

Dear Students, Parents, Community Members and Staff:

I wish I could explain the level of excitement I feel. I am excited to be the principal of a school that has demonstrated excellence, while at the same time recognizes that it can get better. I know that our goal is to provide all students with opportunities to excel in academics, athletics and the arts so they can become positive, contributing members of our school community. I am excited to work together to achieve this goal.

I also know that this work does not come without challenges. I perceive that my role is to help find resources and remove barriers so that every child succeeds. I believe that school is best when it meets three goals; social responsibility, personal meaning, and academic excellence.



I challenge all of you to find your place in these circles so that all of our students can achieve the learning that happens at the center. I also challenge myself; to be the best leader I can be, to put students first, to lead by example, to push everyone a little harder and to hold us all accountable for our goal.

I look forward to working with all of you this year. Please do not hesitate to contact me if I can ever be of assistance, to offer positive critique and feedback, or just to say hi!

Happy New Year!

Sincerely,
Andy Pomeroy



Administration and Services

Principal	Ext. 254	Andy Pomeroy
Principal's Admin. Assistant	Ext. 255	Lynne Patrick
Assistant Principal (Gr. 9-12)	Ext. 256	Craig Shappy
Attendance	Ext. 257	Mary Bride
Middle School Director (Gr. 7-8)	Ext. 265	Katherine Fogg
Middle School Admin. Assistant	Ext. 263	Laurel Gilman
Buildings & Grounds	Ext. 270	Steve Fowler
Athletic Director	Ext. 272	Rob Black
Registrar	Ext. 253	Theresa Boynton
Main Office	Ext. 251	Marlene Parker
Abbey Food Group	Ext. 267	Kathy Sutphin
Computer Coordinator	Ext. 279	Virginia Grey

Student Services

Grades 11 & 12	Ext. 262	Tabitha Pohl-Moore
Grades 9 & 10	Ext. 261	Keturah Tallon
Career Services		Don Markie
Grades 7 & 8	Ext. 264	Georgia Mosher
Admin. Assistant	Ext. 260	Deb Munson
Library	Ext. 266	Karen McCalla
Nurse	Ext. 275	Lynn Miner
Music	Ext. 274	Terrence Irwin/Kristin Cimonetti
SAP Counselor	Ext. 286	Sam Hollander
Resource Officer	Ext. 252	Joe Hoffman
Consulting Psychologists	Ext. 465	Mary Hissong/Tom McCarty
Special Services Team Leader	Ext. 281	Nate Traynor
Stage 40/Stage 20	Ext. 273	Theatre Office

Faculty & Staff Voice Mail Extensions:

Abel, Marion	308	Martin, Jennifer	115
Angstadt, Peggy	351	Moreton, Bruce	210
Austin, Claire	430	Nerney, Brendan	306
Baker, David	214	Pecor, Lynn	304
Barker, Richard	303	Pluta, Mike	104
Bird, Mike	315	Raiford, Carolyn	204
Breen, Kristine	302	Reid, Andrew	202
Brownell, Mark	105	Roberts, Cindy	280
Bruno, Peter	212	See, Peter	463
Buggiani, Alicia	283	Stannard, Karyn	296
Carvey, Elizabeth	110	Striglia, Sue	282
Carvey, Therese	456	Sullivan, Maureen	113
Clarke, Thecla	283	Tally, Anna	211
Cochran, Karen	318	Toppin, Anita	213
Colvin, Mary	317	Traynor, Nathan	209
Congdon, Margie	114	Treat, Sarah	464
Darling, Beverly	288	Valente, JoJo	276
Dederick, Jenn	314	Valley, George	291
Droge, Margaret	209	Wallett, Peter	102
Egan, Bruce	410	Webb, Ken	287
Foley, Tammy	320	White, Cynthia	449

Forrest, Jennica	277
Frandino, Christine	425
Gamache, Michael	206
Gardner-Baasch, Debra	208
Hasenohr, Ed	205
Hooker, Cheryl	112
Hudson-Knapp, Cindy	284
Irwin, Bear	311
Jacob, Kathy	316
Kennedy, Judy	282
Lareau, Annmarie	285
Latkin, Dan	103
Little, Jennifer	301
Little, Shane	215
Lord, Katherine	203
MacDonald, Gary	278

2010-2011 Team Leaders

English/Library – **Bruce Moreton**

Social Studies – **Margie Congdon**

Science – **Ed Hasenohr**

Math – **Anna Tally**

Special Ed. – **Nate Traynor**

Art, Foreign Language, Music, Industrial Arts,

Family/Consumer Science - **George Valley**

Driver Ed., Computers, Physical Ed., Business,

Audio Visual, Health Ed., Library – **Judy Kennedy**

Bell Schedule

Monday and Tuesday	
Time	Block
7:40	Academic Areas Open

7:45 Warning Bell

7:50	T.A.
8:00	

8:04	Block A
8:44	

8:48	Block B
9:28	

9:32	Block C
10:12	

10:16	Block D
10:56	

10:56	Block E M1
11:18	

11:18	Block E M2
11:40	

11:40	Block F M3
12:02	

12:02	Block F M4
12:24	

12:24	Block F M5
12:46	

12:50	Block G
1:30	

1:34	Block H
2:14	

Wednesday		Thursday
Time	Block	Block
7:40	Academic Areas Open	Academic Areas Open

7:45 Warning Bell

7:50	T.A.
8:00	

8:00	SSR	
8:24		

8:24	Block A	Block B
9:39		

9:43	Block C	Block D
10:58		

10:58	Block E M1	Block F M1
11:20		

11:20	Block E M2	Block F M2
11:42		

11:42	Block E M3	Block F M3
12:04		

12:04	Block E M4	Block F M4
12:27		

12:27	Block E M5	Block F M5
12:49		

12:53	Block G	Block H
2:14		

Friday	
Time	Block
7:40	Academic Areas Open

7:45 Warning Bell

7:50	T.A.
8:10	

8:14	Block A
8:52	

8:56	Block B
9:38	

9:42	Block C
10:22	

10:26	Block D
11:26	

11:06	Block E M1
11:28	

11:28	Block E M2
11:50	

11:50	Block F M3
12:12	

12:12	Block F M4
12:34	

12:34	Block F M5
12:56	

1:00	Block G
1:35	

1:39	Block H
2:14	

Snow Day Schedule

If the snow day falls on a:

Monday- Regular Tuesday-Friday schedule

Tuesday - 8 period day on Wednesday. Thursday will be a Wednesday Block day schedule (A, C, E, & G) and Friday will be a Thursday Block day schedule (B, D, F, & H).

Wednesday - Thursday will be a Wednesday Block day schedule (A, C, E, & G) and Friday will be a Thursday Block day schedule (B, D, F, & H).

Thursday - Friday will be a Thursday Block day schedule (B, D, F, & H).

Friday - No affect on the following week.

Two-Hour delay

TA - 9:45-9:56

If the delay happens on a:

Monday - Block A 10:00-10:55 Regular E –H

Tuesday - Block B 10:00-10:55 Regular E –H

Wednesday - Block C 10:00-10:55 Block Schedule E and G

Thursday - Block D 10:00-10:55 Block Schedule F and H

Friday - Block A 10:00-10:55 Regular E -H

Approximate Times for Bus Pick-Ups

(Students should be ready earlier for the first few days)

Location

Clarendon Village.....	7:20
Chippenhook and Walker Mountain.....	7:15
Clarendon Springs.....	7:25
Middle Road and Clarendon Flats.....	7:35
Creek Road and Alfrecha to Walker Mountain Road.....	7:10
East Street.....	7:00
Bump Road.....	7:10
Airport Road.....	7:20
Old Route 7 (Clarendon) North of Pierces Corner.....	7:25
Old Route 7 (Clarendon) South of Pierces Corner.....	7:15
East Road.....	7:20
Windy Lane.....	7:05
North Shrewsbury Road (Clarendon).....	7:15
Cold River Road (Shrewsbury).....	7:15
Route 103 (Clarendon).....	7:25
Route 103 (Wallingford).....	7:12
Cuttingsville.....	7:20
Town Road Shrewsbury.....	7:00
W Lincoln Hill Road.....	6:45
Russelville Road.....	6:45
Eastham.....	6:50
Upper Cold River Road.....	7:05
Spring Lake Road (At Route 103).....	7:18
East Wallingford and Route 140 East.....	7:00
Wallingford Village.....	7:25
Old Route 7 (North Of Wallingford).....	7:30
Creek Road (Wallingford).....	7:20
Route 140 (West Hill Wallingford).....	7:15

Building Map (update names)

Academics

Middle School: The academic year is divided into two semesters, with two nine-week marking periods in each that culminate with a semester exam. Core classes meet for 9 weeks. Unified Art classes meet for 6 weeks.

High School: The academic year is divided into two semesters with two nine-week marking periods in each that culminate with a semester exam. Classes meet for 9 weeks, 18 weeks and/or 36 weeks. One unit of credit represents two semester's work.

Academic Honesty

Cheating and plagiarism are theft. Aiding someone else in cheating is as wrong as actually stealing. Plagiarizing other student's work on graded material is considered cheating. Plagiarism, using someone's words and/or ideas as one's own, is a serious offense. Plagiarism includes copying another student's work, as well as copying and using audio, video, online and other printed matter. The use of help notes such as Cliff, Monarch, or Sparks on line without crediting that source is considered plagiarism. A writer is required to put quotation marks around words and sentences borrowed directly and to credit them accordingly. If you paraphrase a passage or use ideas which are not your own, you must indicate the source.

Consequences:

- Zero, conference with parents, and reporting to the administration.

Add/Drop Classes

Students may add/drop a class during the two (2) week period following the beginning of each semester.

After the deadline, appropriate forms and administrative approval are required.

1st semester – until 9/08/10

2nd semester – until 2/09/10

Attendance Procedures & Information

All attendance matters for:

- Gr. 7 & 8 will be processed by the Middle School office.
- Gr. 9-12 will be processed by the High School office.

In order to maintain accurate student attendance records all students are responsible for following the attendance procedures listed to insure their correct attendance.

All students are expected to be in Teacher Advisory (Homeroom) by 7:50. Students arriving to school after 7:50 but before 10:15 are considered tardy. Students arriving to school after 11:00 but before 1:30 will be charged with a half day absent. Students requesting an early dismissal before 11:00 and not returning to school will be charged with a half day absent.

Absence

Students absent from school must present a written note signed by their parent or guardian and obtain an attendance admission slip. Parents are encouraged to call the school if their child will be absent. Middle School: Ext. 263; Grades 9-12: Ext. 257. Parents of all students who are recorded as absent will receive an AlertNow message.

Tardy

Any student arriving at school after 7:50 must check into their office to obtain an admission slip to be presented to their teacher for admission to class.

Students who are habitually tardy to school may receive an administrative detention after “5” tardies per semester and one administrative detention for each succeeding tardy during the semester. Students who exceed 5 tardies per semester may lose driving and parking privileges at the discretion of the administration.

Early Dismissal

- Students requesting an early dismissal should present a written note to their respective office upon their arrival to school.
- Students must sign-out at the time of their dismissal in their respective office.
- Upon return from an early dismissal students must sign in at their respective office.

Pre-Arranged Extended Absences

While state law requires students to be in attendance every school day, occasionally parents notify the school that a student will be absent for an extended period for various reasons. Parents must realize that any such absence can be harmful to the student’s schoolwork. If the parents feel that it is essential to remove the student for a short time, they should make a written request for a pre-arranged absence at least two (2) weeks in advance signed by all of the student’s teachers and submitted to the office.

In this situation, students should get assignments from their teachers prior to the absence and turned in upon return. It is the responsibility of the student to see that all of the missed work is promptly completed. Even if all assignments are completed, an extended absence could adversely impact your student’s learning and grade due to missed classroom experience.

Bus Passes

Any student who wishes to ride a different bus for a given day, needs to present the administrative office with a written parent/guardian permission note. If a student wishes to go to another student’s house, a note from both sets of parents will be required.

Cafeteria/The Abbey Group

The Abbey Group, at extension 267, provides Mill River Union High School, with a high quality professionally managed cafeteria. 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. We notify each student when they have less than one meal left on their meal account. We do not allow charging that would put an account in a negative balance.
2. We recommend using the Meals Plus online payment feature at: www.abbeygroup.net or send in a check payable to the school meal program with the student’s name and account ID number clearly marked.
3. A transaction history is available at anytime. Please call cafeteria or find the email address at www.abbeygroup.net.

Hours of operation are 7 a.m. – 12:46 p.m.

Student Breakfast- \$1.25	Student Lunch \$2.00	Adult Lunch \$3.50
Student Reduced Breakfast- Free of charge for all reduced students	Student Reduced Lunch \$.40	Adult Breakfast \$1.75

Applications for free and reduced lunch are given to each student at the beginning of the academic year. If your circumstances change you may, at any time, obtain an application from the main office.

Please file an application even if you do not plan to take advantage of the program as many federally funded programs are based on the numbers of students eligible.

- Monthly lunch menus are posted in the cafeteria and on Mill River online.
- Various a-la-carte items are also available for purchase.
- Food items will not be available during class passing times.
- Students may not be in the cafeteria during class time without adult supervision.

Cell Phones and Other Electronic Devices

Middle school students may not use electronic devices, cell phones, MP3 Players, electronic games, or similar devices during school hours (7:40 a.m. – 2:15 p.m. or in detention) unless directed to do so by a teacher. All such devices must be turned off between 7:40 a.m. and 2:15 p.m. and during detention.

High school students may not use those devices during any class time.

Improper use of such devices during school hours will result in confiscation of the device. The device will be turned over to an administrator and repeat offenses may result in parent or guardian being asked to pick up the confiscated device after school hours. Students who create ongoing or repeated difficulties will be subject to further disciplinary actions, detentions, or suspensions.

Class year placement

In order to be advanced, students must obtain the following credits:

Class of 2011 or 2012	
Grade	Credits
9	6
10	12
11	18
12	24

Class of 2013 and beyond	
Grade	Credits
9	6.5
10	13
11	19.5
12	26

If your year-end report card indicates that you have earned fewer credits than listed above, please contact your school counselor to make an academic recovery plan.

Dances

Guests may be admitted if accompanied by a MRUHS student. A guest must be registered in the appropriate Guidance Office, before 2:30 on the day of the dance. All guest requests are subject to administrative approval. Any MRUHS student bringing a guest is responsible for the conduct of his/her guest.

All dances are chaperoned by the class advisor(s), administration, and five (5) or more staff members. Dances may be canceled if chaperones are not designated by the beginning of the week of the dance. A law-enforcement officer must be present.

The dance, the times, details and the music providers, (D.J.'s-Musicians) must be pre-approved by the administration. The organization sponsor must fill out a dance permission form that is sent to the administration for approval.

Dance Rules

- All regulations pertaining to student conduct while in school are in effect. Anyone suspected of being under the influence will not be admitted. Offenders are subject to disciplinary action.
- No one is to loiter on school property before, during, or after a dance.
- Once admitted to a dance students who leave will not be re-admitted.
- Students may not bring beverages into a dance. All containers will be confiscated.
- Students may not attend a dance if the student has an unexcused absence or tardy on the day of the dance.

Dress Code

Student apparel should be neat, clean, and suitable for school activities. Specific types or styles of dress that are not acceptable but are not limited to:

1. Shirts that are too low-cut or do not cover the midriff.
2. Clothing that exposes the upper thigh.
3. Exposure of undergarments.
4. Apparel that promotes the use of alcohol, tobacco, or illegal substances, or is vulgar or profane.

Students are encouraged to dress in layers or keep a sweatshirt on hand. Hats can only be worn at designated times/places. Footwear must be worn at all times.

Whenever, in the opinion of the MRUHS administration, attire interferes with the educational process, students will be requested to alter their attire. Parent may be requested to bring alternate clothing if needed or the student will be sent home. Repeated offenses may result in other consequences.

Fire Drills

All schools are required to have monthly fire drills. Posted in each classroom is a diagram showing the nearest exit route to a safe designated area outside, located 100 feet or more from the building.

- Leave the driveways and roadways open to emergency vehicles.
- Students should leave the building walking as rapidly as possible without running. Students in transition (hall passes, lunch, etc) should exit at the nearest door and report to the closest teacher supervised group.
- Students must not enter any classroom when teacher is not present.
- In case of emergency, it is necessary that all may hear directions.

Grading System:

A	95-99	B-	80-8	D+	67-69	F=Fail	P=Pass
A-	90-94	C+	77-79	D	63-66	I=Incomplete *	W=Withdrawn
B+	87-89	C	73-76	D-	60-62	IN=Attendance	WF=Withdrawn Fail
B	83-86	C-	70-72	F	below 60	NG=No Grade	EX=Exempt

*Note: All Incompletes are to be made-up within three weeks of the end of the previous marking period.

Graduation requirements

<u>Subject area</u>	<u>Credits</u>
English	4.0
Social Studies (incl. Sr. Law & US History)	3.5
Math	3.0
Science	3.0
Physical education	1.5
Fine Arts	1.0
Computer Technology	.5
Health	.5
Electives	9.0
<u>Total credits</u>	<u>26.0</u>

Health Services

The nurse's office is open on a daily basis during school hours. In order to make the office available to all students and to avoid students missing class time, all students are requested to be familiar with and abide by the following guidelines:

- Students are required to have a pass signed by their classroom or study hall teacher to provide to the nurse
- Illness with sudden onset and injuries will be given immediate attention without a pass required.
- Other concerns, such as minor illnesses and injuries and other health related questions, should be brought to the nurses' attention during study hall time if possible.
- Concerns about physical education class participation should be discussed with the nurse prior to the phys.ed. class period. The nurse will then assess and determine if modified participation would be acceptable. To be excused from a phys ed. class for medical reasons the student should have a written note signed by their parent or guardian stating the reason that they feel the student will be unable to participate. If a student will not be able to participate for more than two or three days, a note signed by a physician will be needed for the student to be allowed to return to active participation.
- If it is determined that a student is too ill to remain in school, parents will be contacted to take the student home for convalescence and follow-up medical attention if necessary. Students with a temperature of 100 degrees and above will be sent home and should not return to school until their temperature has been normal for 24 hours. No student will be excused to go home until the nurse has had contact with a parent or guardian for permission and arrangements have been made for transportation. If parents/guardian cannot be reached, a student may be excused to go home with the neighbor/relative that has been listed on the emergency information form that is mailed to parents in late summer with the student schedules.
- Any student who is required to take medication during the regular school day or during school sponsored activities must comply with the following regulations:
 1. The school nurse (or designee) may give medication upon written orders from a physician, and upon written request of a student's parent or guardian. The physician's orders must identify the name of the drug, dosage, and time interval.
 2. Medication must be brought to school in a container labeled by the pharmacy or physician and stored in a secure, locked storage place in the nurse's office.
 3. Non-prescription medication must be in its original container and be accompanied by a written request from the parents or guardian of a student bringing such medication to school. Medication must be left in the custody of the school nurse or designee.

Homework

Each classroom teacher will create and distribute homework expectations at the beginning of the school year. If your child is having difficulty with their homework there are staff members available after and during school to assist them. There are also homework clubs available for both the middle and high school. Please contact your child's classroom teacher for more information.

Honor Rolls

Students who achieve high scholastic standing in their classes will be recognized in the following honors classifications:

High Honors - Awarded to students who achieve a grade of "A-" or above in all subjects.

Honors - Awarded to students who achieve a grade of "A" in at least two classes and a grade of nothing less than a "B" in all other classes.

Merit - Awarded to students who achieve a grade of "B" or better in all courses.

The Honor Roll for each marking period is posted in the High School and Middle School offices and published in the Rutland Herald and on Peg TV.

Interviewing, filming, videotaping or recording of students

The need for the public and media to be informed about school programs and activities must be balanced by the privacy interests of students and the responsibility of the school to operate with a minimum of disruption. Parents/guardians are asked to alert the school if they wish that their student not be interviewed, filmed, videotaped or recorded. The proper form will be distributed to parents/guardians. If parent/guardian does not respond, the school will assume that permission is granted to interview, film, videotape or record.

Leaving the School Building and/or School Grounds

During School Hours:

Any time a student needs to leave the school building and/or school grounds, he/she must first report to the respective office and request permission to leave. Any student leaving the building and/or grounds without parental and administrative permission will be suspended for five (5) days for the first offense. A second offense will result in a ten (10) day suspension (*See School Board policy.*) Additional offenses will result in additional consequences.

Non-School Hours:

Students not under the direct supervision of a staff member or coach must leave school property at the end of the school day. Students/Parents are responsible for student transportation for any after-school activity, including detention. Students must not be in any classroom without teacher supervision.

Library

The library is your portal to 21st century information gathering. Come to the library to check out the newest fiction, read the current issue of your favorite magazine, type a paper, find resources for a report, or to study in a small group.

- Make sure you get a pass from a content-area teacher and put the pass in the basket on the library desk. The library is also open before and after school – from 7:30 a.m. to 5:15 pm Monday through Friday.
- Access library information, resources and tools from home through the library website. Click on the library link from the MRU homepage.
- The library is one open space, so we all need to respect other's needs as we use the space; the library can only be as quiet as the loudest group. Students who don't respect library materials, staff or the space will be sent back to study hall.
- Repeat offenders will have their library privileges suspended. While in the library, please sign

out and take a pass if you need to go to your locker or use the bathroom. We are responsible for you in case of emergency.

Lockers

- All lockers, personal and P.E., are the property of Mill River Union High School and their use is a privilege.
- All lockers are subject to inspection and search.
- Students are responsible for the contents of their assigned locker(s). Students shall not share lockers.
- All lockers have permanent locks. For safety reasons all lockers must be locked at all times when not in use.
- A non-refundable locker fee may be assessed to each student.
- Student locker combinations are filed in the office for any student needing assistance.
- Students are only allowed to go to their locker at designated times.
- Students may not enter a class in session to go to their locker.
- Students are to report any damage or problems with their lockers to the office.

Mill River Online

Mill River Online features daily announcements, local and national news from the Rutland Herald and USA today as well as interesting links from around the Internet.

- What is the weather going to be like today? Check our page!
- Need a quick look at the sports practice schedule? Check our Page!
- Want to know what is on the lunch menu tomorrow? Check our page!

You will find Mill River Online to be the home page on all school computers this year but feel free to visit the site from home by navigating to **www.rssu.org** then following the link to Mill River.

We are always looking for interesting content as well as talented writers. If you are interested in being a part of our team please contact webmaster@rssu.org

The Middle School page is updated regularly. It can be found under Middle School News on the homepage.

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National Honor Society

The Mill River chapter of the National Honor Society is a service organization. Appointment to membership means school recognition of the high personal standards set by the student. Members design and implement an individual ongoing service project outside the school and participate in many activities undertaken by the group as a whole. Each year, for example, the NHS organizes, raises funds for and carries out Mill River's annual Holiday Food Basket project. Through efforts such as this, members develop an appreciation for the benefits of working together to serve others, and provide an opportunity for the entire school to come together to accomplish something meaningful.

In addition to the academic benchmark of having to attain a grade point average of 3.5 or above, the criteria of character, service and leadership are considered as equally important aspects desirable in potential initiates. These standards are required by the National Organization.

At Mill River, administration, faculty and staff are surveyed concerning potential members' strengths and weaknesses in these areas. Students being considered fill out an information form where they may list their various activities which show, for example, their willingness to serve others and their ability to lead. The National Honor Society Advisory Council, composed of five administrator and/or faculty members,

meets to discuss the staff survey and student information sheets.

After their review of each candidate's eligibility, the NHS Advisory Council may then accept, defer or deny each student admission as a member of the Mill River chapter of the National Honor Society.

Office Telephone Use

Students may, with permission, use the telephone for emergencies or school related business.

Report Cards

Report Cards are mailed home within two weeks of the end of the marking period. Grade averages are determined as follows:

Semester 1: MP1(40%) + MP2 (40%) + Mid-term exam (20%) = Sem 1 average

Semester 2: MP3 (40%) + MP4 (40%) + Final exam (20%) = Sem 2 average

Passing a year-long class and receiving credit is determined by averaging the first and second semester averages.

School Closings

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closings, delayed starting time or early dismissal will be announced through an AlertNow phone message and over local radio stations. Reports in the morning will be between 6:30 a.m. and 7:30 a.m.

Radio: WSYB – 1380 AM; WCAT – 94.5 FM; WZRT – 97.1 FM; WJJR – 98.1 FM; WEQX – 102.7 FM

Television: Rutland Community Television Channels 15 & 20: WVNY – (cable 4); WPTZ – (cable 5)

School Day

Students entering the building before 7:40 should wait in the cafeteria until the 7:40 bell unless they are under the direct supervision of a staff member.

Teacher Advisory begins at 7:50 and school is dismissed at 2:14.

School Publications

Spirit is the school yearbook. The Yearbook is a part of the MRUHS course offerings. Interested students should see their guidance counselor to register for the credited Yearbook Course. Students 7-12 wishing to be involved in the Yearbook without receiving credit should see the Yearbook Adviser for more information.

Content in all school publications will be reviewed by administration.

Schoolwide Behavior Plan

The schoolwide behavior plan serves as the overall approach to behavior at Mill River, based on policies and procedures approved by the school board. See appendices for full text of some of these files. Copies of other policies are available in the main office.

A key component of the Mill River mission is to help students become responsible citizens in a safe, caring, nurturing environment characterized by mutual respect. Everyone at our school has three key responsibilities that are in place during all school-sponsored activities to promote a positive school climate and community:

M – positive **Member** of our community

R – **Respect** and Safety

U – **Understand** and be understood

Students who choose not to uphold their responsibilities at school will face consequences designed to help them understand that their actions were unacceptable and the importance of redirecting their behavior.

Consequences may include the following:

- Student/teacher discussion
- Restorative/reparative conference
- Formal warning
- Behavior report filed and sent home
- Detention
- Loss of privileges (e.g., driving to school)
- Suspension
- Expulsion hearing
- Police report

Consequences will be determined by the administration in accordance with the student's age, the severity of the student's action, school policies on discipline and students' right to due process. Some actions are considered more severe, and these may warrant at least suspension. These actions include, but are not limited to, the following:

- Possession, use or distribution of drugs (including alcohol, tobacco and "look-alikes")
- Possession of weapons
- Threats, including bomb scares
- Obscene language
- Insubordination toward a staff member
- Bullying/hazing/harassment
- Leaving school grounds without school and/or parental permission
- Fighting
- Vandalism
- Chronic minor infractions (e.g., cutting class after being warned)

This list is not meant to be all-inclusive; it is a representative list to help students understand the seriousness of their choices.

Definitions and Procedures

Detention: If a student's behavior warrants it, a detention may be assigned by a teacher or administrator. In all cases an effort will be made to contact parents or guardians 24 hours before the detention. If the detention originates with the administrator parents will also receive a behavior report describing the

problem and showing the date of detention. Detentions will be over at 3:00 pm. Failure by a student to attend the detention will result in additional consequences.

Suspension: Before a student is suspended, a conference will be held with the student and the student's parents or guardians, either in person or by phone. This conference will serve the purposes of:

- Ensuring that all details and factors related to the inappropriate behavior are understood
- Providing the student an opportunity to explain and /or acknowledge the behavior
- Providing an opportunity to develop a plan to improve the student's behavior

After this conference, the decision to suspend shall rest with the school administration. If a suspension is assigned, a letter will also be sent home describing the reason for the suspension. Students who are suspended may not be on school grounds or participate in school activities.

In school suspension: Part or all of a student's assigned suspension may be scheduled as in school. In school suspension is

Appeals Process

If a parent or guardian feels that the steps outlined above were not followed, or that the student was in some way denied appropriate due process, an appeal may be made to the superintendent of schools for review.

Smoke-Free and Substance-Free Campus

In compliance with Vermont state law and to promote positive role modeling for our students, Mill River Union School maintains a smoke-free and substance-free rule on the campus-at-large, which includes all school grounds.

Prohibited Substances

Substance abuse refers to the possession, use and/or distribution of prohibited substances in the school as well as on school property and at any school function. The range of prohibited substances includes tobacco products, alcoholic beverages, prohibited drugs, other drugs, "look-alike" substances and drug paraphernalia.

Cases involving substance abuse will be treated seriously because they usually indicate a student's clear disrespect for authority or for the safety and/or rights of fellow students.

Consequences administered for substance use and abuse may include but are not limited to:

- Suspension (1 or more days)
- Referral to the Student Assistance Counselor (mandatory)
- Referral to law enforcement agencies (mandatory)
- Referral to other agencies for assessment or counseling

Self Help Program

The Self Help Program provides additional academic and social support for students who are not eligible for special education. Referrals to the program are made by contacting Guidance Counselors.

Students attend Self Help during their regular study hall time on a short-term basis or as a permanent part of their schedule.

The Self Help instructors and peer tutors guide students to improve skills that have been presented in the regular classroom by helping them with assignments, research for projects and test preparation. Providing a nurturing atmosphere for building self-esteem, communication skills, problem solving skills and academic achievement are the primary focus of the program.

Skateboards, Rollerblades, Sneakers with Rollers, etc.

Due to insurance regulations use of such devices is not permitted on school grounds.

Special Education

Special Education services are provided to eligible students and are available to students in grades 7-12 who are eligible. Special Education services include evaluation, specialized instruction, support services and accommodations as determined by an Evaluation and Planning team.

For further information regarding special education services, please contact the Special Services Team Leader, Nate Traynor at 775-3451.

Stafford Technical Center

Those students attending the Stafford Technical Center are required to attend the Center every day that the Center is in session. Students must have approval of the administration to drive to the Technical Center.

Student Assistance Program

Student Assistance Program consists of a core team of administrators, faculty members and counselors who meet on a regular basis to proactively support and promote healthy lifestyle choices. The team engages in consistent communication with the members of the school and community through presentations, providing educational literature, advocacy of students and their families and referral services.

Student Driving

Student driving and parking at Mill River Union High School is a privilege. The school administration reserves the right to regulate use of cars and to enforce driving rules on the school grounds. Students who drive or park in violation of the rules listed below will be prohibited from driving on school property.

- Students driving to school must register their vehicle and be issued a parking permit.
- All students will park in the student parking lot in designated areas.
- Ask permission of an administrator if you need to go to your car during the school day.
- Failure to drive responsibly on school grounds will result in the loss of Parking Privileges.
- In case of special events, students will be warned about alternate parking on a given day.

Student Co-Curricular Activities

Each student at Mill River Union High School is actively encouraged to participate in as many co-curricular activities as possible, without sacrificing academic priorities.

The benefits of participation are many and lifelong (ie: teamwork, leadership, community service, self-esteem, friendships, health).

Each student participating in a co-curricular activity must, along with their parent or guardian, read the Co-Curricular Activities Policy & Regulations and sign the permission slip in order to participate. Students who create discipline problems before, during or after activities may be dropped from activities programs.

Any Mill River student participating in an athletic activity must have a current health physical and accident insurance. If you do not have personal insurance, insurance is available at the school through an

independent insurance company. Insurance forms are given to all Mill River students at the beginning of the academic year.

The following activities are available to Mill River Union High School students:

Baseball, Basketball, Cheerleading, Class Officer, Cross-Country, Football, Geo-Bee, Golf, Key Club, Mathcounts, Odyssey of the Mind, Peer Tutor, Skiing, Snowboarding, Soccer, Softball, Stage 20, Stage 40, Student Council, Yearbook, Wrestling, Unified Bowling, Model United Nations, and Rock Climbing.

If a student is interested in a co-curricular activity not listed above, please see the Athletic Director or an Administrator.

Mill River Union High School wishes to maintain a reputation for excellence that is reflected in the behavior of the students who represent the school during all co-curricular activities. The school wishes to encourage a sense of pride and responsibility in all participants. People see and judge the school by the students who represent it, wherever they may be.

The following rules govern all co-curricular activities. Parents and students should be familiar with them. No student should expect to participate in a co-curricular activity unless he/she is willing to follow these rules. All rules must be followed in order to maintain eligibility.

1. A high school student will be academically ineligible to participate in a co-curricular activity if he/she is failing more than one class at the end of a marking period. Academic eligibility shall be determined on the Friday of the week following the close of each marking period. Academic eligibility will be determined by marking period grades and will carry over to the next academic year. Exceptions will be granted to those students who attend summer school or complete an approved course of study and are able to change a failing grade to a passing grade through their summer work. In no case can a student begin to participate in a co-curricular activity unless academically eligible at the time the activity begins.
2. Each Tuesday, any student, high school or middle school, who wishes to participate in the upcoming week's games/performances must fill out an Eligibility form. This form must be signed by each teacher indicating a student's successful progress in both academics and behavior. By 3:00 pm the form must be turned in to Mr. Shappy. If a student does not turn in the form, or get all the signatures, the student will be ineligible for games/performances until the next Tuesday. If a student does not get a signature, a plan will be made with the student, and communicated to parents, detailing how the student will successfully demonstrate progress the following week. The student may continue to participate in practices/rehearsals.
3. A student shall not be eligible to participate in a co-curricular activity on the same day only that he or she is absent from school or from any classes except for extenuating circumstances and only upon the approval of a school administrator. Additionally, when a student arrives late to class so that more than half of the class is missed the student will be considered absent, not tardy.
4. A student who uses, consumes, possesses, buys, sells, or gives away any illegal drug or alcoholic beverage, or misuses or involves other students in the misuse of regulated substances such as prescription drugs, or non-regulated substances such as over-the-counter medications, shall be ineligible to participate in any co-curricular activity for a minimum of three weeks. This penalty can be increased at the discretion of the school administration and/or School Board. If less than three weeks remains in an activity in which the student is currently participating the penalty shall be carried over to whenever the next scheduled activity begins, including into the next school year if the violation occurs with less than three weeks remaining in school. For the second and subsequent

violations of this rule students will be ineligible to participate in all co-curricular activities for a minimum of one full calendar year from the time of the infraction. That penalty can be increased at the discretion of the school administration and/or School Board. (See also Policy No. 5144 Alcohol and Drug Abuse)

5. A student who uses or possesses tobacco or smokeless tobacco will lose eligibility for the next two interscholastic events or will be ineligible to participate for two weeks, whichever time is greater. For a second violation the student will be suspended from participation in the activity for the duration of the activity during the current school year.
6. Students and parents or guardians must sign the Co-Curricular Policy and Regulations Permission Slip indicating they understand these eligibility rules and are willing to abide by them before the student can participate in a co-curricular activity.

Home Study Eligibility

Home study students are permitted to participate in public school co-curricular activities. To be eligible, home study students must satisfy all of the following criteria:

- The student must be enrolled in a home study program registered with the Vermont Department of Education.
- The student must have a legal residence in the school district or a legal residence in a district that does not maintain a school and pays tuition on behalf of its students to the district where the student wishes to play.
- A copy of the Vermont State Department of Education enrollment letter for the student's home study program must be presented to the principal.
- A parent or guardian must review the student's academic progress on the same schedule as the school. The standard should be consistent with those for enrolled students to determine academic progress. Although this review is conducted by the parent or guardian, the parent or guardian must certify the review to the principal.
- The student must comply with all general VPA eligibility requirements, such as physical examination, insurance and age.
- The student must comply with all school rules.

Student Records

All academic and personal records pertaining to individual students are confidential and can only be inspected by the student, parents and school officials. The entire record is to be made available for review by the student and parents (parents until the student reaches the age of 18) or to the parent of a dependent eligible student after the age of 18.

Parents shall have an opportunity for a hearing to challenge the content of their child's school record to ensure that the records are accurate. The hearing provides an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein.

Schools cannot release student records without the written consent of the parent to an individual, agency or organization other than the following:

- Other school officials within the school
- Officials of other schools or school systems in which the student is enrolled or intends to enroll.
- Where circumstances are required by law

Provisions of the NO CHILD LEFT BEHIND ACT

In the most recent authorization of the United States' Elementary and Secondary Education Act, the Congress approved giving the names, addresses and telephone numbers of students to employers, post secondary educational institutions, and the military recruiters without prior written parental consent.

A parent/guardian may request that such information NOT be released without prior written parental approval. Each school year, we will send home a form for parents/guardians to fill out and return with their decision. If the form is not returned, we will assume that the school has permission to release that information.

Technology Resources

In accordance with RSSU's Electronic Resource Policy, and other policies and laws of the State of Vermont, any activities and behaviors that threaten the integrity of computer networks or systems are prohibited on both RSSU owned and privately owned equipment operated on or through RSSU resources. These activities and behaviors include but are not limited to:

- Interference with or disruption of computer systems and networks and related services, including but not limited to the propagation of "worms," "viruses" and "Trojan horses."
- Failure to comply with authorized requests from the Technology Department to discontinue activities that threaten the operation or integrity of computers, systems or networks.
- *Negligently or intentionally* revealing passwords or otherwise permitting the use by others of RSSU assigned accounts for computer and network access. The user is responsible for all uses of their accounts independent of authorization.
- Individual password security is the responsibility of each student.
- Altering or attempting to alter files or systems that affect the RSSU network.
- Unauthorized scanning of ports, computers and networks. Attempting to circumvent data protection programs or uncover security vulnerabilities.
- Connecting unauthorized equipment (ipod's, phones or other plug and play items) to the RSSU network or computers.
- Attempting to alter any RSSU computing or network components including but not limited to server, routers, hubs, wiring and connections.
- No user will, under any circumstances, use RSSU computers or the network to harass any other person.
- Similarly, users may not use computing resources to defame, slander or libel.
- Knowingly and/or intentionally make, acquire or use illegal copies of computer software.

If there is reasonable cause (determined by RSSU administration or their designee) to believe a student engaged in any of the above activities, the following actions will be taken:

- A warning citation will be issued. Both the student and issuer will sign the citation, which will be turned into the MRUHS Assistant Principal as documentation of the infraction. Students will view the "Network Ethics" video at their own pace and when finished, will receive a certificate of completion.
- If a second infraction occurs, another citation will be issued. The student will be removed from the RSSU network for a period of one week. The student will not be allowed computer access (unless they require accommodations per RSSU administration). *The student will be responsible for making arrangements with teachers of class specific software (used in computing, accounting and AutoCAD) to make up work AFTER being reinstated to the network.* Students will not be reinstated to the RSSU network until they have viewed the "Network Ethics" video and submit a paper to RSSU administration on computing DOs and DONTs in a network setting.

- A third citation will result in a student's removal from the RSSU network for the remainder of the school year.

Withdrawal from School

When a student withdraws from school, the registrar in the Main Office should be informed as soon as possible of the last day of attendance.

The school office will provide a form to be taken to the teachers. Parents will need to sign a "Release of Records" form at the new school to authorize a transfer of records. All books must be returned and all outstanding fees paid before leaving.

Visitors

All guests and visitors must register upon entering and leaving in the main office.

Student visitors on a school related visit, must have pre-approval from the office a day in advance. All approved visitors must display their visitors pass. Passes will be assigned in the main office.

SCHOOL BOARD POLICIES

The complete text of all policies can be obtained at the office of the Superintendent, the Mill River Union main office, or on Mill River online (<http://www.rssu.org/Mill%20River%20Site/index.htm>).

Policy on Prevention of Harassment of Students

#5104

Warned: 7/15/08

Adopted: 8/6/08

I. Purpose.

The Mill River Union High School District (“the District”) is committed to providing a safe and supportive school environment in which all students are treated with respect. This policy involves incident(s) and/or conduct that occurs on school property, on a school bus or at a school-sponsored activity, or misconduct not on school property, on a school bus or at a school-sponsored activity where direct harm to the welfare of the school can be demonstrated.

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, each school shall select two or more designated employees to receive complaints and shall publicize their availability in any publication of the District/Independent School that sets forth the comprehensive rules, procedures, and standards of conduct for the school.

The purpose of this policy is to prevent harassment as defined in 16 V.S.A. § 11(a)(26) and amended by Act 91 of 2004, and to ensure that the District’s responses to allegations of harassment comply with 16 V.S.A. §565 as amended by Act 91 of 2004, Title VI and IX of the Civil Rights Act. It is the further purpose of this policy, when it is found that harassment has occurred, to ensure that prompt and appropriate remedial action, reasonably calculated to stop harassment, is taken by school district employees.

It is the intent of the District to apply and enforce this policy in a manner that is consistent with and protects students’ rights to free expression under the First Amendment of the U.S. Constitution. The District respects and promotes the rights of students and others to speak freely and to express their ideas, including ideas that may offend the sensibilities of others. However, the District does not condone and shall take action in response to behavior that interferes with the learning of students and is not otherwise protected expression.

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

(1) “Harassment” means an incident or incidents of verbal, written, visual or physical conduct based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, gender identity, or disability 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.

(2) Harassment includes conduct which violates subsection (1) of this definition and constitutes one or more of the following:

(a) Sexual harassment, 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.

- (ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.
- (iii) The conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile or offensive environment.
- (b) 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 racial customs.
- (c) Harassment of members of other protected categories, which 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, sex, sexual orientation, gender identity, or disability 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 to an employee or is the alleged victim in a report made by another alleging conduct and/or incident(s) that may rise to the level of harassment.
- D. "Employee" includes any person employed directly by or retained through a contract with the District, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, "agent of the school" includes supervisory union staff.
- E. "Designated Employee" means an employee who has been designated by the District to receive complaints of harassment pursuant to 16 V.S.A. § 565(c)(1). See Appendix A.
- F. "Principal" means the building level administrator, or his/her designee, at an independent or public school designated by a school governing board to be a school principal, headmaster, or technical center director.
- G. "School administrator" means a superintendent, principal/head of school/technical center director or his/her designee.
- H. "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.
- I. "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.

III. Reporting of Student Harassment Complaints

- A. A student who believes that s/he has been harassed, or who witnesses conduct that s/he believes might constitute harassment, should report the conduct to a designated employee, or to any other school employee.
- B. When a student reports such conduct to a school employee, other than a designated employee, that school employee shall refer the report to a designated employee.
- C. An employee who witnesses conduct that s/he believes might constitute student harassment under this policy shall take prompt and appropriate action to stop the conduct and immediately report the conduct to a designated employee.
- D. Any other person who witnesses conduct that s/he believes might constitute student harassment under this policy should report the conduct to a designated employee.

E. Consistent with this policy and 16 V.S.A. §565, the Superintendent or Principal shall develop procedures regarding the reporting of student harassment complaints and the District's handling of such reports.

F. Annually, the District shall select two or more designated employees to receive complaints and shall publicize their availability.

G. 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.

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

IV. Procedures Following a Report

A. Notification: Upon receipt of a complaint of harassment the designated employee shall immediately inform the school administrator (or designee) 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.

B. Investigation: Unless special circumstances are present and documented, such as reports to the Department for Children and Families ("DCF") or the police, the school administrator (or designee) 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 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: 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 discipline policy, applicable statutes, or collective bargaining agreements.

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 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 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 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 antiretaliation provision regardless of whether the underlying complaint of harassment is substantiated.

V. Confidentiality; Notification of Results; and Record Keeping.

A. The privacy of (1) the complainant, (2) the accused individual, and (3) 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. Subject to state and/or federal laws protecting the confidentiality of personally identifiable student information, the complainant and the accused individual shall be informed in writing of the results of the investigation. If either the complainant or the alleged individual is under the age of 18, subject to the above limitation, his or her parent(s) or guardian(s) shall be provided with a copy of this policy and related procedures, notified when an informal resolution to a harassment complaint is attempted, notified when a complaint is filed, and notified in writing of the investigation results. An authorized school official may seek waiver of confidentiality rights in order to inform the complainant of remedial measures undertaken.

C. The Superintendent or Principal 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. The report of the investigation shall be kept for at least six years after the report is completed.

VI. Mandatory Reporting to State Agencies.

A. If a harassment complaint is made that conduct by a licensed educator might be grounds under the State Board of Education Rules for suspension or revocation of a license or endorsement, the Principal shall report to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner.

B. When a person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq., determines that a complaint made pursuant to this policy must be reported to the Commissioner of the Department for Children and Families, he or she shall make the report as required by law and related District policy. If the victim is a vulnerable adult, as that term is defined in 33 V.S.A. §6902(14), the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6903 and 6904.

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

VII. Dissemination of Information, Training, Comprehensive Plan for Responding to Student Misbehavior and Data Gathering.

A. Dissemination of Information. Annually, prior to the commencement of curricular and co-curricular activities, the District shall provide notice of this policy and its 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. The Superintendent or Principal shall develop age-appropriate methods of discussing the meaning and substance of this policy with students and staff to help prevent harassment. Training may be implemented within the context of professional development and the school curriculum to develop broad awareness and understanding among all members of the school community. Staff training shall enable staff to recognize, prevent and respond to harassment.

C. Comprehensive Plan for Responding to Student Misbehavior. The District's comprehensive plan pursuant to 16 V.S.A. §1161a(a)(6) shall include provisions that promote the positive development of youth and actions to prevent misconduct from escalating to the level of harassment.

D. Data Gathering. The District shall provide the Vermont Department of Education with data requested by the Commissioner.

VIII. Complaints to the Vermont Human Rights Commission and the U.S. Office of Civil Rights.

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

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

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

Legal References:

Act 91 of 2004 (2004 Vt. Laws Act 91)

21 V.S.A. § 495(5) (retaliation)

33 V.S.A. §§ 4911 et seq. (child abuse)

9 V.S.A. §§ 4500 et seq. (public accommodations; retaliation)

20 U.S.C. §§1681 et seq. (Title IX, Civil Rights Act)

34 C.F.R. Part 106

42 U.S.C. §2000d (Title VI of the Civil Rights Act of 1964)

20 U.S.C. §1232g; 34 C.F.R. Part 99 (FERPA)

Davis v. Monroe County Board of Education 526 U.S. 629 (1999)

Franklin v. Gwinnett 503 U.S. 60 (1992)

Saxe v. State College Area School District, 240 F. 3d 200 (3rd Cir. 2001)

Washington v. Pierce, 179 VT 318 (2005)

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);

See 16 V.S.A. §565(d).

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.

Cross References. 1. See MRUHS District Policy #4551 for Harassment of Employees.

2. See MRUHS District Policy #5145 for Reporting Suspected Child Abuse or Neglect.

3. See MRUHS District Policy # 5100 for Student Conduct and Discipline.

4. See MRUHS School District Policy # 5112 for Student Records and Family Privacy.

APPENDIX A

Designated Employees

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

Name: Andy Pomeroy

Title: School Principal

Contact information: 775-1925, ext. 254

Name: Katherine Fogg

Title: Middle School Director, Grades 7-8

Contact information: 775-1925, ext. 265

Name: Craig Shappy

Title: Assistant Principal, Grades 9-12

Contact information: 775-1925, ext. 256

Hazing Policy #: 5105

Warned: 8/8/07

Adopted: 9/19/07

It is the policy of the Mill River Union High School 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

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

Examples of hazing include:

- Any type of physical brutality such as whipping, beating, striking, branding, electrical shocks, placing a harmful substance on or in the body, or other similar activity; or
- Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or other activity that creates or results in an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; or
- Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects a student to an unreasonable risk of harm; or
- Activity that induces, causes, or requires a student to perform a duty or task, which involves the commission of a crime or an act of hazing.
- Hazing shall not include any activity or conduct that furthers the legitimate curricular, extracurricular, or military training program goals provided that the goals are approved by the Mill River Union High School District and provided that the activity or conduct furthers those goals in a manner that is appropriate, contemplated by the School Board, and normal and customary for similar public school programs. An example of this exception might be reasonable athletic training exercises.

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

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

4. **Principal** means the Principal of a school or the director of a technical center or any person designated by them to carry out a particular function.

5. **Student** means any person who: (1) is enrolled in any school or program operated by the Mill River Union High School District, (2) has been accepted for admission into any school or program operated by Mill River Union High School District, or (3) intends to enroll in any school or program operated by the Mill River Union High School District during any of its regular sessions after an official academic break.

Notification of Hazing Policy

Annually, the student handbook, which shall be presented to students prior to the commencement of any academic courses, shall contain: (1) a description of this hazing policy in age-appropriate language, (2) examples of hazing, and (3) a listing of those persons whom the Board has designated to receive reports of hazing. The schools of the District also shall effectively inform students about the substance of this hazing policy and its procedures by (specify date).

Each student who participates in a co- or extra-curricular activity that begins prior to the commencement of any academic courses shall be provided by the coach or supervisor of the co- or extra-curricular activity a copy of the excerpt from the student handbook regarding the hazing policy prior to the first practice session. Each coach or supervisor of a co- or extra-curricular activity shall orally explain to participants the prohibition against hazing, the reasons for the prohibition, and the potential consequences to participants and, in the case of a club or an athletic team, to the club or team itself.

Annually, custodial parents and guardians of students shall be provided a copy of this hazing policy prior to the commencement of co- or extra-curricular activities.

Annually, staff members shall be provided with a copy of this hazing policy prior to the opening of school. Coaches or supervisors of co- or extra-curricular activities shall be provided a copy of this hazing policy upon employment by the District.

Reporting of Hazing

Students who have reason to believe that an incident of hazing might or did occur shall report such belief to any coach of an extracurricular team, teacher, school nurse, guidance counselor, or school administrator. Staff members who have received such a report from a student or who otherwise have reason to believe that an incident of hazing might or did occur shall report such belief to the Principal of the school, or, in the event of the unavailability of the Principal, or to the designated person. The report may be in writing or orally. If the report is made orally, the receiver shall make a written record of the report.

It shall be a violation of this policy for a person to retaliate against a student or other person for reporting a suspected incident of hazing or cooperating in any investigation or disciplinary proceeding regarding an incident of hazing.

It is possible that an incident of hazing might also fall within the definition of abuse, neglect, or exploitation as those terms are defined in 33 V.S.A. §4912(2) and 33 V.S.A. §§6902(1), (7) and (9). Reporting a suspected incident of hazing to the Principal does not relieve the reporter of any obligations additionally to report such suspicions to the Commissioner of the Vermont Department of Social and Rehabilitation Services as set forth in 33 V.S.A. §4914 or to the Commissioner of the Department of Aging and Disabilities as set forth in 33 V.S.A. §6904 as outlined in policy F8.

Investigation of Reports of Hazing

The Principal, or designee, upon receipt of a report of hazing, promptly shall cause an investigation to commence. The investigation shall be timely and thorough and the findings and conclusions of the investigation shall be reduced to writing. Unless there are exceptional circumstances, the investigation shall be concluded within ten school days.

Disciplinary Action

It is not a defense in a disciplinary proceeding under this policy that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

1. If the investigation concludes a student committed an act of hazing or otherwise violated this policy, that student shall be subject to appropriate disciplinary action, including but not limited to suspension or expulsion from co- or extra-curricular activities or from school. Any disciplinary action against a student shall be subject to the procedures set forth in this policy.
2. If the investigation concludes that a staff person committed an act of hazing or otherwise violated this policy, that person shall be subject to appropriate disciplinary action in accordance with applicable law and the provisions of any applicable collective bargaining agreement or other contract.
3. If the investigation concludes that an athletic team or other co- or extra-curricular activity or organization knowingly permitted, authorized, or condoned hazing, disciplinary action may be imposed against the team, activity or organization, including cancellation of one or more athletic contests or the entire athletic season, or revocation or suspension of an organization's permission to operate or exist within the District's purview.
4. Acts of hazing may also be illegal and may be prosecuted under 16 V.S.A. §§140b-140d or other state law.
5. Nothing in this policy shall limit or preclude the Mill River Union High School District from disciplining a student or other person affiliated with the Mill River Union High School District under any other Mill River Union High School District policy as well as under the terms of this policy.

Training of Staff

The Principal shall ensure that each staff member, with particular emphasis on staff members who are coaches or supervisors of co- or extra-curricular activities, receive training in preventing, recognizing and responding to hazing.

Reporting Incidents of Hazing to Law Enforcement Officials

All staff members are subject to the confidentiality requirements of the Family Education Rights and Privacy Act (20 U.S.C. §1232g and 34 C.F.R. Part 99). Accordingly, information deriving from student records (if the information is obtained through other means, the restrictions of FERPA do not apply) which is personally identifiable, may not be disclosed without parental consent unless it meets one or more of the exceptions specified in 34 C.F.R. Part 99. Certain of these exceptions, depending upon whether the circumstances meet the conditions set forth in those exceptions, may permit the reporting of hazing to law enforcement officials. Those relevant exceptions are:

1. Where there is a health or safety emergency;
2. Where the information has been subpoenaed; or
3. Where the records in question are created and maintained by a law enforcement unit established by the school.

Legal Reference(s): 16 V.S.A. §11(a)(30) (Definition of hazing)

16 V.S.A. §§140a-140d (Hazing)

16 V.S.A. §165(a)(1), (8) (School Quality Standards)

16 V.S.A. §565 (Powers of school boards)

20 U.S.C. §1232g (FERPA)

34 C.F.R. Part 99 (FERPA rules)

Cross Reference: Reporting Suspected Child Abuse or Neglect (F8)

Harassment of Students (F20)

Pupil Privacy Rights: Student Surveys

#5113

Warned: 2/4/06

Adopted: 2/15/06

It is the intent of the Mill River Union High School Board to comply with the provisions of the federal Pupil Privacy Rights Amendment (PPRA) governing the administration of student surveys, analyses or evaluations.

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 identifiable 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 stepparent 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.

Policy

- 1) No student shall be required, without parental consent, to take part in a survey, analysis or evaluation concerning:
 - a) political affiliations or beliefs of a student or a student's parents;
 - b) mental or psychological problems of a student or student's family;
 - c) sex behavior or attitudes;
 - d) illegal, anti-social, self-incriminating and demeaning behavior;
 - e) critical appraisals of other individuals with whom student respondents have close family relationships;
 - f) legally recognized privileged or analogous relationships, such as those of lawyers, physicians or members of the clergy;
 - g) income (other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such program);
 - h) or religious practices, affiliations, or beliefs of the student or the student's parents.
- 2) 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.
- 3) Parents shall be notified at least annually, at the beginning of the school year or when enrolling students for the first time in district schools, of this policy. 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:
 - a) the collection, disclosure and use of personal information gathered from students for 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.
 - b) the administration of any survey that includes the subject areas listed above; or
 - c) the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and not necessary to protect the immediate health and safety of a student or other students and not otherwise permitted or required by State Law.
- 4) In addition parents shall be notified, through U.S. Mail, email or other direct means, at least annually at the start of each school year of the specific or approximate dates of any activities described in subparagraphs 1-3 above, and shall be provided an opportunity to opt out of participation in these activities.
- 5) Parents shall have the right to inspect, upon request, any instructional material used as part of the educational curriculum.
- 6) The superintendent or his or her designee shall develop administrative procedures as required to ensure implementation of this policy.

Legal Reference: Protection of Pupil Rights, 20 U.S.C. § 1232h

Questioning or Searches of Students by Law Enforcement Personnel or Other Non-School Personnel

#5117

Warned: June 8, 2002

Adopted: June 19, 2002

School employees are not the agents of law enforcement officials. For purposes of law enforcement questioning, searches and/or seizure may occur on school property under the guidelines outlined in this policy.

Guidelines:

1. Search and/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis authorizing such search and/or seizure.
2. No questioning by non-school personnel of a student under the age of eighteen who may be accused of an offense shall occur without the knowledge of a school administrator and the knowledge and permission of the parent(s) or guardian(s) who will have been given the opportunity to be present at the time of the questioning. Questioning may, however, take place without notification of parents if such question is 1) part of a child abuse, neglect or other investigation conducted by the Department of Social and Rehabilitation Services in accordance with Chapter 49 of Title 33 of the Vermont Statutes Annotated; or 2) required due to an emergency or urgent potential danger to life, or property, as determined by the Principal, and reasonable efforts to notify the student's parents are unsuccessful.
3. Any questioning by non-school personnel must be conducted in private with the Principal or his or her designee present.
4. The School Resource Officer is not considered a school employee for the purpose of questioning; therefore, students may decline at any time to be interviewed by the School Resource Officer. A student may also decline to be interviewed by outside law enforcement personnel.
5. A student may not be released to the custody of persons other than a parent or legal guardian, unless placed under arrest by legal authority. See #2.2
6. If a student is removed from the school by legal authority, the student's parent(s) or guardian(s) should be notified of this action by school officials as soon as possible.

Legal Reference(s): 33 V.S.A. 4915 (Child Welfare Services)

Cross Reference: Search and Seizure (5116)

Student Conduct and Discipline (5100)

SEARCH AND SEIZURE POLICY

5116

It is the policy of the Mill River School District to maintain school property to assure the safety and enjoyment of students, school employees and the general public and to extend the useful life of the school facilities.

To carry out this policy the school retains the right to examine all its property and to carry out searches or to seize property under the guidelines provided in this policy.

Guidelines for Searches and Seizure

1. Desks, lockers, textbooks and other materials or supplies loaned by the school to students remain the property of the school, and may be opened by school employees for cleaning, maintenance or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated and a report will be made to the Principal who will determine whether further investigation is warranted.
2. School property may also be searched by school employees upon reasonable suspicion on the part of the Principal, Assistant Principal, or Superintendent that a law or school policy is being violated.
3. Searches of students' persons, personal effects or vehicles may be conducted if there is reasonable cause to believe that such search will produce evidence of a breach of school policy or law. Search of a student's person will be conducted by a school employee of the same sex whenever possible and in the presence of another school employee.
4. School employees are not the agents of law enforcement officials. Search and/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exists authorizing such search and/or seizure, and when the requirements of the Board's policy on interrogations by law enforcement officers have been complied with.
5. Copies of this policy will be distributed to students when they enroll in school, and will be included in the student handbook given to students and parents at the beginning of each school year.

Legal References(s): New Jersey v. T.L.D., 105 S.Ct. 733 (1985)
Vernonia School District v. Acton, 115 S.Ct. 2386 (1995)
M.M. v. Anker, 607 F.2d 588 (2d Cir. 1979)

Cross Reference: Interrogation or Searches of Students by Law Enforcement Officers or Other Non-School Personnel (5117)

Student Conduct and Discipline (5100)

SCHOOL ATTENDANCE POLICY #5110

Warned: 4/22/00

Adopted: 5/03/00

By Vermont law a student is required to attend school for the full number of days that school is in session. Absences may be excused for illness, medical appointments, and for family or legal circumstances prearranged by parents/guardians.

Pupils who frequently arrive late to class or who are often absent from school disrupt the continuity of the classroom instructional process. The regular contact of pupils with one another in the classroom, and their participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this process. The school cannot properly teach pupils who are absent from class or frequently late to class. When students are absent or tardy the benefit of regular classroom instruction is lost or reduced and cannot be entirely regained. Thus, schools have the consistent obligation to require that their pupils attend school and be present for the full school day in order that they may be taught. The responsibility for regular student attendance lies primarily with the pupil and the parent.

This policy is designed to emphasize the School Board's position on absenteeism and tardiness, to outline responsibilities of students, parents, and the school relative to student attendance, and to briefly describe possible consequences for failing to comply with the policy.

Responsibility of School

The school, through its administrative procedures, will outline the manner in which it will collect, record, and maintain attendance data. This will include verification of excused absences and excused late arrivals to school, and follow-up procedures for excessive absences and excessive late arrivals to school. Procedures will also define when an absence or late arrival to a class can be excused, and when absenteeism and tardiness (either excused or unexcused) is considered excessive. Also, these procedures will indicate the manner in which the school and parents will work together to improve school attendance. A summary of this policy and accompanying procedures should be included in the school's student handbook.

Absent from School - Student Responsibilities and Consequences

The student is responsible to be in attendance for all days that school is in session, unless he/she is excused. When a student is absent he/she is required to make up all work and may also be required to make up the actual time missed. For excessive absences (either excused or unexcused) the student may be subject to the following consequences: 1) Assigned to make up time after school or on Saturday in order to make up academic work; 2) Lowering of course grade; 3) Suspension of eligibility to participate in co-curricular activities; 4) Loss of course credit; 5) Required to meet with the School Board; 6) Subject to juvenile court petition; 7) Suspension.

Late to School - Student Responsibilities and Consequences

The student is responsible for arriving on time to school. When a student is tardy to school he/she is required to make up work missed. For excessive late arrivals (either excused or unexcused) a student may be subject to the following consequences: 1) After school detention; 2) Lowering of course grade; 3) Suspension of driving privileges; 4) Suspension of eligibility to participate in co-curricular activities.

Late to Class - Student Responsibilities and Consequences

The student is responsible for arriving on time to class. When a student is tardy to class, he/she is required to make up work missed. For excessive tardiness (either excused or unexcused) a student may be subject to the following consequences: 1) After school detention; 2) Lowering of course grade. Additionally, when a student arrives so late to class that more than half of the class is missed the student will be considered absent, not tardy.

Responsibilities of Parent/Guardians

It is the responsibility of the student's parent or guardian to see that he/she is in attendance for all days that school is in session, unless excused for legitimate reasons. The parent or guardian is requested to call the school in the morning of the absence to notify school officials of the reason for the absence. A note from the parent or guardian should be brought by the student upon his return to school. For excessive absences the parent or guardian may be: 1) Required to substantiate absences with a doctor's certificate; 2) Required to meet with the School Board; 3) Prosecuted as provided by Vermont Statute. The student's parent/guardian is also responsible to see that the student arrives on time to school. The parent/guardian is requested to provide a note explaining the late arrival either on the day the student is late or the next school day. School administrators will determine if a late arrival can be excused, but failure to provide a note, except in extenuating circumstances, will result in a determination that the late arrival is unexcused.

Loss of Course Credit

1. Students who are absent more than 10 days in a half-year course and 20 days in a full-year course shall be denied credit toward graduation and assigned an IN for all such courses. (The above number of days will be prorated for less than half-year courses or less than full-year school membership).
2. All absences will count toward the total number of absences per semester/year except where the following condition apply:
 - a. Doctor's written statement
 - b. On school-sponsored trip or participating in school-related activity
 - c. Other extenuating reasons approved in advance by the administration
3. Notification to Parents – To keep parents informed, notices will be sent after the 5th and 11th absences in a semester course and following the 8th, 16th, and 21st absences in a full year course.
4. Appeals procedures – The student and parent/guardian may request a hearing when loss of credit is imminent due to excessive absences. This hearing procedure will include the following and application must be completed within 30 days of an attendance notification.
 - a. Completion of an application request for a hearing
 - b. Meeting with administration to review application
 - c. Administration prepares recommendations for School Board
 - d. Formal hearing with School Board
 - e. School Board decision

Refer to Board Policy #5110

Bullying Prevention Plan

1. Notice of Prohibition Against Bullying and Anti-Bullying Interventions

The Mill River Union High School District recognizes that students should have a safe, orderly, civil and positive learning environment. As a result of Act 117 of 2004, An Act Relating to Bullying Prevention Policies, the following is intended as an insert to the Vermont Department of Education Guidelines for Discipline Plan Development (June 2003) for use in addressing bullying in schools. 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 a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined below, still may be subject to intervention and/or discipline under another section of the discipline plan or a discipline policy. The Mill River Union High School District shall:

- (a) Include the prohibition against bullying in the student and faculty/staff handbooks and in other ways make students and adults aware of the prohibition against bullying, the penalties for engaging in bullying, and the procedures for reporting bullying.
- (b) Develop strategies for school staff to prevent and intervene in bullying.

2. Definition

Bullying means any overt act or combination of such acts directed against a student by another student or group of students which:

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

Conduct that might otherwise be considered bullying but 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. 1161(a) and 1162; however, such misconduct would not meet the definition of bullying.

3. Reporting, Investigating, and Notifying Parents of Bullying Reports

To address bullying, the Mill River Union High School District:

- (a) Encourages students or adults to report personally or anonymously, acts of bullying, to teachers or school administrators. Any student or adult, who knowingly makes false accusations regarding bullying, may be subject to disciplinary action. The Mill River Union High School District has established the following methods of such reporting:
 - Anonymous Reporting: Place in an envelope and deliver to office personnel, teacher, administrators or school resource officer.
 - Personal Reporting: Complaints of bullying may be made to a teacher or administrator. All complaints will ultimately be directed to an administrator.
- (b) Encourages parents or guardians of students to file written reports of suspected bullying. See (a) above.
- (c) Requires teachers and other school staff who witness acts of bullying or receive student reports of bullying to promptly notify an administrator.
- (d) Requires an administrator to accept and review all reports of bullying, including anonymous reports. If after initial inquiry, an anonymous or oral report appears warrant further investigation, school districts shall promptly continue with an investigation. School administrators shall investigate any written reports.
- (e) As with any other disciplinary action, requires school staff to notify the parent or guardian of a student who commits a verified act of bullying of the response of the school staff and consequences that may result from further acts of bullying.
- (f) To the extent permitted under the Family Educational Rights and Privacy Act, (FERPA) requires a school administrator to notify the parent or guardian of a student who is a target of bullying of the action taken to prevent any further acts of bullying. FERPA is a federal law designed to protect the confidentiality of student records and the school district must comply with this law, as well as a similar state law. When the school administrator contacts a parent about the school district's response to a bullying incident, he/she may discuss information about an investigation and corrective action taken, but only to the extent that it may be done without disclosing information about any students other than the student subjected to the bullying.

4. Data Gathering

The Mill River Union High School District delegates the responsibility of data collection to an administrator. He/she shall collect data on the number of reported incidents of bullying and the number of incidents that have been verified and to make such data available to the Commissioner of the Vermont Department of Education and to the public. See the Department's Safe Schools Web Page (www.state.vt.us/educ/new/html/pgm_safeschools.html#data) for further information on data gathering.

CALENDAR (back cover)