Support Programs

Contact information: Peoples Academy Guidance 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. (See page 17 for School Discipline Process).

### 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.

*Directory information.* 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.

5. 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.

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 a 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 49 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:

1. 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
  - a. the frame or receiver of any weapon described above
  - b. any firearm muffler or firearm silencer
  - c. any explosive, incendiary, or poison gas
    - bomb
    - grenade
    - rocket having a propellant charge of more than four ounces
    - Missile having an explosive or incendiary charge of more than one quarter ounce
  - d. 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
  - e. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled
    - any other weapon, device, instrument, material, or substance whether animate or inanimate, which in the manner it is used or is intended to be used, is known to be capable of producing death or serious bodily injury
    - 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

**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.

## 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'er 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'er 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.*