

Leicester Central School

Student Handbook 2016-2017



LEICESTER CENTRAL SCHOOL

2013-2014

School Staff

Principal	Earl Corey
Pre kindergarten & K	Christine Noonan
First-Third-Fifth Grade Math	Melissa Kobelin
First & Second Grade	Patricia Carter
Third/Fourth Grades, Asst. Principal	Laura A. Coro
Fifth & Sixth Grades	Kara Beste
Special Educator	*John Leonard (math)
Special Educator	* Kyle O'Brien
Speech/Language Pathologist	*Lynn Blagden
Media Support Specialist	Ruth Bernstein
Physical Education	Chad Chamberlain
Art Teacher	Cassandra Gengras
Music Teacher	Mary Barron
School Nurse	Carol Wright
	*Micheal Joyce
Home-School Coordinator	*Haley Cotrupi
Technology Support Specialist	*Rusty Mason
Paraeducators	Cretia Waldie, *Cassandra Hayes, *Tracy Carrara, Jennifer Mallory
Administrative Assistant	Diane Randall
Abbey Food Service Manager	Jihad "Baba" Sater
Chef	Lonny Mossey
Cleaning Service	Mike Francis – Mr. Mike's Cleaning Service
CSAC	Adriana Lara and Kelsey Watters

*Staff working at Leicester School whose salary and benefits are paid for by RNESU or a grant.

Leicester School Board Representatives on OVUU Board

Angela Ouellette and Greg Bernhardt

RNESU Staff

Jeanne Collins– Superintendent of Schools
Brenda Fleming – Business Manager
Marsha Bruce – Director of Special Services
Andy Kepes– Director of Curriculum, Instruction and Assessment
Susan Briere– Director of Technology

Leicester Town Clerk/ Treasurer, Julie Delphia

Dear Parents and Guardians,

Welcome to Leicester Central School. We will continue to post this handbook online as part of our new commitment to printing less and using technology more. We will have several printed copies available by request for families who have limited or no internet use. Additionally, there will be copies available in the library, main office, and principal's office.

This policy handbook has been designed to help answer questions you may have concerning school practices, procedures, and policies. If you have a question that is not addressed in these pages, please call the school at 247-8825, and we will do our best to help you. Topics in this handbook are listed in alphabetical order and a table of contents has been included for your convenience.

We expect the school year to be a rich and satisfying educational experience for your children. We look forward to working with you to create a school that emphasizes excellence and meets the needs of each child.

Earl Corey, Principal

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SCHOOL PROCEDURES AND POLICIES

ARRIVAL AND DISMISSAL

ARRIVAL: Our school day at Leicester begins at **8:00** a.m. Students should arrive at school between **7:30** and **7:55 a.m.** There is no adult supervision for students who arrive before **7:30** a.m. Also, before 7:30 in the morning, cars and delivery trucks are coming in and out of the school driveway. Breakfast is served between **7:30** and **7:55**. All students arriving in their classrooms after **8:00** will be considered tardy and must report to the school administrative assistant. Pre K students should arrive at school with an adult between **7:45** and **7:55**.

Student Drop-off:

Cars should drive up the school's driveway and pull around the parking lot counterclockwise (follow the yellow arrows) to the cafeteria door of the school. Students should exit their vehicles and walk directly into the building. Cars should then continue around the parking lot and exit.

Student Walk-in and Short term parking:

To walk a child into the building or to come inside to speak to an adult, drive up the school's driveway and park along the right side of the lot (where the dumpsters are located). Adults should then walk children around/through the parking lot, utilizing the cross walk, and enter through the cafeteria door. When exiting the parking lot, adults should drive counterclockwise (follow the yellow arrows) around the lot and leave via the school's driveway. Park and ride and in front of the town hall can be used for overflow parking.

Bus and Parent Pick-up Schedule & Procedures:

2:20-2:30

Bus #14 pulls into parking lot to wait for students to exit building through cafeteria door by cafeteria. Once students are loaded, bus pulls through lot and leaves.

2:30

Once bus has left adults may drive up to the cafeteria door and come to a complete stop. A staff person will help load children one car at a time. If you need to come inside, please use short term parking.

2:50

Second bus arrives to pick up remaining students who ride bus #15 home.

If cars are early, use the short-term parking until 2:30 and then pull around to the blue door. Please do not idle cars in the school parking lot.

Please do not park in the town clerk's parking area, if there is no room in the school parking lot, please park in the park and ride or town circle.

We request that adults wait outside the building or in the school cafeteria during school dismissal time. The hallways are very busy with children lining up to go in different directions. Extra adults make it more difficult for staff to ensure that children leave with the right persons.

Once students leave the building, an adult should accompany them if they must go back to the school during dismissal time. We want them to be safe when cars are leaving the school parking lot.

ATTENDANCE

Students are expected to be present and on time for all classes throughout the year unless ill or excused in advance by the school principal. Unexcused absences are considered truancy and will be handled under the provisions of Vermont laws. If students are absent, family members are asked to call the school as soon as possible. We have a voice mail system to take these calls before school opens in the morning. These calls not only inform us of children's absences, but also confirm their safety. Below are the Attendance Regulations approved by the School Board.

Leicester Central School

Policy Code: JED-R

STUDENT ATTENDANCE

In accordance with Vermont Statutes and Rutland Northeast Supervisory Union policy, Leicester Central School expects all students to be present and on time every day throughout the school year unless ill or excused in advance by the school principal. This regulation includes attendance at school-related field trips and events.

The Leicester School philosophy encourages children to be active learners. We use hands-on, inquiry-based learning methods, as opposed to text-book based learning. This practice requires students to be in attendance to adequately understand and master the concepts and skills covered during class presentations. A school calendar is distributed in June of the preceding school year so that families can schedule a) their vacations to coincide with school vacations and b) necessary medical and dental appointments during non-school hours. Time lost from in-class instruction is difficult, if not impossible to make up, and impacts instruction for the entire class.

If students are absent, family members are asked to call the school as soon as possible in the morning. At any time, the school may require absences to be documented by a doctor's note. Unexcused absences are considered truancy and will be handled under the provisions of Vermont laws.

In order to encourage student attendance, the following procedures will be in effect:

- If a student has five (5) absences* for any reason, families may be contacted by the home-school coordinator, school nurse, or the school principal.
- If a student has more than five (5) unexcused absences**, the family will be contacted by the school and sent a certified letter documenting these absences.
- If a student has more than seven (7) unexcused absences, the family will receive a certified letter inviting them and the student to a Truancy Intervention Meeting in order to develop a plan and connect the family with any needed resources that would improve the student's attendance. A copy of the certified letter will be sent to the Division of Child and Families (DCF).
- Failure to attend the Truancy Meeting or continued absences resulting in more than ten (10) unexcused absences will result in a referral to DCF and the possible filing of an affidavit with the State's Attorney.

* For purposes of this regulation, a student who is absent for more than half of a day is considered absent for the entire day.

** For the purpose of this regulation, a student who is tardy three (3) times will be considered to have one (1) unexcused absence unless a valid reason for such has been provided to the school principal.

** Unexcused absences include those for which a) we do not hear from a family and a child is absent, and b) a family does not provide a doctor's note after having been asked to do so and c) a child is absent for reasons other than illness or family emergencies and events excused in advance by the principal.

Questions regarding school attendance procedures should be directed to the Principal.

Approved: August 24, 2005

Revised: February 10, 2010

ART, MUSIC, AND PHYSICAL EDUCATION

Music instruction is provided one day per week. In addition to instruction in all classes, there is a beginning band, for children in grades 4-6. Physical education is provided one and one-half days per week. Art instruction is provided one day per week.

Music Concerts are an important part of our curriculum at Leicester School. Concert performances provide a focus for instruction as well as an opportunity for students to demonstrate what they have learned. All students are expected to attend and perform in the concert for their grade levels. This performance aspect is an important part of our music program and helps students meet a number of state education standards.

BALLOONS – No Latex

All balloons that are sent to the school must be mylar and not latex. Latex is a substance that can cause a significant allergic reaction in children and adults.

BIKE RIDING AND BICYCLE SAFETY

Students are allowed to ride their bicycles to school with parent permission. Bikes should be in safe condition and helmets are required to be worn on school property. The school is not responsible for any student's bicycle while parked on school property within certain limitations. Bicycle riders must abide by school dismissal rules.

We ask that families review bicycle safety with their children. In the past, several parents have shared concerns with us about dangerous bicycle riding to and from school.

BUS REGULATIONS

Bus routes and regulations are available online. Call the school if you need a hard copy.

CLASSROOM AND ALL-SCHOOL MEETINGS

All classroom teachers have regular classroom meetings where they practice social greetings, appreciations, and problem solving. All school meetings are held once a week. Parents are always welcome to attend.

DISCIPLINE PROCEDURE AND CODE OF CONDUCT

One of the major goals of our discipline system is to have students, school staff, and families work together to create a school climate that supports learning. A second goal is to help children become responsible for their own behaviors and help them solve their own problems. To achieve that end, we created a Code of Conduct and a two-level system for dealing with infractions of rules.

Code of Conduct

We are a community of students, staff, and families who are capable, cooperative, responsible, and respectful. We agree that:

- **We are in this together.**
- **We are there to help each other.**
- **There is no problem so big it cannot be solved.**
- **We will make amends to our teacher, class, or the school.**

There are three basic school rules:

- 1 Respect yourself.
- 2 Respect others.
- 3 Respect school property.

Revised Behavior Plan as of December 2016.

What was happening in class?	What did I do?	Was it expected? (Was I supposed to do what I did?)	What happens now?
<div style="text-align: center;"> <input data-bbox="186 730 267 804" type="checkbox"/> <input data-bbox="186 835 267 909" type="checkbox"/> </div>		<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p> <p>Why?</p>	

If something was damaged or destroyed, was a repair made?

What happens next time?

Comments: -

Student (signature): _____

Teacher (signature): _____

Once completed, please hand to Mr. Corey

Pay it Forward Choice:

Write Positive Note to Someone (Draw a picture, make a card)

Make card for someone in the community

Thank you card for someone you appreciate

Clean cafeteria tables and salad bar

Sweep hallway and cafeteria

Clean Playground

Organize Playground Equipment

Wash windows

Organize Mrs. Carter's Book Bins

Create Positive artwork for the school

Ask Mrs. Randall if she needs help with anything

Empty Recycling Bins

Fill feeders

Water Garden (if necessary)

Shovel Playground (if necessary)

Water plants in Green lab

Water re-k toys (Miss Noonan)

DRESS CODE

Students are expected to dress in a manner that contributes to the positive climate of the school and agrees with community norms. Items of clothing that are unacceptable are those that

- 1) promote the use of alcohol, tobacco, or illegal drugs
- 2) depict messages that demean, harass, exploit, or ridicule others
- 3) contain profanity or messages inappropriate for elementary-aged students
- 4) items that expose the chest, abdomen, navel, buttocks, or underwear, e.g. spaghetti straps, muscle shirts.
- 5) Shorts should come to mid-thigh.

In addition, hats (and other headgear) must be removed upon entering the school building, unless it is a designated hat day.

EDUCATIONAL SUPPORT SYSTEM

Leicester Central School believes all children can be successful. To promote this goal, an educational support team (EST) meets twice a month to discuss the needs of our students.

School staff and parents may make a referral to the team regarding academic, emotional, or behavioral concerns. Parents may request help from staff in making a referral. The referral forms can be obtained from the principal's office. Teachers will inform families when their children have been referred to the EST.

EMERGENCY DRILLS / FIRE DRILLS/ EVACUATION

In accordance with state law, fire and other emergency drills are conducted at least once a month. Lock down drills and fire drills alternated every month. Each of these drills are conducted during the first 30 days of school.

If an evacuation to an off-site location is necessary, children will walk or be bussed to that location. Our off-site evacuation locations are the Leicester Town Hall, Neshobe School, and OVUHS. Parents will be notified by our CONNECT 5 (See paragraph below.) Please remember to provide the school with current emergency information.

EMERGENCIES / STORMS / BLACKBOARD CONNECT

School may be closed or the opening may be delayed two hours in the event of bad weather. In such a case, the **BLACKBOARD CONNECT SYSTEM** will automatically call all families and media.

If school must be closed after the children arrive, the **BLACKBOARD CONNECT SYSTEM** will call all families. The school will then check the system to determine which families they were not able to notify. We will continue to try to reach these families.

In the event of such an emergency, we will follow the Early Dismissal Emergency Plan you have submitted for your children at the beginning of the school year. Please review this plan periodically with your children.

PLEASE DO NOT CALL THE SCHOOL TO ASK IF SCHOOL IS CANCELLED. It is very important to keep phone lines open on days of inclement weather or for other emergencies. Children will not be sent home on days of early dismissal unless we can reach an adult responsible for the child. Normally children will have lunch before we send them home.

EMERGENCY INFORMATION

The school must have current information on all children. This includes addresses, both home and work telephone numbers, and emergency phone numbers. Any changes during the school year should be written and sent to the school office so the records will be accurate. This should also include after-school information and what to do in case of an emergency. This information helps protect your children's safety. A form provided for this purpose is filled out and returned to the office at the beginning of each school year.

EMERGENCY PROTOCOL

The following protocol will be followed in case of any serious state or national event such as occurred on September 11, 2001:

1. School will remain in session. We will follow a normal routine. Any decision to cancel will be made by the principal in consultation with the superintendent.
2. School children will not normally be informed of the event by the school staff. We will leave that for the parents.
3. If parents decide to pick up their children, they must go to the principal's office. The principal or a staff member will release the children.

Please do not call the school unless it is an emergency. It is critical that phone lines be left open. If the school closes early, the **BLACKBOARD CONNECT SYSTEM** will be activated.

END OF DAY: AFTER SCHOOL OR CO – CURRICULAR ACTIVITIES

Most after-school activities on school grounds begin immediately after school at 2:45. When students participate in these activities, normal school dismissal rules apply, i.e. students must have parental permission to remain at school for these activities. Without such, these students will be dismissed from school in the same manner as any other school day.

Some of these activities are not sponsored by Leicester Central School, but staffed by volunteers. Adults supervising these non-school activities do not go through the fingerprint checks that are required of school personnel. The school has no legal responsibility for these activities.

FIELD STUDIES/TRIPS

As part of the educational program of the school, field studies and trips will be taken to enrich the experience of the children. Such trips are carefully planned and supervised by the teachers. Permission slips will be sent home for all field trips.

During the year, advance notices for field trips will be sent to parents stating the activity, times, places, and special lunch or clothing needs. Walking trips and other nearby activities are considered a special part of the school program; notices need not be sent home for these activities. Parents assisting in transporting students on field trips must verify appropriate insurance coverage in compliance with school standards and must meet with the principal for required confidentiality training. Children must use seat belts if traveling in private vehicles.

When riding on a bus on a field trip, children will follow normal school and bus rules and regulations. Teachers in charge of field trip will use their discretion as to when ipods, phones, etc. are allowed on bus rides.

FOOD SERVICE PROGRAMS

Breakfast and lunch are offered to students on a daily basis. Free or reduced lunches are available for students who meet eligibility requirements. **This year, breakfast for all qualifying students is free, i.e. students who qualify for reduced lunch will receive a free breakfast. Please contact the school for information on these programs. We urge anyone who thinks they may qualify to apply. A large percent of families qualifying actually helps the school by increasing federal reimbursement and by increasing eligibility for grants.** Each month, the school food service sends out information on pricing and menus.

Our meals program is offered through the Abbey Food Service. We ask that you pay in advance for your children's meals. Please make checks payable to: **RNESU Food Service Collaborative**. If a student must charge a meal, payment is required the next day. Bills are sent out every Friday. If parents receive a bill and do not respond with payment, their children will not be able to continue to receive meals from the Abbey Food Service. While the account is in a negative balance, the child may receive a sandwich and milk for which \$0.75 will be charged to that student's account.

Snacks are available for the students to purchase every day. Snacks are 50 cents. All students must have money in their account to purchase snacks or have money with them. We are fortunate to have a fresh fruit and vegetable grant, that allows us to offer fresh fruits and vegetables to our students as a taste test three days a week. These are offered at snack time.

GUIDANCE SERVICES

Leicester has the services of a home-school coordinator 2 mornings per week. The school's guidance program emphasizes developing and increasing social and cooperative skills. Leicester also has the Counseling Service of Addison County as part of our guidance services. This includes a full time school based clinician that works for the Counseling Services of Addison County. Their role will include offering one-on-one therapy for students, offering support in classroom management, and mental health consultation with staff. Play and expressive activities are utilized into their work with students. We also have a part time Behavior Analyst from the Counseling Service as well. Their role is to create programming to support socially significant

behaviors in the school setting. Using Applied Behavior Analysis (ABA) behavioral support strategies are designed to increase positive behaviors and train school staff's capacity.

HEALTH SERVICE

A school nurse is at school 1 day a week and is available to deal with health problems. Emergencies are handled by the nurse or by other designated personnel in the nurse's absence. The health curriculum taught by the nurse and teachers includes growth and development, personal safety, and various other topics related to personal health. Students and parents should contact the school nurse with any health concerns.

Health and Immunization Records:

Parents must complete all emergency information when registering their children at the beginning of the school year. If there are any changes in information during the year, please inform the school.

Individual health records, including a child's immunization record and records of particular health problems, are kept and updated on all students. Parents are asked to advise the school health office of any changes in the health status of their children.

Vermont law states that "no child shall enter as a student of a Vermont school unless the appropriate school official has received a record or certificate of immunization issued by a licensed physician or health clinic that the child has received required immunizations appropriate to age, unless exempted for medical or religious reasons."

Medications:

Strict regulations are followed in the dispensing of medications in school. **No prescription medication will be administered to children without a written health care provider's order.** These orders can be faxed to the school to the attention of the School Nurse. Prescription Medication Order forms are also available from the Administrative Assistant or School Nurse. Prescription medication administration also requires written parental permission. This may come in the form of a hand-written note signed by the parent or parent permission forms are also available from the Administrative Assistant or School Nurse. Non-prescription medication administration also requires signed parent permission. This can be completed on the online student registration form. All prescription medications must be delivered to the health office in pharmacy-labeled containers. Students are not allowed to transport medication unless permission to self-carry has been given by the health care provider and parent. The first dose of any new medication must be given at home in the event the student has a reaction or side effects

from the medication. Medication forms and other health information can also be found online at the Leicester School website, under the Health Office Section.

Pediculosis (Head Lice)-updated 12/16/14

Head lice are a common problem in schools and can affect children from all socioeconomic classes. Research data does not support immediate exclusion from school upon the identification of the presence of live lice or nits as an effective means of controlling pediculosis transmission. RNEU and Leicester Central School will support the position of the VT Department of Health, Centers for Disease Control, and the National Association of School Nurses that the management of pediculosis (infestation by head lice) should not disrupt the educational process. No disease is associated with head lice, and in-school transmission is considered to be rare. When transmission occurs, it is generally found among younger-age children with increased head to head contact. The management of pediculosis in the school will be as follows: Children found with live head lice or nits may remain in class, but be discouraged from close direct head contact with others. The school nurse or delegate will contact the guardian to notify them of the findings and recommend proper treatment for the child. The parent may choose to pick up the child before the conclusion of the school day, but this is not required. Written instructions will be provided to parents/guardians outlining treatment and prevention recommendations for the child and the home. The student may return to school after being treated with either an over-the-counter or prescribed lice treatment product. It is appropriate to screen other children who have close head-to-head contact with the student with an active infestation, such as household family members, but research shows that classroom or school-wide screening is not merited. The student may be checked by the school nurse or delegate upon return to school for signs of treatment and live lice. For recurring or chronic cases of pediculosis, parents/guardians may be asked to provide proof of treatment and referred to their health care provider for prescription strength treatment.

Sugar-sweetened/caffeinated beverages

Leicester School prohibits students from bringing and consuming beverages with added sugar or caffeine to school. These beverages should not be brought in water bottles or with snacks and lunches. This includes soda, juices with added sugar, flavored waters with added sugar, caffeinated ice teas with or without added sugar, energy drinks (Monster, Red Bull, etc.), coffee/coffee drinks, fruit punch, lemonade, gatorade/power-ade and flavored milks (chocolate milk will still be offered at lunch, but should be the only serving during the school day of flavored milk). Sugar-sweetened beverages are one of the major culprits in the obesity epidemic, and sodas have also been connected to behavioral problems in children. Highly caffeinated energy drinks have been associated with serious health consequences such as increased blood pressure, sleep disturbances, increased anxiety, seizures, mania, stroke and sudden death.

Leicester staff will take these drinks away from students if they are brought to school. Beverage containers that are not clear may be inspected by Leicester School staff if they suspect the student has a drink that is not acceptable. There may be exceptions to this at the discretion of school staff on special occasions or during school celebrations.

Acceptable drinks to bring to school include:

- Water-may be flavored, but with no added caffeine or sweeteners. Seltzer water is acceptable.
- Unflavored milk and non-dairy milk (soy, almond, coconut, etc)
- 100 percent fruit and vegetable juices, and juice diluted with water, with no added sweeteners.

PEANUT/TREE NUT ALLERGY INFORMATION

Leicester is a Peanut-Tree Nut Safe School. This means that we strongly recommend that parents and guardians choose not to send foods containing peanut butter, tree nut butter, or nuts. Please also remind your student(s) that eating on the bus and sharing food in the cafeteria or at snack is not allowed. It's a great idea to have a discussion with your child that we all eat differently and some people need to avoid certain foods because they are allergic and certain foods can make them very sick.

When you plan for classroom celebrations, such as birthday parties, it's very important to notify the classroom teacher in advance. That way, if there is a student with food allergies in your child's classroom, the classroom teacher will have time to help you make sure the ingredients are safe for all students. A great alternative could be nonfood items for classroom celebrations.

If you choose to send in special treats for the class, please only send in enough for only one class, not to be shared with multiple classrooms.

For parents and volunteers who are planning special classroom projects or programs, please keep in mind not to do any food based crafts during the school day or use food or candy as rewards.

Thank you for helping to keep all our Leicester students safe and healthy!

Health Screenings

Students will participate in hearing and vision screenings during the school year that will be completed by the School Nurse. These screenings are not intended to replace regular well-child appointments with your child's healthcare provider. If concerns are noted parents will be notified immediately. Yearly well-child exams and yearly dental evaluations are recommended. Your school nurse can help with recommendations of medical or dental providers in the area if you do not have a medical or dental home for your student.

General Illness Information:

1. Students who have a fever (a temperature over 100 degrees orally) or who have had a fever within 24 hours are not allowed in school.
2. Students who have vomited within the last 24 hours are not allowed in school.

3. Students who have been given an antibiotic must be on the antibiotic 24 hours before returning to school.
4. Students who develop a fever (a temperature of 100.1 degrees on the school thermometer) at school will be sent home.
5. Students who vomit in school will be sent home.
6. Students should return to school only when they are capable of performing all of the tasks that a school day entails. In general, students will be expected to participate in recess when they return to school. Please ensure they are properly dressed if the weather is cool or cold.
7. Students must bring a note to school to be excused from any regular school day activity.

Sunscreen and insect repellent

With the arrival of Spring and the very welcome warm weather, I wanted to offer some guidance/reminders about the use of sunscreen and insect repellent at school. In Pre-K, the teacher has a supply of sunscreen and insect repellent that may be applied to students at the teacher's discretion only with written permission from the parent/guardian. In all other grades (K-6), students need to bring their own sunscreen and repellent if the parent/guardian would like these products applied at school. These items should be labeled with the student's name and kept in the student's backpack or cubby. Students will not be allowed to share these products unless they are siblings. Students in kindergarten may receive assistance from the teacher and staff in applying these products. Students in grade 1-6 should be taught how to properly apply these products on their own. Minimal assistance will be given to younger students as needed. Parents may apply sunscreen before school, but it is typically effective for only 2-4 hours, so re-application may be necessary for recess and PE to effectively prevent burns. Sunscreen with an SPF 30 or higher is recommended. Please check sunscreen to be sure it hasn't expired. If school staff notice that a student is getting sunburned during outdoor activities, the student will be brought inside or into a shaded area and the parent/guardian contacted with a request to send in sunscreen for outdoor activities. We also recommend the use of a hat, sunglasses and lightweight protective clothing to prevent sunburn. Please contact the school with any questions or concerns. Below is some info on bug and sun safety. Recommendations for products are based on current American Academy of Pediatrics recommendations. All natural products are available as well and many are effective for sun protection and insect repellent.

Bug safety

- Don't use scented soaps, perfumes or hair sprays on your child.
- Avoid areas where insects nest or congregate, such as stagnant pools of water, uncovered foods and gardens where flowers are in bloom.
- Avoid dressing your child in clothing with bright colors or flowery prints.
- To remove a visible stinger from skin, gently back it out by scraping it with a credit card or your fingernail.
- Combination sunscreen/insect repellent products should be avoided because sunscreen needs to be reapplied every two hours, but the insect repellent should not be reapplied.

- Use [insect repellents](#) containing DEET when needed to prevent insect-related diseases. Ticks can transmit Lyme Disease, and mosquitoes can transmit West Nile Virus and other viruses.
- The current AAP and CDC recommendation for children older than 2 months of age is to use 10% to 30% DEET. DEET should not be used on children younger than 2 months of age.
- The effectiveness is similar for 10% to 30% DEET but the duration of effect varies. Ten percent DEET provides protection for about 2 hours, and 30% protects for about 5 hours. Choose the lowest concentration that will provide the required length of coverage.
- The concentration of DEET varies significantly from product to product, so read the label of any product you purchase. Children should wash off repellents when they return indoors.
- As an alternative to DEET, picaridin has become available in the U.S. in concentrations of 5% to 10%.
- When outside in the evenings or other times when there are a lot of mosquitoes present, cover up with long sleeved shirts, pants and socks to prevent bites.

How to Pick Sunscreen

- Use a sunscreen that says "broad-spectrum" on the label; that means it will screen out both UVB and UVA rays.
- Use a broad-spectrum sunscreen with a sun protection factor (SPF) of at least 30. More research studies are needed to test if sunscreen with more than SPF 50 offers any extra protection.
- If possible, avoid the sunscreen ingredient oxybenzone because of concerns about mild hormonal properties. Remember, though, that it's important to take steps to prevent [sunburn](#), so using any sunscreen is better than not using sunscreen at all.
- For sensitive areas of the body, such as the nose, cheeks, tops of the ears, and shoulders, choose a sunscreen with zinc oxide or titanium dioxide. These products may stay visible on the skin even after you rub them in, and some come in fun colors that children enjoy.

HOMEWORK

Listed below are some research-based points about the role of homework in education that we incorporate in our practice:

Purpose of homework

- Homework should be directly tied to learning goals.
- It should provide practice and fluency in skills that students have learned in the classroom.
- It should develop study skills; in particular, time management and organizational skills.
- It should develop a sense of personal responsibility.

Conclusions about effective homework

- It should be designed so that students can do it independently.
- It should never be given a grade. We report out homework completion and organization as part of our Learning Habits Standards.
- Reading, memorizing math facts, and learning correct spelling of words are effective uses of homework time.

Role of the parent

- Parents should provide a consistent place and time for students to do their homework.
- Parent involvement in homework should be kept to a minimum. “By definition homework is meant to be done by students without the help of a teacher overseeing the process (Marzano, 2007).”
- Parental involvement enhances homework when it is interactive: For example, parents ask clarifying questions and questions that help students summarize what they have learned (Marzano, 2007).”
- If student and parent struggling with understanding homework. Please send in a note with the uncompleted homework to the teacher's attention.

Time

- Ten minutes per grade is the recommended practice.
- Quality is important, not quantity. Rigor does not equal lots of homework.

Other

- If homework is given, and not completed, teacher and student will discuss the best practice for completing the assignment.

LEGAL ISSUE – CHILD CUSTODY

In the past, several persons have written on their emergency forms that they do not wish their children’s natural parents to pick up their children at the school. Unfortunately, unless the school has a court order on file, we do not have the legal authority to honor that request.

LIBRARY

The purpose of the Leicester Library is to provide students and teachers with the skills to locate and use a variety of print and non-print materials and information that will satisfy both academic needs and those of personal growth. The library program is designed to assist learners to grow in their ability to both evaluate and apply these information resources to help them function effectively as individuals and to participate fully in society. Each class meets with our library assistant a half hour per week.

Students are encouraged to develop good library habits from an early age. These habits include an understanding of the proper care of books and accepting the responsibility for all materials checked out. Students who routinely fail to return materials on time may have their borrowing

privileges limited. It is expected that families will assume the responsibility for materials lost or damaged.

LOCKED DOORS DURING SCHOOL AND AFTER-SCHOOL HOURS

Our school is now locked during the school day and after-school hours for the protection of our students and staff. We ask that you do the following before entering the building:

- Press the white doorbell on the black box to the right of the door. Wait for someone to ask if they can help you.
- Give your name and state the purpose of your visit

Someone in the office will let you in by pressing a button in the office. Come directly into the office so we can help you.

LOST AND FOUND

Throughout the year we have many “lost” articles of clothing. These items can be found on the long table near the front door. Parents are asked to check this area when they come to school. Twice yearly, any items left unclaimed will be donated to the Office of Economic Opportunity. Each year we acquire a large collection of clothing to donate.

PARENT INVOLVEMENT

Parents are a vital part of their children’s education. We strongly encourage your participation in school activities.

At School:

1. Share your interests and expertise.
2. Attend informational meetings.
3. Volunteer as a Room Parent, in the library, or in the classroom
4. Chaperone field trips.
5. Join the Parent Organization, **Leicester PTO**

At Home:

1. Make sure your child gets enough sleep each night.
2. Serve your child a nutritious breakfast and provide healthy food for snack and lunches.
3. Make sure your child is dressed appropriately for the time of year and has everything necessary for that day at school (lunch, money for breakfast, snack or lunch, homework, show and tell, etc.).
4. Provide a place at home for your child to do homework and make doing homework regularly a high priority.
5. Know your child’s schedule of “special” classes and other school activities so that you can help him/her be ready (e.g. sneakers on P.E. days) and ask appropriate questions after school.

6. Reduce early morning stress by helping your child organize belongings and school materials the night before.
7. Make sure that your child attends school regularly and on time. Try to schedule health appointments and family trips so that your child doesn't have to miss any school.
8. Stay in touch with your child's classroom teacher. Let the school know of any problems outside of school that could affect your child's day in school.
9. Stay in tune with what your child is learning. Ask him/her questions about his/her day. Make an effort to attend special school events.
10. Show an interest in your child's schoolwork. Display papers prominently – not just the perfect ones!
11. READ!!! Read to your children (even the older ones) and listen to them read (even the ones who don't read yet can talk about the pictures).
12. **Check your child's backpack every Friday for important school messages.**

PARENTAL CONCERNS ABOUT SCHOOL/CHAIN OF COMMAND

Honest and open communication is the key to good relationships between home and school. It is important that all communication be done in an appropriate manner. If a parent has concerns dealing with school related issues, the appropriate solution is to discuss the concern with the pertinent adult at school.

Steps toward effective communication when concerns arise include the following:

1. Always express any classroom concern directly to the teacher involved. If the concern is one outside the classroom, contact the person most directly involved.
2. If the concern is still unresolved, contact the principal.
3. If the concern needs further resolution, contact the superintendent.
4. If the concern is still not resolved, contact the school board chair to place the item on the agenda. If it is a private matter, the parent may ask it to be discussed in Executive Session.

PARKING LOT SAFETY

Under no circumstances are vehicles, other than delivery trucks and those owned by staff members, to be driven onto the parking lot before school or **during lunch and recess time, 11:30 – 12:45.**

PERSONAL LISTENING DEVICES / CAMERAS / PHONES

Students must not use personal listening devices, such as cell phones, ipods, ipads, etc. in school unless they have teacher approval to do so. All such devices must remain in backpacks during the school day, including field trips, unless arrangements have been made by teacher in charge. Students are not allowed to use personal digital cameras or video cameras during the school day without permission. Leicester School is not responsible for damage, loss, or theft of any of these devices.

PETS

In accordance with Department of Health recommendations, animals capable of carrying rabies are not allowed in the school building. The only exception is certified service animals..

PLAYGROUND AND RECESS

We are fortunate to have a wonderful playground built with a Walter Cerf Foundation Grant. However, we live in Addison County, which means that we have at least one mud season annually. Please make certain your children have a pair of boots or a second pair of shoes for this weather.

In the winter, children must have snow pants and boots to play in the snow on the playground. Children without a second pair of footwear in mud season or without appropriate attire in the winter will play on the pavement.

Recess is held outside on most days as long as it is not raining or too cold. Teachers will make certain that the younger children wear jackets, hats, and mittens when necessary. Please label your children's outer clothing with permanent markers. Every year we acquire a large lost and found collection.

Students will not go outside if temperatures with wind-chill are below 10 degrees fahrenheit, unless school faculty decides otherwise.

OPT OUT PICTURE REQUEST

If you wish to not have your child's picture appear on the school website, in the local papers, or other school publications you may request an Opt Out request form from the school office.

REPORTING STUDENT PROGRESS TO PARENT

Parents are welcome to contact the school and arrange a parent conference anytime during the year. The school schedules formal conferences in the fall and spring. Notification of day and time is given to parents so they may schedule a convenient appointment. Many opportunities are available for parents to visit the school. We support active involvement by our parents. Report cards will go out according to the RNESU trimester schedule.

SCHOOL GOALS, OBJECTIVES, AND PRIORITIES

At the beginning of each school year during in-service, the school staff finalizes its goals for the year, sets objectives, and determines priorities. This exercise helps plan our in-service, workshop attendance, faculty meeting agendas, and budget expenditures. At the end of the year, we review what has been accomplished and provide a status report to the Board and Superintendent. Anyone wishing a status report of last year's goals or a copy of this year's goals should call the school administrative assistant.

SNOWSHOES AND SKIS

Leicester school has snowshoes and cross-country ski equipment available for use during winter weekends and vacations. A notice will be sent home when the snow falls.

STUDENT BANKING PROGRAM

We have a student banking program with the National Bank of Middlebury. Students are encouraged to save their money, and parent volunteers collect that money weekly for deposit in the bank. Parent volunteers are trained by bank personnel. This program begins the end of

September. If you wish to volunteer, please call the school. Banking days are typically on Tuesday mornings.

SUMMER ALIVE! PROGRAMS

Summer Alive! Is a 4-5 week summer enrichment camp offered to Leicester students. Information and enrollment forms are sent home in May. No student will be denied the right to participate for lack of funds.

After School Programs: At this time, there is no after school program offered at Leicester School. However, students are welcome to contact Neshobe School regarding room in their afterschool program. Students can then take the bus from Leicester directly to Neshobe.

TELEPHONE COVERAGE/ VOICE MAIL SYSTEM/ STUDENT USE

The school administrative assistant is normally available to take your calls between **8:00** and **3:30** p.m. every day. Please call as early as possible if your child is absent or before **1:00** if there is a change in your child's end of the day plans. If no person is available to answer the phone, please leave a message by pressing ext. 11. The answering machine is checked regularly and always before dismissal.

We have a voice mail system, so that calls may be transferred directly to staff members' voice mail. Telephones will not ring in classrooms during the school day. During non-school hours, calls may be transferred directly to staff members when they are not in meetings. This telephone system can also be used as an intercom system for emergency purposes.

Students will still need to use the telephone in the administrative assistant's office and only for emergency purposes. Arrangements for after-school activities must be made the day before by parents and should not be handled by the school. Please confirm all after-school plans with your child before school begins. Children are not generally allowed to use the school telephones. The use of cell phones by students on school property is not permitted without teacher permission.

VISITORS AND VOLUNTEERS

Parents, visitors, and volunteers are always welcome in our school, but must check in with the school principal or the administrative assistant when they arrive. Anyone wishing to visit a child's class must notify the teacher in advance. All volunteers and visitors must observe the same rules of confidentiality as the school staff. If there are any questions on these rules, please see the school principal.

Anyone dropping off children in the morning should exit classrooms before **8:00 a.m.** Teachers are required to begin classes at this time and must be able to give their students their full attention.

At the end of the school day, all teachers are involved with dismissal and most with after school duties. Parents wishing to visit with teachers should wait until 2:45 to enter the building.

Volunteers and chaperones on field trips have responsibilities towards the children they are supervising. We ask that they:

- stay with the students they are assigned to at all times
- remember that classroom rules prevail and that all field trip participants, including chaperones, are expected to support these rules and honor the teacher's authority
- participate in explorations and allow students to make their own discoveries
- do not take pictures of children without permission
- enjoy themselves.

POLICIES

We are required to maintain a District Policy manual that contains policies adopted by the Rutland Northeast Supervisory Union as well as our own Leicester Board. These policies and procedures are extensive and include all aspects covering student, staff, governance, and facilities. The policy manual is available to anyone who wishes to review it. These policies include such specific issues as School Board Meetings, Students Records, Notification of Availability of Asbestos Management Plans, Smoking in the Workplace, Drug Free Workplace, Act 51 Statement, Child Find Statement, Notice of Non-Discrimination, Notice of Directory Information and Right of Refusal. All district policies can be found on the Rutland Northeast Supervisory Union web page (mesu.org) under the Policy section located on the side bar.

The school is also required to keep a list of posted notices, such as Workers' Compensation Law, Child Labor Law, and the Family Medical Leave Act. These notices are posted in the school multi-purpose room by the copier.

Distribution of Non-School Related Materials Policy: This policy was revised and adopted by the RNEU Board on November 30, 2005. The policy sets up a Limited Forum where all non-school materials, such as organizational flyers and announcements, can be placed by students, parents, or organizations if approved by the school principal using guidelines set by the Policy. Each local school board has the right to designate activities as school-based for the purposes of this policy. The Leicester School Board has designated the Brandon Recreation Programs, and the Leicester Soccer, Basketball, and Baseball Programs as school-based for the purposes of this policy.

Student Conduct and Discipline Policy: Policy Code JFC

It is the policy of Rutland Northeast Supervisory Union and its member school districts 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 expectations for student behavior are clearly stated, are understood and accepted by students, parents 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.

II. Definitions

1. Weapon means a device, instrument, material or substance whether animate or inanimate,

which, when used as it is intended to be used, is known to be capable of producing death or serious bodily injury.

2. Knife means any instrument that is capable of ready use as a stabbing weapon that may inflict bodily injury or death.

3. 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.

4. Expelled means the termination of educational services for the remainder of the school year or up to 90 school days, whichever is longer.

III. Student Responsibilities

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

IV. Administrative Responsibilities

The Principal, in consultation with the educational staff, will develop overall discipline procedures pursuant to 16 V.S.A. § 1161a. The plan will include clear guidelines for student behavior. The guidelines may include provisions for the suspension or expulsion of students who engage in misconduct on school property, on a school bus, or at a school sponsored activity when the misconduct makes the continued presence of the student harmful to the welfare of the school. The guidelines may also include provisions for the suspension or expulsion of students who engage in misconduct not on school property, on a school bus, or at a school sponsored activity where direct harm to the school can be demonstrated or where the misconduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs. The guidelines for student behavior will also include prohibitions against the possession by students of dangerous instruments (i.e. knives or other weapons) while at school, and shall allow disciplinary action up to and including expulsion for violations of the prohibition against knives, weapons and dangerous instruments that are not possessed at school as part of an educational program sponsored or sanctioned by the school. Behavioral expectations, and the consequences of misconduct, will be stated in the student handbook and other publications distributed to students and parents/guardians.

Preventing and Responding to Unlawful Harassment of Students: Policy Code JBEEA (a full copy of the policy can be found at the RNESU website)

The Rutland Northeast Supervisory Union and its member districts are committed to providing a safe and supportive environment in which all members of the school community are treated with respect. This policy addresses students¹ who are subjected to incident(s) and/or conduct that 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 a student's equal access to educational programs. Unlawful Harassment is a form of discrimination that will not be tolerated. It is the policy of the districts within RNESU 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,² each school shall select two or more designated employees to receive complaints and shall publicize their availability in any publication of the districts within RNESU that sets forth the comprehensive rules, procedures, and standards of conduct for the school. It is the intent of the districts within

RNESU to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this policy is to 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 districts within RNESU shall promptly and effectively address all complaints of unlawful harassment and promptly end harassing conduct according to procedures established by policy, and shall take appropriate action reasonably calculated to stop unlawful harassment, found against any person, subject to the jurisdiction of the districts within RNESU who violates this policy, prevent its recurrence and remedy the impact of harassment on the victim(s). 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.

¹Grievances regarding employees and/or third parties being subjected to harassment should follow the procedures outline in Policy GBEEA.

²See 16 V.S.A. § 565(c)(1).

Any student or other person having inquiries or complaints concerning compliance with this Harassment Prevention policy and/or the Hazing or Bullying Prevention Policies may contact the principal or other building administrator of the school in question, or the Non-Discrimination Coordinator as follows:

Name:	Marsha Bruce	Earl Corey, Principal/Deb Allen, Teacher
Title:	Non-Discrimination Coordinator	Leicester School
Address:	49 Court Drive, Brandon, VT 05733	68 Schoolhouse Road, Leicester, VT 05733
Phone Number:	(802)247-5757	(802)247-8825

The Non-Discrimination Coordinator and building administrator(s) above have been designated by the RNESU to coordinate efforts to comply with the above stated anti-harassment policy and state antiharassment laws. Copies of the policies and procedures are available from them.

Hazing: Policy Code JFD

The State of Vermont has determined that hazing is unlawful. Vermont Act 120 – An Act Relating to the Crime of Hazing 16 V.S.A. 140a et seq. The Board also prohibits staff members and adults who are working with such groups from participating in, condoning and/or directing such activities by students or student groups. It is the policy of the Rutland Northeast Supervisory Union (hereinafter “District”) that all its schools provide safe, orderly, civil and positive learning environments. Hazing has no place in the district's schools and will not be tolerated. Accordingly, the District adopts the following policy and procedures to prohibit hazing and will ensure the enforcement thereof.

Definitions:

“Hazing” means any act committed by a person, whether individually or in concert with others, against a student in connection of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the District; of,

humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds. (Hazing Policy: JFD can be found in its entirety on Rutland Northeast Supervisory Union web page.)

Pupil Privacy Rights: Student Surveys Policy Code JR

In accordance with the Rutland Northeast Supervisory Union Student Survey Policy, and federal law, no student shall be required, without parental consent, to take part in a survey, analysis, or evaluation regardless of funding source, that reveals information concerning:

1. policy affiliations or beliefs of 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 relationships;
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.

A notice of intent to administer a survey concerning the above areas will be sent home prior to the date of administration. 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.

Family Educational Rights and Privacy Act (FERPA): (see RNEU web page for Policies: JO & JOA)

As a parent of a student enrolled in a school in a member district of the Rutland Northeast Supervisory Union, or as an eligible student, you have the following rights with respect to your child's (or, if an eligible student, you own) educational records:

- a. To inspect and review the student's educational records;
- b. To seek amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- c. To provide consent prior to disclosures or personally identifiable information contained in the student's educational 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 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 20202-5920.

**POLICY ON THE PREVENTION OF BULLYING OF STUDENTS,
POLICY CODE JG**

I. Purpose

The Rutland Northeast Supervisory Union and member Districts recognize 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.

II. Definition of Bullying

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:
 - a. occurs during the school day on school property, on a school bus or at a school-sponsored activity; or
 - b. 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 Identity
Color	Marital Status
National Origin	Disability
Sex	

Any allegations of harassment will be addressed under the Rutland Northeast Supervisory Union Policy on the Prevention of Harassment of Students.

III. Reporting Bullying Complaints

The principal of each school will annually designate two employees to receive complaints of bullying and harassment. The names and contact information for those designated employees can be found in the student handbook distributed or found online.

For the purposes of this policy, “school employee” means any person employed directly by or retained through a contract with the District/-Supervisory Union, an agent of the school, a school board member/member of the board of trustees, a student teacher, an intern, or a school volunteer. “Agent of the school” includes supervisory union staff.

- 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 will 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 Districts’ 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.

IV. Response to a Bullying Complaint

For the purposes of this policy “school administrator” means a superintendent, principal, or his/her designee.

- A. **Notification:** Upon receipt of a complaint of bullying the designated employee will immediately notify the school administrator 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 administrator 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 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.
 - 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 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 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 shall take remedial action reasonably calculated to stop the bullying, prevent any recurrence and may take appropriate disciplinary action. 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/or remedial action(s):
 - i. Awareness/Education/Counseling;
 - ii. Acts of restitution;
 - iii. In-school suspension;
 - 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 not 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 administrator 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, a school administrator may seek a waiver of the confidentiality rights of the perpetrator(s) in order to inform the complainant of any specific disciplinary action 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 or applicable statutes.

V. 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.

VI. 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 regarding this policy and to enable staff to prevent, recognize, and respond to bullying.
- D. Date Reporting: Rutland Northeast Supervisory Union delegates the responsibility of data collection to the building principal. 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.

Legal References: 16 V.S.A. § 11(a)(32)
16 V.S.A. § 570(a)
16 V.S.A. § 570c(4)
16 V.S.A. § 570c(5)
16 V.S.A. § 1162(a)(3)
33 V.S.A. § 4911
33 V.S.A. § 6901

Policy Cross References: IIBG: Acceptable Use of Electronic Resources & The Internet

JBEEA: Prevention of Harassment of Students
 JFC: Student Conduct and Discipline
 JFD: Hazing Policy

	RNESU Full Board	FD Barstow Memorial School District	Brandon Town School District	Leicester Town School District	Pittsford Town School Board	Otter Valley Union High School	Sudbury Town School District	Whiting Town School District
Public Notice:	11/19/12	11/19/12	11/19/12	11/19/12	11/19/12	11/19/12	11/19/12	11/19/12
Date of Adoption:	12/18/12	12/17/12	12/11/12	12/12/12	12/04/12	12/19/12	12/10/12	12/10/12
Supersedes Policy of:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A