

# **Student Handbook**

## **Review Verification**

**Please sign this page and return to your child's teacher. Thank you!**

**I have read and reviewed the student handbook with my child.**

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**Parent Signature**

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**Date signed**

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**Student Signature**

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**Date signed**

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## **Organizational Structure**

### Board of School Trustees and Administration

#### BOARD OF SCHOOL TRUSTEES

Ms. Tori Cleiland  
34 Audette Street  
655-7678

Mrs. Jennifer Corrigan  
75 Hickok Street  
233-7642

Mr. Michael Decarreau, President  
18 Florida Avenue  
655-2970

Mr. Jay Lambert, Secretary  
6 Franklin Street  
655-2942

Mr. Julian Portilla  
26 North Street  
399-0241

#### OFFICE OF THE SUPERINTENDENT

Sean McMannon, Superintendent  
Sandy Metivier, Administrative Assistant  
655-0485

#### OFFICE OF THE PRINCIPAL

Mary O'Rourke, Principal  
Linda Casier, Administrative Assistant  
655-0411

#### OFFICE OF SPECIAL EDUCATION

Robin Hood, Ed.D., Director  
Sandy Castle, Administrative Assistant  
655-9575

### Mission Statement

The mission of the Winooski School District is to awaken in its diverse student body, a thirst for knowledge, a passion for learning, and a desire to become responsible members of the world community. We offer a safe, supportive, educational environment. Our team of professionals recognizes individual strengths and needs and fosters academic excellence and personal growth. Working together in partnership with families and the community, we strive to instill shared core values - respect, responsibility, empathy - and a commitment to help every student reach his or her potential.

### Vision Statement

Our vision at JFK is to inspire all learners to believe, engage and excel. We encourage both children and adults to be life-long learners who are productive in our community as responsible and independent citizens.

### Core Values

- We commit to continually helping every student improve their academic success;
- We ensure data-driven instructional excellence;
- We believe each student is a unique individual and we are committed to acknowledging and celebrating the diversity within our community;
- We challenge ourselves to continue our own professional and personal development;
- We partner with parents and our diverse community to support our students' learning;
- We teach our students to work cooperatively with others to accomplish goals.

**JFK STAFF**

<b>Principal</b>	Mary O'Rourke
<b>Office Staff</b>	Linda Casier, Admin. Asst. Barb Pitfido
<b>Kindergarten</b>	Courtney Bryan Lisa Bushey Debra LaForce Jessica Perrotte
<b>Grade One</b>	Regan Charron Nancy Johnson Lois Thompson Jaime Willoughby
<b>Grade Two</b>	Patricia Keough Angela Moulton David Muir Lauren Muir
<b>Grade Three</b>	Joan Benjamin Lisa Goetz Shannon Klaus
<b>Grade Four</b>	Sally Bissonette Sarah Legault Allison Smith
<b>Grade Five</b>	Stefanie Hamble Casey Hogan Jacie Knapp
<b>Coaches</b>	Jennifer Lapointe (Literacy) Glenn Willette (Math)
<b>Literacy/ Math Support</b>	Margaret Thomas (Math) Jody Weimer (Literacy-Grade 1)
<b>Arts Teachers</b>	Dennis Barcomb, PE Kyle Blindow, PE Drew Blanchard, Technology Barb Crandall, Visual Arts Sarah Murphy, Guidance Hilary Sales, Music
<b>Student Services Assistant</b>	Patrice Shea-Gamache
<b>Special Education Staff</b>	Robin Hood, Director Joe Arigo, Behavior Interventionist Katherine Blair, Special Educator Kristen Brown, Alternative Program Lisa Dold, Special Educator Robert Fox, SLP Lois Fuller, EEE Catherine Lavigne, SLP Maybelline Lopez, Early Education Kari Osha, Special Educator
<b>Head Start</b>	Natessa Romano Caryn Zambrano
<b>ELL Staff</b>	Nancy Devost Kirsten Kollgaard Kristen Van Fossen Dalib Bulle, ITT Puspa Luitel, ITT Aftaba Mezetovic, ITT Lan Nguyen, ITT

<b>Nurses</b>	Holly Hagar Elizabeth Parris
<b>Library</b>	Genevieve Gallagher Cathy Burbo
<b>Technology Support</b>	Bryan Thompson John Malcovsky
<b>CCLC</b>	Barb Russ
<b>Student Resource Officer</b>	Dean Fullerton
<b>Instructional Assistants</b>	Candy Antoniak Judy Atkins Phyllis Barstow-Johnson Mary Campbell Deb Chevrette Marcy Edelstein Eileen Fraga Joanna Hayes Jeannine Henry Emily Knapp Jeanne Knowlton Kara LaFond Carolyn LaMothe Katie Letourneau Caitlin Lovejoy Danielle Magowan Kristina Martin Kelly McDonald Amy Poulin Peter Rollins Mary Alice Ryan Brenda Ticehurst Bernadette Toth
<b>Central Office</b>	Sean McMannon, Superintendent Sandy Metivier, Admin. Asst. Rebecca Goulet, Business Manager Diane Scichitano, Accounting
<b>Foster Grandparents</b>	Sally Curtis Louise Kelly Maggie Rutledge
<b>Custodial Staff</b>	Jon Aldieri, Custodian Randy Bullis, Custodian Steve Fregeau, Custodian Kevin O'Neill, Maintenance Cheyne Racine, Maintenance

## **About JFK**

### **Elementary School Structure**

JFK Elementary School is a self-contained single-grade PK-5 school within a PreK-12 system. Each grade level works as a team. Students work daily in literacy, mathematics, science and social studies and are exposed to the fine arts (physical education, guidance, art, and music) on a weekly basis.

### **Arrival and Dismissal Times**

#### **Start of Each School Day**

The doors at JFK open at 7:45 a.m. Children arriving prior to 7:45 a.m. must go directly to the cafeteria using the main lobby entrance. Formal instruction starts at 8:05 a.m. Children are tardy if they arrive after 8:10 a.m.

#### **Late Arrivals:**

Any child arriving to school after 8:10 a.m. **must report** to the office for a pass to class. A student will not be admitted to his/her classroom without this “pink slip.”

#### **Dismissal:**

All classes end at 3:00 p.m.

All children are expected to leave school at 3:00 p.m. Children staying at school after 3:00 p.m. must be involved in a supervised activity.

Children who are not picked up by their parents or by a designated person will be brought to the main office to wait until they are picked up. Although we understand things happen to cause a parent to be late picking up their child, it is unacceptable to be late many times. If a parent cannot pick up their child at a reasonable time after school, they must make alternative arrangements to have their child picked up.

A school calendar with important dates and events is included in this handbook. Please refer to it often to stay informed of important activities/events in the school community.

## **Attendance**

Vermont State Law, Title 16, Chapter 25-3, and Section 1121 and 1122 require school attendance. Attendance to school is also a part of the Vermont Framework of Standards and Learning Opportunities, Vital Results 3.14a. Attendance at all classes and class activities (including school field trips, fine arts and musical performances) is important to complete a successful school program. It is the student's responsibility to attend school except in special circumstances and with a valid excuse. While parent, student and teacher input would be considered, the administration would make the determination of whether the excuse for an absence is valid.

### **Closings, Unplanned**

On days when school must be closed or the normal schedule altered because of emergency situations (snow, mechanical problems, etc.), there will be an announcement using our ALERT NOW system. Please make sure your contact information is kept current by contacting the JFK Office with any updates.



### Early Dismissal

It is important for students to be present for the full school day. We ask parents/guardians to make every attempt to schedule medical or other appointments outside of school hours. This will minimize the impact on the student's educational program. Early dismissals should be limited to court appearances, religious obligations, funerals and medical appointments that cannot be scheduled after 3:00 p.m. If a student needs to be dismissed before the end of the school day, the parent/guardian must write a note, or call the office, explaining the dismissal. The student will give the note to the teacher who will notify the office.

### Excused Absence from School

In the event that your child is ill or unable to attend school because of an emergency, we ask that you notify the school prior to, but no later than, 8:30a.m. of the school day. If we do not hear from you that your child will be out of school for the day, we must call you to verify that they are out of school. Please call the main office, 655-0411, to report your child's absence.

### Tardiness to School

Students need to be present for the full school day. Punctuality is important. It is the responsibility of the student to be on time and to be prepared to learn each day. A student who is tardy must sign-in at the front office where a "pink slip" will be issued. A student who is tardy will not be allowed in his/her classroom without this slip.

### Monitoring Attendance and Absences

The following actions will take place based on a student's total absences:

Five-days absent: Letter will be sent home to parents informing them of the five-days absence stating the connection of positive school performance and good attendance.

10-days absent: Phone contact will be made by a school official or designee with the parents/guardians to inquire about the attendance record. Support services will be offered if appropriate.

15-days absent: Building administrator may require the parents/guardians to attend a school conference. Support services will be provided, and appropriate written documentation of the contact will take place. If the parent/guardian refuses to attend the conference, the case may be turned over to the school resource officer (SRO).

20 or more days absent: After 20 cumulative absences during the school year, but before 30 cumulative absences, the school will, at its discretion based on the dealings with the student and the parent, turn the case over to the SRO for further investigation. Truancy charges may be brought forward.

### **Bicycle, Skateboard, Roller Blades, and Scooter Rules**

1. Students must dismount their bicycles, skateboards, roller blades, or scooters prior to coming on school grounds.
2. Students will put these items in the appropriate location.
3. When leaving school grounds at the end of the day, bicycles, skateboards, roller blades and scooters must be walked off school grounds.
4. For safety reasons, we strongly urge students to wear a helmet when riding a bicycle, skateboard, scooter or roller blades to school.
5. If students ride these items to school, the school will not be liable for damage or theft.
6. Students will not be allowed to ride during the regular school hours.

## **Bullying**

Act 117, the bullying law passed by the Vermont Legislature, defines bullying as:

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

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

If your child is involved in an incident related to bullying (target or bully) it would be documented at school according to district procedures. If bullying persists, there are potential legal consequences based on Act 117. Students may be issued a ticket (Violation of City Ordinance) or may be suspended for up to three days from school for bullying if their actions warrant it.

We ask that if your child reports feeling bullied at school, you and/or your child will report it to the designated employees, Sarah Murphy, Guidance Counselor or Mary O'Rourke, Principal.

## **Class Placement**

We begin the process of deciding class placement in March. Our goal is to make balanced classes, which reflect the rich diversity of our community. Typical factors considered in placement are: instructional level, gender, support needs, students who work well together and students who don't work well together. Families and/or guardians are asked to describe what each child enjoys about school, what motivates him or her, what concerns do they have about the next year or any other information that you think will be helpful when making class assignments. Families will receive an input form in April. Classroom teachers, the guidance counselor, special services providers all have input during the placement process, which is finalized at the end of May. Families are notified in June of their child's assignment for the following school year and students visit their new teachers each June during a brief "Moving Up" activity.

## **Communication**

Communication is key to successful working relationships. We have several forms of communication:

- ALERT Now
- District Newsletter
- E-mail
- "News about our *STARS*" Newsletter
- Teacher Newsletter
- Telephone (655-0411)
- Winooski School District website: [www.wdschools.org](http://www.wdschools.org)

## **Discipline**

JFK School has adopted Social Thinking and the concepts of PBIS as our models for incorporating social learning into the life of our school. Teachers integrate instruction in five core concepts: Striving for excellence, Thoughtful, Accepting, Responsible, and Safe.

Students at the elementary school are becoming social thinkers! That means that they are aware that their actions impact their fellow classmates. They are learning that when you do what is

expected, others feel good and when others feel good they will let you know how proud they are of you. The following outlines six parts of the social thinking program:

- **I have thoughts about you; you have thoughts about me.** This is the idea that people are always thinking about one another whether consciously or subconsciously. We want others to have good thoughts about us as that affects how they regard us and treat us.
- **Expected vs. Unexpected Behaviors.** Expected behaviors are what they sound like. Actions that are expected in a given situation such as staying seated in your desk at school, eating your food with your fork, burping quietly... Unexpected behaviors are the opposite such as sitting under your desk, eating with your fingers or playing with your food, burping noisily with no consideration for those around you. (These are obvious examples; the behaviors can also be subtler).
- **“Green” thoughts** are formed when we behave appropriately. People generally want to hang out with those they feel comfortable around.
- **“Yellow” thoughts:** when we have unexpected behaviors, people form "yellow" thoughts about us, not necessarily bad thoughts, but uncomfortable feelings or ideas that may cause others to avoid us.
- **My actions can affect the feelings** of others: My behaviors (expected or unexpected) can have an influence on how others feel.
- **Think with our eyes:** Learning to determine what others are looking at, inferencing what their eye gaze may tell us about their thoughts, and to make "smart guesses" or predictions about their plans or intentions.

Discipline procedures at JFK School are as follows:

**Level 1:** Your choice of behavior is starting to make it difficult for the teacher to teach and others to learn.

Proactive strategies

Teacher or supervising adult will use positive reinforcement, redirection, encouragement, reminders, or other proactive strategies to guide student behavior. No documentation is necessary. Families will not be notified.

**Level 2.** Your choice of behavior continues to make it difficult for the teacher to teach and others to learn or your behavior has threatened the safety and security of people and/or the environment.

Teachers will complete a referral sheet and the student will be sent to the “Opportunity Room.” Teachers will notify parents via a phone call, home/school log, email or other method.

Students will be referred to the Opportunity Room when they have reached a Level 2 behavior in the classroom. Students sent to the Opportunity Room will be there for a minimum of thirty minutes. During that time, they will be allowed the opportunity to “cool down,” process the event (or events) and time to complete a social behavior map. Students who visit the Opportunity Room 10 times within a month will be required to join a social thinking group.

Students will automatically be sent to the Opportunity Room if these infractions occur: inappropriate language, harassment, bullying, and destruction of property or disrupting the learning process of others.

Safety is the priority at JFK School. The administration will become involved in the discipline process at the request of the Opportunity Room personnel. After an investigation, students who

are found to be physically fighting, possess a weapon, or are caught stealing, may be suspended (out-of-school suspension) from school for up to three (3) days.

### **Dress Code**

School dress must be appropriate and non-disruptive to the educational process. Articles of clothing (including hats and backpacks) that advertise alcohol, drugs, or tobacco products, are sexually suggestive or obscene are not allowed. The following articles of clothing are deemed disruptive or offensive: roller sneakers, halter tops, short-shorts, micro-mini skirts, spaghetti straps and clothing which bare midriffs, shoulders and underwear (bras and boxer shorts). If your child comes to school with inappropriate dress, s/he will be asked to change into appropriate attire (provided by the student or brought in from home). This Dress Code applies to all students K-5. Please help us maintain a positive learning environment by making sure that your child comes to school dressed appropriately.

### **Extra-Curricular Activities**

#### **After School Program**

The 21<sup>st</sup> Century Community Learning Center After School Program has many diverse programs available to students K-12 throughout the year. These programs generally run for six weeks and are academically and enrichment-based.

#### **Organizations and Activities**

<b>Activities</b>	<b>Contact</b>
Winooski Little League	Jeff Brosseau: 655-3556
Winooski Summer Program	Ethan Hausman: 655-1392, ex. 21
Spark Camps	Ethan Hausman: 655-1392, ex. 21
Thrive After School	Ethan Hausman: 655-1392, ex. 21
Winooski Swim Team	Melanie Nattress: 655-1616
Winooski Youth Soccer	YMCA: 655-9622
Winooski Youth Football	Mark Young: 655-1116

### **Field Trips**

Each year most classrooms have one or more field trips. There is a district policy that we follow which governs procedures for trips. Basically, it is that we must have written permission for each and every field trip. If you are a driver for a field trip, you must give the office a copy of your license, registration and proof of insurance at least one week in advance of the trip.

If parents choose to keep a child from attending a field trip, their child must remain at home. If teachers choose to keep a child from attending a field trip, they will contact the parent in advance so that other arrangements can be made.

### **Food Service**

Breakfast and a hot lunch are available in the school cafeteria each day school is in session. Breakfast is served from 7:30 a.m. - 8:00 a.m. Lunch is served at four different times.

The Abbey Group is an award-winning food service management company with a passion for high quality ingredients, locally sourced products, sustainable food service practices and exceptional customer service. The Abbey Group provides a wide variety of menu choices every day to its client schools in Vermont, New York, and New Hampshire. For more information about our company and services please visit our website, [www.abbeygroup.net](http://www.abbeygroup.net).

### Student Account Policy

The goal of The Abbey Food Service Group is to provide delicious, nutritious, high quality meals to all students and staff of every school we represent. The meals are provided at very reasonable prices for those who pay the full price and are subsidized by the USDA for families qualifying free or reduced meal benefits. We enforce the following guidelines to ensure a sound fiscal program:

1. No balance in arrears shall be allowed beyond the limit of two (2) emergency lunches.
2. Written notification, or Zero-Balance, is sent home with the student when the account balance is less than zero.
3. Phone notification, or Minus-Balance, is initiated to the parent or guardian when there is a negative balance equal to or beyond two charged meals.
4. With no response, and within the guidelines of reasonable fiscal restraints, the school and parent or guardian is then notified that the student is to be refused services provided by The Abbey Group.

Free and Reduced-Cost Meals are available for families who qualify. We strongly encourage you to complete the forms sent home in the “first day packet” or pick up an application form from the main office.

### Breakfast Program

The Abbey school breakfast program is open to everyone. Studies have shown that eating breakfast can reduce stomachaches, improve alertness, and overall helps students be better learners. Our breakfast program offers daily choices such as: yogurt parfait meal, ham and cheese on a whole wheat bagel, sausage & cheese muffin, scrambled eggs and breakfast bun, fruit-filled muffins, hot or cold cereal, and other breakfast entrees available on a rotating basis. All breakfast meals include milk and fresh fruit.

### Choice & Variety

The food service program offers the following daily lunch choices. Please visit our website for the daily main meal selection at your school: [www.abbeygroup.net](http://www.abbeygroup.net). Assorted fresh fruit and a choice of assorted milk (skim, 1%, or low fat chocolate) are included with every meal.

1. The Abbey Groups Main Menu Entree
2. Hoagieville Made-to-Order Deli Bar
3. Garden Fresh Salad Bar
4. Yogurt Parfait & Cheese Stick Meal [substitute your main entrée]

### Emergency Lunch Policy

All accounts are subject to the Adult/Student Account Policy. However, students will be allowed two meals on an emergency basis (lost or forgotten money). If an account is not brought into good standing, students will receive up to two emergency lunches consisting of a sandwich and milk. A \$.75 charge will be applied for each emergency lunch. Students will forfeit all meal privileges if an account remains in a negative balance. Zero account balance notification letters are sent home weekly. Please remit payment promptly to avoid an embarrassing situation. If you have any questions regarding your child’s account, please call your school food service or find the email address at [www.abbeygroup.net](http://www.abbeygroup.net).

### **Health Services**

The Health Office is available during regularly scheduled school hours to serve the needs of our students. Students requiring this service must ask their classroom teachers for permission to visit the Health Office, where a registered nurse will assess the students' needs. Any student who believes s/he needs to leave school due to illness or injury must go to the Health Office first.

### Emergency Form

The Health Service Emergency Form is a valuable source of health information and should be completed as accurately as possible. The information you provide will help us to contact you in an emergency. The health update portion will provide us with needed information about your child's health status. Please notify us of any changes in phone contacts and be sure to sign the back of the form for permission to treat your child in the event of an emergency.

We are concerned not only for the physical health of your child but also about how s/he feels emotionally and about how things are going at home and in school. The school nurses welcome contact by parents to discuss any concerns you may have; likewise, we will contact you if we have any concerns about your child.

### Head Lice Management

The Winooski School District's registered nurses partner with our students and their families in our efforts to effectively control head lice in our population. Our objectives are to minimize the impact on academic progress, while supporting families' efforts to combat this nuisance parasite.

We check itchy heads on request. When a case of head lice is identified in a student, a consistent approach is followed. For optimal control we ask that parents check their children's heads at least once a week.

### Immunizations

Vermont State law requires that a student must be immunized or have on file a statement of medical or religious/moral exemption in order to attend school. Please ask us about the necessary documentation if you feel you qualify for one of these exemptions.

### **State And School Immunization Procedures**

	Kindergarten	7 <sup>th</sup> Grade
DTa/DTP/Td/Tdsp	5 doses DTaP	5 doses DTap/DTP and 1 Tdap booster
Polio	4 doses	4 doses
MMR	2 doses measles 2 doses mumps 2 doses rubella	2 doses measles 2 doses mumps 2 doses rubella
Hepatitis B	3 doses	3 doses
Varicella	2 doses	2 doses

You must provide the school with your child's immunization records before the first day of school. Effective July 1, 2012, students not meeting vaccine or exemption requirements may not attend school without a provisional admittance form. Students provisionally admitted must be fully immunized within six (6) months of enrollment.

**Exemptions:** The philosophical and religious exemption form is now separate from the medical exemption form and must be signed annually for all exempted students. A licensed physician must complete medical exemption forms.

Acceptable proof of immunization is a document provided by a licensed physician. You may either present this document to the school or request that your child's physician fax or mail it to the school. Please provide written proof any time that your child receives an additional immunization.

### Medications

At times it may be necessary for your child to take prescription medication at school for the treatment of an illness. **Medications that are ordered to be taken less than four (4) times a day should be taken at home.** However, if medication must be taken on a specific time schedule during school hours, the school nurse may administer the medication with the following **three requirements** in place:

- Written orders from the physician
- Written permission from the parent/guardian
- Medication in a correctly labeled container from a pharmacy

All medications must be stored and taken in the Health Office. Exceptions must be discussed with Health Office staff and be approved in writing by the parent and physician.

### Screenings—Hearing and Vision

According to Vermont Statute title 16, chapter 31, section 1422, “Periodic hearing and vision screenings of school-aged children shall be conducted by school district...”

Required screenings will take place starting in September:

Kindergarten	Hearing and vision
1 <sup>st</sup> grade	Hearing and vision
2 <sup>nd</sup> grade	We do not screen
3 <sup>rd</sup> grade	Hearing and vision
4 <sup>th</sup> grade	We do not screen
5 <sup>th</sup> grade	Hearing and vision

Please contact the Health Office if you have any questions.

### **Lockers**

Each student has an individual locker. The student is responsible for the care of the locker assigned to him or her. Students should not bring valuable items to school other than what is to be worn or used in the classroom. The administration reserves the right to inspect the lockers.

### **Notice of Non-Discrimination**

The Winooski School District will not unlawfully discriminate against 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.

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 Winooski 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.

The school principal has been designated by the Winooski 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-discriminating laws or regulations. The designated person may be contacted by mail at 70 Normand Street, Winooski, VT 05404.

### **Parent-Teacher Conferences**

Each year we conduct two formal parent-teacher conferences as part of the total system of reporting student progress. We encourage everyone to participate. In addition, either the teacher or the parent may hold other conferences as needed and/or requested. Student assessments are given at this time.

### **Parental Concern Procedures**

As a school we are committed to working with parents to provide the best education possible for your children.

Occasionally issues arise that, if left unattended, interfere with our success. If you, as a parent, find yourself in a position in which you have questions about, or are in disagreement with, school policies or actions, please follow the course of action suggested below:

1. Initially, contact the teacher immediately involved.
2. If the concern continues, contact the principal.
3. If the problem still continues, contact the superintendent and ask for a meeting with the principal and the superintendent.
4. Parents may request a hearing before the Board of School Trustees if the concern is not resolved after following the first three steps and the concern is governed by policy.

Our goal in supporting the above procedures is to assist you and encourage you to be open with us. We will handle your concerns as quickly as possible, but also as thoroughly as possible. We will attempt to be fair and just in all our decisions and ask your support in achieving this.

**HQT Parental Notification – Under the federal No Child Left Behind Act, all parents in our school have the right to request information about the qualifications of their child's teachers including paraprofessionals, if any. If you are interested in knowing about the qualifications of your child's teachers and/or paraprofessionals, if any, please contact Mary O'Rourke at 655-0411.**

### **Parental Involvement**

#### Open Door Policy

The best way to become involved in your child's education is to keep open the lines of communication with his/her teacher. We have an open door policy at the elementary school.

#### Parent-Teacher Organization (PTO)

The PTO is an active group of volunteers that organizes annual events such as a Craft Fair, a Fun Fair for JFK and another for Middle School students, dances for Middle School, and a fall [and](#)



spring fundraiser to support many worthwhile causes within the school and in particular K-8. We hope your child will have the opportunity this year to enjoy the special activity nights, end-of-year field trips, and the many other PTO-sponsored activities. We look forward to welcoming you to our organization.

We hold a meeting on the third Wednesday of every month from 6:00p.m.-8:00p.m. in the library to plan and discuss details concerning upcoming events and other topics of interest. Childcare is provided. Occasionally there are guest speakers talking about topics of interest concerning our children's education. Attending PTO meetings is a great way to keep informed of school activities and events. It also a great way to be involved and have a say regarding fundraisers and how the PTO spends the money we raise. Please consult the school calendar in this handbook for the list of meetings for the school year. Minutes of our meetings are sent out to parents who request them and are also available on the school's website ([www.winooski.k12.vt.us](http://www.winooski.k12.vt.us)). If you would like to be on our list, please send an e-mail to [WinooskiPTO@hotmail.com](mailto:WinooskiPTO@hotmail.com).

### Parents and Community Together with Schools (PACTS)

Parents and Community Together with Schools, or PACTS, is the parent and community partnership group in the Winooski School District. We are a group of parents, teachers, administrators, and community members.

The goal /vision for the Winooski School District is:

*We will honor the wisdom and heart of our families and community to inspire student success.*

### Volunteering

The PTO, PACTS and teachers often need your help—even an occasional hour of your time. These commitments are what enable schools to provide many of the extras that we all want for the school.

### **Parking Lot**

In the morning, the circle in front of the school is a drop and go area for cars. If you need to park, please use the middle driveway area. If this area is full, please use the main parking lot. The first three rows in that lot are dedicated to parents for their convenience. **At the end of the day,** please do not come into the circle at all. This area is for use by buses and vehicles with handicapped parking permits.

### **Personal Belongings**

We discourage students from bringing personal belongings to school unless for a specific assignment or “show and tell.” This includes personal music players, cell phones, or trading cards. We are not responsible for loss or theft of personal items.

### **Picture Day**

School pictures are taken within the first month of the school year. Please refer to the school calendar in this handbook for this year's date. We will send home picture packets as soon as we receive them from the company in order for parents to select an option, which they may choose to purchase.

### **Report Cards**

Report cards go home three times a year. These dates are listed in the handbook calendar.

## **Safety Drills**

A safety drill is conducted once a month and includes fire drills, clearing the hallways, and evacuation drills. There are procedures for each safety response posted in each classroom along with a full emergency operations manual that is updated each year and distributed to all staff.

## **School-Wide Services**

Our Consolidated Federal Programs Grant provides additional support for students (school-wide services) who fall somewhat below their expected grade level in the subject areas of math, written language, and reading.

The elementary school offers a variety of services to support students in their academic, social, emotional, and behavioral development. Faculty members, parents, or students themselves may access these services.

We offer an in-class support model, which means that school-wide tutors are available to students and their teachers directly in the classroom.

## **Snacks**

Classroom teachers provide time in the day for children to eat a snack. As a school, we encourage you to send a healthy snack to school with your child. Studies show that children who have eaten a healthy breakfast and snacks are better prepared to tackle the school day. Some suggestions for a healthy snack are: fresh fruit, vegetables, crackers, cheese, yogurt, 100-calorie snack packs, etc. A healthy snack assists your child in staying focused and engaged during the school day.

## **Special Education**

The Winooski School District provides an individualized education program for all students eligible for special education services. The school district believes that the optimal learning environment for providing these services is the same school and community settings that are used by students who are not eligible for special education. To meet the unique needs of these children and youth, there is tremendous emphasis on team-teaching and collaborative planning. This approach involves all members of the school community, parents and students.

The Winooski School District provides services to children who need special education from preschool through age twenty-two. Children who are eligible for special education are entitled to a free and appropriate education, regardless of the severity of their disability.

Community members are directed to contact the Director of Support Services at 655-9575 for further information.

## **Support Services**

### **Educational Support Team (EST)**

The Educational Support Team is responsible for the identification and coordination of support services to enable students to achieve their potential within general education classrooms. The Educational Support Team is made up of classroom teachers, a guidance counselor, an administrator, special educators and a nurse. The team's purpose is to identify and coordinate support services, including but not limited to: a) instructional and behavioral interventions; b) on-

site collaboration among school staff, parents, students, and community resources; c) classroom accommodations; and d) counseling services. Students, parents and/or school personnel may make referrals through the classroom teacher.

### English Language Learners (ELL) Program

English Language Learners (ELL) services are provided for students in our school whose primary language is a language other than English and who are learning or are refining their English skills.

We offer both pullout classes and push-in support. At times we provide interpreters for students listening to lectures and for support in completing assignments. We also offer tutorial sessions for students who are working directly on their English skills.

### Head Start/Early Childhood Programs

Winooski offers a variety of programs for young children from birth to age five. The locations of the services vary from home-based, school-based to community center-based. Some programs have eligibility criteria while others are a completely open enrollment. These various programs allow children opportunities for enrichment and learning and also help them transition into the JFK Kindergarten program.

#### Infant and Toddler Program

- Home-based program
- Birth to 3-year old children with developmental delays
- Screenings for children with possible developmental delays
- For information – Call 655-9575

#### Winooski Early Childhood Program / Head Start Collaborative

- Located at JFK Elementary School
- Morning and afternoon classes for 3- to 5-year old children
- Screenings for children with possible developmental delays
- Transportation provided as available
- Openings for:
  - Preschool children who live in Winooski
  - Children with developmental delays
  - English Language Learner students
  - Students who meet income eligibility for Head Start
- Parent Education/Support
- For information call Caryn Zambrano at 655-0411.

#### Winooski Family Center/EEI Collaborative

- Located at 87 Elm Street, Winooski
- Birth to 5 playgroups for children accompanied by parent
- Kids Club Preschool Program for 3 – 5-year old children
- Parent Education/Support
- Resource and referral information
- Lending library
- For information call Karen Prosciak at 655-1422.

**Technology**

Technology is integrated into all instructional areas. Students become familiar with computers and learn to view them as tools that can make their lives easier and more productive. Computers in the classrooms and the learning center give students opportunity for drill and practice, word processing and publishing, data storage and manipulation, enrichment, and research. An important aspect of research is the appropriate use of the Internet. We have developed specific guidelines for student use of technology, which are sent home annually. Families are asked to review the guidelines with students and to give permission (or not) for their children to access the Internet for educational purposes. We employ filtering software when accessing the Internet.

**Textbooks and Materials**

Textbooks, library books, and many other materials are issued for student use. The student or his/her parents will replace any lost or damaged books.

**Transportation**

Winooski School District Policy # 3545 on transportation was approved on June 12, 2013. The Board of School Trustees does not deem it necessary to provide transportation for students of the Winooski School District, with the following exceptions:

1. students with a documented physical disability;
2. students eligible for special education where the need is documented in the IEP as a related service;
3. students in activities (field trips, athletics, extra-curricula, etc.) sponsored by the District and deemed to require transportation;
4. others as needed with supporting documentation to the satisfaction of the Superintendent Schools when transportation is available and will not result in an additional cost to the District.

## **DISTRICT-WIDE POLICIES**

## **Policies**

*These are some of the policies of the Winooski School District. Policies and procedures are subject to change. Please see our web page at <http://www.wsdschools.org> for the most recent version and a complete list of all school district policies.*

### **Parental Involvement**

### **Policy # 6171**

The academic and social success of students is largely determined by a positive, supportive relationship between staff, administration, parents and community members.

New educational initiatives mandate or encourage the strengthening of the parent/school/community relationship. The board believes it is important that parents are involved in their child's education at home, in school, and within the larger community.

1. It is the policy of the Winooski School Board that the superintendent and principals shall develop and implement a communication plan that will include programs, in order to the extent possible, to accomplish the following objectives:
  - a) Professional and non-professional staff members, administrators, school board members, and school-community partners should be provided with training opportunities intended to improve their abilities to build more effective relationships with parents.
  - b) Parents should be encouraged to observe instructional activities, attend program meetings, discuss concerns with educators, participate in program evaluation and improvement efforts, and give recommendations to school staff, administration, and board members.
  - c) The district shall comply with all parental involvement requirements of funded projects and grants; federal, state and private.
2. The principals and faculty shall develop and implement programs and practices to the extent possible to accomplish the following objectives:
  - a) Parents should be informed about significant changes in their children's educational programs, instructional methods or objectives.
  - b) Parents should be provided with information and opportunities intended to improve their abilities to work with their children at home and in school, and to build partnerships between homes and schools.
  - c) Parents should be provided with opportunities to become informed about program design, operation and evaluation, and to communicate with educators on these subjects.

PROCEDURES: (also referred to as rules or regulations) are the specific directions that indicate exactly how school personnel and others will carry out the policies adopted by the School Board. Procedures will be developed by the Superintendent in consultation with staff and are attached. Procedures may change more frequently than the underlying policy and do not require adoption by the Board.

Reviewed and Updated:

1st Reading: August 14, 2006 2nd Reading: September 11, 2006 Approved by Board of School Trustees: September 11, 2006

Legal Reference(s): - V.S.A. Title 16, §165 - ESEA 20 USC 6318

Cross Reference(s): - Policy #1220, Advisory Committees - Policy #1312, Public Complaints About Personnel

## ***Prevention of Bullying of Students***

## ***Policy # 4116(b)***

The Winooski School District recognizes that all students should have a safe, orderly, civil and positive learning environment. Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the severity, will warrant corrective action and/or discipline. Behaviors that do not rise to the level of bullying may still be subject to intervention and/or discipline under another section of the discipline plan or policy. For the purposes of this policy, "bullying" is defined as any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:

- a) is repeated over time;
- b) is intended to ridicule, humiliate, or intimidate the student; and
- c) either:
  - 1. occurs during the school day on school property, on a school bus or at a school-sponsored activity; or
  - 2. does not occur during the school day on school property, on a school bus, or at a school-sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.

Examples of bullying include:

Name-calling and verbal taunts

Physical threats or actual physical harm

Off-campus text messages or social media posts that ridicule or intimidate to the extent that the targeted student is not able to fully access the school's programs.

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

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

Race	Sexual Orientation
Creed	Gender Identify
Color	Martial Status
National Origin	Disability
Sex	

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

The Superintendent of the Winooski School District will designate two employees to receive complaints of bullying and harassment at each school: JFK Elementary – 1) An administrator and 2) Guidance Counselor; Winooski Middle/High School – 1) An administrator and 2) Guidance Counselors.

For the purposes of this policy, "school employee" means any person employed directly by or retained through a contract with the District, an agent of the school, a member of the board of trustees, a student teacher, an intern, or a school volunteer.

PROCEDURES: (also referred to as rules or regulations) are the specific directions that indicate exactly how school personnel and others will carry out the policies adopted by the School Board. Procedures will be developed by the Superintendent in consultation with staff and are attached. Procedures may change more frequently than the underlying policy and do not require adoption by the Board.

Reviewed and Updated:

1st Reading: November 14, 2012 2nd Reading: December 12, 2012 Approved by Board of School Trustees: December 12, 2012

Legal Reference(s): .....

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Cross Reference(s): .....

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16 V.S.A. § 570a, 570c 16 V.S.A. § 11a and 32 20 U.S.C. § 1232g(a)(4)(A) 34 C.F.R. §  
99.31(a)(9)(ii) 34 C.F.R. § 99.36(c)

Policy #3517(a), Security Cameras Policy #4116(a), Prevention of Harassment of Students Policy  
#4117, Hazing Policy #4135, Student Clubs and Activities (Secondary) Policy #4302, HIV Policy  
#51124(f), Interrogation or Searches of Students by Law Enforcement  
Personnel or Other Non-School Personnel ..... Policy #5140, Child Abuse and Neglect Reporting

### **Making a Report**

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

### **Response to a Bullying Complaint**

For the purposes of this policy "school administrator" means a superintendent, principal, assistant principal, special education/ELL administrator, or his/her designee.

- A. Notification: Upon receipt of a complaint of bullying the designated employee will immediately notify the school principal of the complaint. If either the complainant or the accused individual is under the age of 18, his or her parent(s) or guardian(s) shall be promptly notified that a complaint of bullying has been filed and be provided with a copy of this policy.
- B. Investigation: Unless special circumstances are present and documented, such as reports to the Department for Children and Families ("DCF") or the police, school vacations, or other witness absence/unavailability, the school principal shall: a) No later than one school day after the filing of the complaint with a designated employee initiate or cause to be initiated, an investigation of the allegations. The school principal shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school principal from assigning him/herself or a designated employee as the investigator.  
b) No later than five school days from the filing of the complaint with the designated employee, the investigator shall submit a written determination to the school principal. The report shall include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes bullying.
- C. Consequences for Violations of This Policy: a) If, after investigation, the school finds that the alleged conduct occurred and that it constitutes bullying, the school may take prompt and appropriate disciplinary action and shall take remedial action reasonably calculated to stop the bullying and prevent any recurrence of bullying. Examples of remedial action include: mediation between the parties, education and counseling for the bully, and safety planning.



- b) Violators of the bullying policy shall – based on relevant surrounding facts and circumstances, including but not limited to a consideration of prior instances of similar behavior and the student’s overall disciplinary history – be subject to the following potential discipline and/remedial action(s): i. Awareness/Education/Counseling; ii. Acts of restitution;
- iii. In-school suspension; or, iv. Out of school suspension; or, v. Expulsion
- c) Safety Planning i. A safety plan shall be developed in all instances where a student has been the target of bullying that results in physical harm and/or the student is known to be expressing suicidal ideation as a result of bullying. A safety plan shall be considered a substitute for in-school procedures and policies that apply to students experiencing mental health crises.
- ii. A safety plan should be considered in instances where the targeted student is known to have difficulty accessing the educational programs at the school as a result of bullying.
- iii. A safety plan may include such measures as checking in with the target and his/her parents on a regular basis, identifying a safe in-school person for the target to seek out when s/he feels threatened, informing teachers to pay particular attention to interactions/dynamics between identified students and rearranging the schedule of the perpetrator, and providing additional supervision in areas ordinarily subject to lesser supervision (e.g., lunchroom, playground).
- D. Parental notification: Upon completion of the investigation, the school principal will notify the parent(s) or guardian of the complainant and accused individual(s) of the outcome of the investigation. In cases where the school determines that bullying has occurred, the principal may seek a waiver of the confidentiality rights of the perpetrator(s) in order to inform the complainant of any specific disciplinary actions taken.
- E. Appeal of Discipline Decisions: A person determined to be in violation of this policy and subjected to disciplinary action under it may appeal the determination and/or the disciplinary action(s) taken in the same manner as other disciplinary actions, in accordance with the District’s disciplinary policy, applicable statutes, or collective bargaining agreements.

**Reporting to Other Agencies:**

- A. Reports to Department of Children and Families: When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6901 et seq.
- B. Reports to law enforcement: Information obtained and documented by school administration regarding the school’s response to notice of student conduct that may constitute bullying may constitute an “educational record” regarding the student or student(s) involved as defined by the Family Education Rights and Privacy Act. Accordingly, such information may not be disclosed to local law enforcement without prior parent approval except in response to a lawfully issued subpoena, or in connection with an emergency if disclosure is necessary to protect the health or safety of the student or other individuals.
- a) Nothing in this policy shall preclude persons from reporting incidents and/or conduct witnessed first-hand that may be considered to be a criminal act to law enforcement officials. Such conduct includes but is not limited to: physical attacks resulting in bodily harm, assault, and simple assault.
- C. Continuing Policy to investigate: Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this policy to pursue and complete an investigation upon receipt of notice of conduct which may constitute bullying.

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

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

Notice to parents and students shall state that any student who knowingly makes false accusations regarding bullying may be subject to disciplinary action.

C. Training: The superintendent shall implement training for school staff within the context of an annual professional development program. Such training shall be designed to enable staff to prevent, recognize, and respond to bullying.

D. Date reporting: The Winooski School District delegates the responsibility of data collection to the building principal and/or his designee. S/he shall collect data on the number of reported incidents of bullying and the number of incidents that have been verified and shall make such data available to the Vermont Department of Education.

## Bullying and Harassment Report Form

Name of Complainant(s): \_\_\_\_\_ Name of the Accused: \_\_\_\_\_

\_\_\_\_\_ Date and Time Reported: \_\_\_\_\_

\_\_\_\_\_ Names of Witnesses: \_\_\_\_\_

Report to whom: \_\_\_\_\_ Initial Statement: \_\_\_\_\_

\*\*\*\*The Building Principal is notified and a formal investigation begins.\*\*\*\*

Investigation Details:

\*\*\*\*\*When the Investigation is Complete, Principal Reviews and Makes Determination\*\*\*\*\*

Summary of the investigation outcomes by principal:

Principal Determination: Have the allegations been substantiated?

\_\_\_\_\_ This is determined to be (check one)

☐ ☐ ☐ ☐

Bullying Harassment Other: \_\_\_\_\_ No substantiated  
infraction

### Refer to the appropriate policy for next steps. Guiding Interview Questions:

1. Tell me what happened. 2. Where did this occur? 3. Was there anyone else present? 4. Has this happened before? How many times has it happened? Have you told anyone? 5. Tell me what happened before.....what was said or done?

*Bullying is defined as any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which: Is repeated over time;*

*Is intended to ridicule, humiliate, or intimidate the student; and Either: Occurs during the school day on school property, on a school bus or at a school sponsored activity; or Does not occur during the school day on school property, on a school bus or at a school-sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.*

### Examples of bullying include:

Name-calling and verbal taunts

Physical threats or actual physical harm

Off-campus text messages or social media posts that ridicule or intimidate to the extent that the targeted student is not able to fully access the school's programs

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

Race Sexual Orientation

Creed Gender Identify

Color Martial Status

National Origin Disability

Sex

## **I. Purposes**

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

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

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

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

## **II. Definitions**

A. **"Harassment"** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity<sup>3</sup> that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment. Harassment includes conduct as defined above and may also constitute one or more of the following:

(1) Sexual harassment,<sup>4</sup> which means conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual or physical conduct of a sexual nature when one or both of the following occur:

(i) submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress; or (ii) submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student

(2) Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.

(3) Harassment of members of other protected categories, means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

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

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

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

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

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

3

Effective July 1, 2007, 1 V.S.A. §144 defines "gender identity" as "an individual's actual or perceived <sup>4</sup> This statutory definition of sexual harassment describes only the "quid pro quo" form of sexual harassment that can occur between an adult and student. However, sexual harassment may also include student to student conduct as well as conduct that creates a hostile environment. <sup>5</sup> See 16 V.S.A. §14(c)(3).

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

H. **"School administrator"** means a superintendent, principal/assistant principal or his/her designee.

PROCEDURES: (also referred to as rules or regulations) are the specific directions that indicate exactly how school personnel and others will carry out the policies adopted by the School Board. Procedures will be developed by the Superintendent in consultation with staff and are attached. Procedures may change more frequently than the underlying policy and do not require adoption by the Board.

Reviewed and Updated:

1st Reading: March 14, 2012 2nd Reading: April 11, 2012 Approved by Board of School Trustees: April 11, 2012

Legal Reference(s): .....

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Cross Reference(s): .....

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Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq. Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§1681 et seq. Family Education Rights Privacy Act; 20 U.S.C. 1232g  
Public Accommodations, 9 V.S.A. §§4500 et seq Education, Classifications and Definitions, 16 V.S.A. §11a(26) Education, Harassment, Notice and Response, 16 V.S.A. §14 Education, 16 V.S.A. §140(a)(1) Education, 16 V.S.A. §166(e) Education, Harassment and Hazing Prevention Policy, 16 V.S.A. §565 Education, Discipline, 16 V.S.A. §1161a Education, Suspension or Expulsion of Pupils, 16 V.S.A. §1162 Child Abuse, 33 V.S.A. §§4911 et seq Adult Protective Services, 33 V.S.A. §6901 et seq. all as they may be amended from time to time. *Washington v. Pierce*, 179 VT 318 (2005)  
Policy #4116, Harassment of Employees Policy #5140, Child Abuse and Neglect Reporting Policy #5114(a), Student Conduct and Discipline Policy #3516, Telephone/Cell Phones Policy #4117, Hazing Policy #6146, Access To Electronic Networks

## **PROCEDURES:**

### **1. Reporting Student Harassment**

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

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

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

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

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

### **2. Procedures Following a Report**

A. Notification: Upon receipt of a complaint of harassment the designated employee shall immediately inform the school administrator of the complaint. In addition, the designated employee shall immediately provide a copy of this harassment policy to the complainant and accused individual. If either the complainant or the accused individual is under the age of 18, his or her parent(s) or guardian(s) shall be: (1) promptly notified that a complaint of harassment has been filed and provided with a copy of this policy; (2) notified if an alternative dispute resolution method will be offered and, if it occurs, of the outcome of any such attempt; and (3) notified in writing of the results of the complaint investigation. All notification letters shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. A school administrator may seek waiver of confidentiality rights of the accused in order to inform the complainant of any disciplinary action taken in cases where the school determined that harassment or other misconduct occurred. See 16 V.S.A.

§14(a).

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

No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator. The report shall include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes harassment. When the initial determination concludes that an accused student has engaged in harassment, the school administrator shall use his or her discretion to decide the appropriate disciplinary and/or remedial action. In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies.

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

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

**D. Alternative dispute resolution:**<sup>9</sup> At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation, for resolving complaints. The following should be considered before pursuing alternative dispute resolution methods: (1) the nature of the accusations, (2) the age of the complainant and the accused individual, (3) the agreement of the complainant, and (4) other relevant factors such as any disability of the target or accused individual, safety issues, the relationship between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual. If an alternative dispute resolution is either not appropriate or is unsuccessful, the school administrator shall initiate or cause to be initiated an investigation of the allegations in accordance with the timelines established in this policy.

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

<sup>7</sup> See 16 V.S.A. §565(b)(1)(E). <sup>8</sup> An “internal review” is any procedure provided by the school through policy or practice and is not the same as an “independent review” as described below. <sup>9</sup> See 16 V.S.A. §565(b)(1)(C).

**F. Independent Review:** A complainant may request an independent review if s/he: (1) believes that the school did not correctly analyze the complaint and failed to conduct an investigation of the incident because the school believed the alleged conduct did not constitute possible harassment, (2) is dissatisfied with the final determination following an investigation as to whether harassment occurred, or (3) believes that although a final determination was made that harassment occurred, the school’s response was inadequate to correct the problem. The complainant

shall make such a request in writing to the superintendent of schools/head of school. Upon such request, the superintendent shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 565(f), and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant and relevant school officials and a review of the written materials from the school's investigation. Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing: (1) as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and (2) of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Commissioner. The reviewer shall advise the student of other remedies school shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 565(f), and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant and relevant school officials and a review of the written materials from the school's investigation. Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing: (1) as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and (2) of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Commissioner. The reviewer shall advise the student of other remedies<sup>11</sup> that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the District. The district may request an independent review at any stage of the process.

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

### 3. Confidentiality and Record Keeping

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

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

<sup>10</sup> See 16 V.S.A. §565(f). <sup>11</sup> Such as those identified in Section VIII of this policy.

### 4. Reporting to Other Agencies

When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. §4911, et seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. §6901 et seq.

If a harassment complaint is made in a public school about conduct by a licensed educator that might be grounds under the State Board of Education Rules for licensing action, the principal shall report the alleged conduct to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner. If a harassment complaint is made in an independent school about conduct by a

licensed educator that might be grounds under the State Board of Education rules for licensing action, the head of school is encouraged to report the alleged conduct to the Commissioner.

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

## **5. Dissemination of Information, Training, and Data Reporting**

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

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

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

## **6. Alternative Complaint Process**

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

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

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

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<sup>12</sup> See 16 V.S.A. §565(d). <sup>13</sup> See 16 V.S.A. §565(d).

## **APPENDIX A**

### **Designated Employees**

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

Title: Mary O'Rourke, JFK Principal Contact information: (802) 655-0411

Title: Leon Wheeler, Middle/High School Principal Contact information: (802) 655-3530



**Background** – It is the intent of the Board to comply with the provisions of the federal Pupil Privacy Rights Amendment (PPRA) governing the administration of certain student surveys, analyses or evaluations funded in whole or in part by the US Department of Education.

**Definitions:** As used in this policy, the following terms shall mean:

“Invasive physical examination” means a medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

“Personal information” means individually identified information including a student’s or parent’s name, address, telephone number, or social security number.

“Instructional material” means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.

“Parent” means a natural or adoptive parent, a legal guardian or other person standing in loco parentis (such as a grandparent or step-parent with whom the child lives, or a person who is legally responsible for the welfare of a child).

**Student Rights:** The rights provided to parents under the Pupil Rights Amendment and this policy transfer to the student when the student turns 18 years old, or is an emancipated minor under applicable Vermont law.

**Statement** – No student shall be required, without parent consent, to take part in a survey, analysis, or evaluation funded by the U.S. Department of Education that reveals information concerning:

1. Political affiliations or beliefs of a student or a student’s parents;
2. Mental or psychological problems of a student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom student respondents have close family relationship;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians or members of the clergy;
7. Income (other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student’s parents.

**Application** – Parents shall have the right to inspect any survey created by a third party before the survey is administered or distributed to a student. Requests for inspection shall be in writing, and shall be made in sufficient time to allow a response at least two weeks in advance of any survey to be given.

Parents shall be notified of this policy at least annually, at the beginning of the school year or when enrolling students for the first time in district schools. The notification shall explain that parents/guardians or students 18 years of age or older have the right to “opt out” of the following activities:

1. The collection, disclosure and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational services for, or to students such as:
  - i. College or other post-secondary education recruitment, or military recruitment;
  - ii. Book clubs, magazines and programs providing access to low-cost literary products;
  - iii. Curriculum and instructional materials used in schools;
  - iv. Tests and assessments;
  - v. Student recognition programs.
  - vi. The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey that includes the subject areas listed above.
3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of a student or other students and not otherwise permitted or required by State law.

Parents shall have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

The building principal or his/her designee shall develop administrative procedures as required to ensure implementation of this policy.

1st Reading: December 13, 2004

Public Hearing: January 10, 2005

Approved by Board of School Trustees: January 10, 2005

### ***Student Alcohol and Drug Use***

### ***Policy #5114(b)***

**POLICY STATEMENT:** It is the policy of the Winooski School District to prohibit the use or possession of potentially harmful substances or any device associated with these substances, on school premises or at school sponsored activities, wherever located. The only exceptions to this policy are medications, authorized in writing in advance by a licensed health-care provider. Any student who is required to take medications during school hours must comply with school policies. It is further the policy of the district to make appropriate referrals in cases of substance abuse.

All plans and procedures described in this Policy shall comply with Federal and State laws referenced above, including Vermont State Board of Education Rules 4200, Alcohol and Drugs (policy and program requirements); 4300, Disciplinary Action (suspension, expulsion, due process procedures); 4313, Discipline procedures for students eligible for Special Education Services; and 4312, Discipline procedures for students who are not eligible for Special Education Services, but who may qualify under Section 504 of the IDEA.

## **2. PHILOSOPHY**

Consistent with State and federal laws, Winooski District School Directors believe:

- a) Every student has the right to a substance-free school and that it is the responsibility of the entire communities specifically: students, parents and school personnel to work together to achieve this goal.
- b) A student's use of substances is detrimental to the education of that student and is likely to be

detrimental to the education of other students and to the well being of the entire school community.

c) Substance abuse and dependency are treatable health problems and the school's responsibility is to provide preventative education for all students, intervention (identification and referral) for those students using substances, and support for those students attempting to maintain their recovery.

## **PROCEDURES:**

### **Consequences:**

The consequences for ALL violations of the policy, except retaliation, shall be twofold, namely disciplinary and socially rehabilitative. Within 10 days of violation an informal hearing will be held. During this time the student will be suspended from school.

1. All disciplinary action shall afford the student and parent/guardian the opportunity for an informal hearing before an administrator. This informal hearing shall comply with the requirements of due process, namely;

- a) inform the student of the charges against him/her
- b) explain the evidence
- c) given the student an opportunity to tell his/her side of the story
- d) explain the consequences.

2. Within 10 days of the informal hearing, the school official **principal school administrator** shall provide the parent/guardian with a written decision including an outline of the consequences and recommendations. However, when a student's conduct or condition is deemed to be an immediate threat to him or herself, others, property or the educational environment, the student may be immediately suspended pending a due process hearing to be held as soon as possible thereafter.

### **Disciplinary Action:**

#### **Sale, distribution or Exchange of Substances Governed by this Policy**

1. All of the following will occur:

- a) Suspension for ten school days.
  - b) Local law enforcement agencies (School SRO) will be notified.
  - c) A hearing with the Superintendent. The Superintendent will determine if the student will be recommended to the School Board for expulsion.
  - d) If recommended to the School Board for expulsion (the following procedure will be followed):
    - The School Board will convene a hearing within ten school days of the suspension period.
    - All parties shall be entitled to representation by counsel at their own expense. •Upon conclusion of the hearing, the Board will make its decision and the family will be notified by phone.
  - A written decision shall follow.
2. In no case shall a limited expulsion from school result in a penalty that is less severe than the one imposed for a second violation.
- a) Referral to the Student Assistance Program (S.A.P.) counselor for an initial screening. The S.A.P. counselor will make a referral to appropriate services, if necessary. Should the student need an assessment they must show proof of an appointment within two weeks of the infraction. The school/district shall not be responsible for the cost of treatment.
  - b) Appropriate service providers and school personnel in consultation with the student and parents/guardian will develop a re-entry plan. The student must demonstrate a good-faith effort to comply with the plan or the administration, at its discretion, may refer the matter to the School Board for further disciplinary action.
  - c) Athletic eligibility affected based on school procedures.

Reviewed and Updated:

1st Reading: November 14, 2012 2nd Reading: December 12, 2012 Approved by Board of School Trustees: December 12, 2012

Legal Reference(s):

Cross Reference(s):

20 U.S.C §§ 1701 et. seq. (Safe & Drug Free Schools & Communities Act) 16 V.S.A. § 140 16 V.S.A. § 1165 (Alcohol & Drug Abuse) VT State Board of Education Manual of Rules and Practices 20 U.S.C. §§ 1400 et.

seq. §§ 4200-4215 Individuals with Disabilities Act (IDEA)

Policy #5114(a) – Student Conduct and Discipline Policy #5114(c) – Weapons Policy #5114(d) – Possession and Use of Tobacco Products Policy #5114(e) – Search and Seizure Policy #5114(f) – Interrogation or Search of Students by Law Enforcement Personnel or Other Non-School Personnel

**Purchase, Use, or Possession of a Substance Governed by this Policy; Being under the Influence of It; Possession of a reasonably Related Substance-Abuse Device; Participation in a Related Incident.**

1. Consequences:

- a) Local law enforcement agencies (School SRO) will be notified
  - b) While enrolled in High School, student's violation of this policy shall be prevented from enrolling in or dropped from Driver's Education for one (1) semester
2. First Violation: All of the following will occur:
- Suspension for up to a maximum of ten school days. The school Administration **Principal school administrator** shall determine the length of suspension depending on the nature of the infraction and the student's cooperation once it is discovered.
  - Before the student may return to school, he/she must provide proof of a scheduled appointment with the SAP. The student's suspension will be continued until demonstration of the appointment is provided or ten school days is reached, whichever occurs first. If the student fails to provide demonstration of the above referenced option, the Administration, at its discretion, may refer the matter to the Superintendent for further disciplinary action.
  - Referral to the SAP for screening and referral to treatment services if appropriate. **The school district shall not be responsible for cost of treatments.**
  - School personnel in consultation with the service provider, student and parents/guardian will develop a re-entry plan. The student must demonstrate change to comply with the plan or the administration, at its discretion, may refer the matter to the School board for further disciplinary action.
  - Athletic eligibility affected based on school procedures.
3. Second Violation: In addition to consequences for first violation, the following will occur:
- Suspension for ten school days. Referral to the S.A.P. for screening and referral to treatment services if appropriate
  - School personnel in consultation with the student and parents/guardian will develop a re-entry plan. The student must demonstrate a good-faith effort to comply with the plan or the administration, at its discretion, may refer the matter to the School Board for further disciplinary action.
  - Athletic eligibility affected based on school procedures.
4. Third and Additional Violations:
- The student will be suspended from school for 10 days.
  - There will be a hearing with the superintendent. The superintendent will determine if the student will be recommended to the school board for expulsion.
  - In addition to the above, the school will notify appropriate law enforcement agencies.
5. Disruptive messages promoting substances is prohibited. "Messages" refers to either pictures or words. Please refer to Policy #5123 – Dress Code.

***Student Conduct and Discipline***

***Policy #5114(a)***

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

**Definitions**

- 1) Weapon means a device, instrument, material or substance whether animate or inanimate, which, when used as it is intended to be used, is known to be capable of producing death or serious

bodily injury.i

- 2) School means any setting, which is under the control and supervision of the School District. It includes school grounds, facilities, and school-sponsored events whether held on or off of school grounds and vehicles used to transport students to and from school or school activities.
- 3) Expelled means the termination of educational services for the remainder of the school year or up to 90 school days, whichever is longer.ii
- 4) Knife means any instrument that is capable of ready use as a stabbing weapon that may inflict bodily injury or death.
- 5) Suspension means removal from school for a short period of time. Services may be provided to the student.
- 6) Expulsion means student is no longer eligible for services by the District.

### **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 Winooski School District and individual classrooms. A signature page is included in the student handbook. A signature signifies that the handbook has been reviewed by the parent/guardian and student.

### **Administrative Responsibilities**

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

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

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

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

PROCEDURES: (also referred to as rules or regulations) are the specific directions that indicate exactly how school personnel and others will carry out the policies adopted by the School Board. Procedures will be developed by the Superintendent in consultation with staff and are attached. Procedures may change more frequently than the underlying policy and do not require adoption by the Board.

Reviewed and Updated:

1st Reading: June 13, 2012 2nd Reading: August 15, 2012

**WINOOSKI SCHOOL DISTRICT ANNUAL NOTIFICATION OF RIGHTS OF PARENTS AND ELIGIBLE STUDENTS CONCERNING EDUCATION RECORDS**

TO: All parents of students, and to eligible students (students who are 18 or over), in the Winooski schools:

1. As the parent of a student enrolled in a school in a member district of the Winooski School District, or as an eligible student, you have the following rights with respect to your child's (or, if an eligible student, your own) education records:

- a. To inspect and review the student's education records within 45 days of the date the school receives the request. Parents or eligible students should submit the written request to the school principal (or special education administrator in the case of a special education record) that identifies the record(s) to which access is being requested.
- b. To request amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. They should write to the school principal (or special education administrator if the record is a special education record) clearly identifying the portion of the record that they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, the school will provide written notice to the parent or eligible student of the decision, advising them of their right to a hearing regarding the requested amendment, and including additional information about hearing procedures.
- c. To provide consent prior to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law allows disclosure without your consent.
- d. To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of law with respect to your rights under the Family Educational Rights and Privacy Act (FERPA). A complaint may be made in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

2. Under an exception to the prior consent rule, the Winooski School District and its schools have a policy of disclosing educational records to school officials with a legitimate educational interest without prior consent. **"School official with a legitimate educational interest"** includes any person employed by the District as an administrator, supervisor, teacher, service provider, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as, but not limited to, consultants, attorneys, auditors, insurers, evaluators); a parent or student or other volunteer servicing on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks (such as substitutes, assigned student teachers, interns, volunteers or teacher aides). A school official has legitimate educational interest if the official needs to review the education record or personally identifiable information from the record in order to perform his or her official duties for the District. Where an issue is raised, the Principal, Special Education Director, or Superintendent, as appropriate, shall decide whether an individual has a legitimate educational interest in the information or record.

3. The District discloses education records to other schools/institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer. Upon your request, copies of the records forwarded will be provided to you. You may request a hearing as described in paragraph 1(c) above, for the purpose of amending records.

This Annual Notification of Rights is only a summary of rights. Your rights to inspect and review education records, and the school district's duty to have your written consent prior to disclosure of

personally identifiable information, are subject to limitations. Further details are contained in the school district's detailed student record policy and procedures, and in State and federal law.

## **WINOOSKI SCHOOL DISTRICT ANNUAL NOTIFICATION OF DESIGNATION OF DIRECTORY INFORMATION AND RIGHT OF REFUSAL**

TO: All parents of students, and to eligible students (students 18 or older), currently attending Winooski schools:

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

- A playbill or program, showing your student's role in a play or musical production;
- The school yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Announcements of honors, such as admission into the National Honor Society
- Sports activity sheets, such as for wrestling, showing weight and height of team members;
- Photographs in the school newspaper.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without parent or eligible student consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish the school yearbooks or similar publications.

In addition, two federal laws require school districts (including the Winooski School District) that receive funds under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories: names, addresses and telephone listings – unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.

The Winooski School District has designated the following information as directory information:

Student's name, address, telephone number; electronic mail address; photograph; date and place of birth; major field of study, grade level; enrollment status (e.g., graduate or undergraduate); participation in officially recognized activities or sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; and the most recent educational school attended.

If you are the parent of a student who is attending a Winooski school, or if you are a student 18 or older attending Winooski High School, you have a right to refuse to permit the designation of any or all of these types of information as directory information for your student, by providing written notice of your refusal, listing the type(s) of information which you refuse to have so designated, to the principal of the school your student attends, on or before September 09, 2013.

### ***Weapons***

### ***Policy #5114 (c)***

It is the intent and policy of the Board to: 1) 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 or possess a firearm to/at school; 2) to provide for the possible extended suspension of students who bring or possess any other weapon, knife or other device (as those terms are defined herein) to/at school; and 3) to insure safe and secure learning environments for students consistent with the requirements of the Federal Individuals with Disabilities Education Act, Section 504 of the

Rehabilitation Act and the Vermont State Board of Education rules.

**Definitions** For the purposes of this policy, the terms **weapon, firearm, knife, other device, school, suspension, and expelled** shall have the following meanings:

**Weapon:** *A firearm, knife, or any other device used to threaten, intimidate, or injure another person.*

**Firearm:** A firearm is defined in the United States Code, Title 18, Section 921 and 13 V.S.A. §4016 as follows –

- any weapon whether loaded or unloaded which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer
- any explosive, incendiary or poison gas
- bomb
- grenade
- rocket having a propellant charge of more than four ounces
- missile having an explosive or incendiary charge of more than one-quarter ounce
- mine, or
- similar device
- any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled.
- Any other weapon, device, instrument, material or substance whether animate or inanimate, which in the manner it is used or is intended to be used, is known to be capable of producing death or serious bodily injury.

**Knife:** A knife is any instrument with a handle and blade, fixed, or folded, that is or may be used for cutting, slicing, or stabbing.

**Other Device:** A device, instrument, material or substance, whether animate or inanimate which in the manner it is used, is or should be known to be capable of producing property damage, harm, bodily injury, or death.

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

**Suspension:** removal from school by a principal or superintendent for a period of time up to 10 school days. An extended suspension of the remainder of the school year, or 90 days, whichever is longer by approval of the School Board.

**Expelled:** 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.

#### **Consequences and Discipline:**

##### **Firearm:**

Any student who brings or possesses a firearm to/at school shall be brought by the Principal/Superintendent to the School Board for an expulsion hearing. A student found by the Board after a hearing to have brought to or possessed a firearm at school shall be expelled for at least one calendar year (365 days). However, the Board may modify the expulsion on a case-by-case basis. The Board in determining the length of any expulsion may consider mitigating circumstances including, but not limited to, the following:



1. The student was unaware that he or she had brought to or possessed a firearm at school.
2. The student did not intend to use the firearm to threaten or endanger others.
3. The student has a disability 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 to the student as required by law. In addition, any student who is found by the Board to have brought or possessed a firearm to/at school shall be referred to a law enforcement agency.

#### **Knife and Other Devices:**

Any student who brings or possesses a knife, or other device to/at school may be brought by the Principal/Superintendent to the School Board for an extended suspension hearing (longer than 10 school days). A student found by the Board after a hearing to have brought or possessed a knife or other device to/at school shall be suspended for more than ten (10) school days up to a maximum period of time of 1) the remainder of the school year, or 2) up to ninety (90) days, whichever is longer, as deemed appropriate by the Board. Decisions by the board shall be made on a case-by-case basis. In determining whether or not to bring a student to the board for a recommended extended suspension in excess of ten (10) days, the Principal/Superintendent and the Board in determining the length of any extended suspension may consider mitigating circumstances including, but not limited to, the following:

1. The student was unaware that he or she had brought or possessed a knife and/or other device to/at school.
2. The student did not intend to use the knife and/or other device to threaten or endanger others.
3. The student has a disability and the misconduct is related to the disability.
4. The student does not present an ongoing threat to others and a lengthy suspension would not serve the best interests of the pupil.

An extended suspension expulsion hearing conducted under this policy shall afford due process to the student as required by law. In addition, any student who is found by the Board to have brought or possessed a knife, or other device to/at school shall be referred to a law enforcement agency.

All incidents in violation of this policy shall be reported to the Board by the Administration in their monthly reports.

As required by state law, the Superintendent shall annually provide the Commissioner of Education, on a form provided by the department of education for this purpose, with descriptions of the circumstances surrounding suspensions and expulsions imposed under this policy.

PROCEDURES: (also referred to as rules or regulations) are the specific directions that indicate exactly how school personnel and others will carry out the policies adopted by the School Board. Procedures will be developed by the Superintendent in consultation with staff and are attached. Procedures may change more frequently than the underlying policy and do not require adoption by the Board.

Reviewed and Updated:

1st Reading: December 14, 2011 2nd Reading: February 8, 2012 Approved by Board of School Trustees: February 8, 2012

#### **Legal Reference(s):**

16 V.S.A. §563 (Powers of School Board) 16 V.S.A. §1166 (Possession of a firearm at school) 13 V.S.A. §§4004, 4016 (Criminal offenses) 16 V.S.A. §563 20 U.S.C. §8921 (Gun Free Schools Act of 1994) 18 U.S.C. §921 (Federal definition of firearms) 29 U.S.C. §794 (Section 504, Rehabilitation Act of 1973) VT State Board of Education Manual of Rules & Practices, §§4311, 4312 13 V.S.A. 4001, Slingshot, blackjack, brass knuckles 13 V.S.A. 4004, By persons at school 13 V.S.A. 4013, Zipguns, Switchblade Knife 16 V.S.A. 1162, Suspension or Expulsion of pupils 18 U.S.C. 921, 922 et seq., Gun Free Schools Act 1994

Cross Reference(s): Policy 5114 (a) Student Conduct and Discipline

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Policy #5114(e), Search and Seizure Policy #5114(f), Interrogation or Searches of Students by Law Enforcement Personnel or Other Non-School Personnel