

Enosburg Falls Middle School
STAFF HANDBOOK
2016-2017

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ENOSBURG SCHOOLS' MISSION

The mission of Enosburg Schools is to create an environment conducive to the expansion of knowledge: the learning of technical, creative, and academic skills; and the appreciation of cultural diversity. This environment shall empower students to realize their potential in cooperation with peers, educators, parents, and the community.

FNESU MISSION

The mission of the Franklin Northeast Supervisory Union (FNESU) Learning Community is to adopt, promote, and support high expectations for all its members. FNESU will use data and research-based best practices to make informed decisions so that all children learn and succeed in each area of development.

FNESU VISION

FNESU believes that working as a Professional Learning Community will lead to achievement of our mission. FNESU members will:

- Unite to achieve a common purpose and clear goals;
- Work together in collaborative teams to build capacity and promote ongoing professional learning;
- Seek and implement promising strategies for improving student achievement on a continuing basis;
- Monitor each school's progress; and
- Demonstrate a personal commitment to the academic success and general well-being of all students.

Accidents

All accidents or injuries to employees must be reported to the nurse's office immediately. All staff members are required to see the nurse and have an accident report *at the time of the accident*. The information will then be forwarded to the central office to be reported to our insurance carrier. Any accident resulting in even a minor injury to a student should be reported to the teacher in charge immediately and notification made to nursing office.

ATTENDANCE

Teachers will take attendance in the first 5 minutes of each class, and enter it into PowerSchool. If a student comes after attendance is taken, please mark them tardy and notify the office. Before a student leaves for an early dismissal, please check that they have a signed pass from the office. Do not let a student leave your class for an early dismissal if they do not have a pass.

COMPUTER USAGE

Teachers have access to laptops, iPads, and other devices to assist in planning and implementing their instruction. All teachers must follow the Enosburg Town School District Acceptable Use Policy. It is an expectation that all teachers will read email daily, as there are updates to school events, information about curriculum mapping and other initiatives that are important for improved student learning.

CURRICULUM MAPPING

It is the expectation of the FNESU that teachers will map their curriculum on an on-going basis as they plan for instruction. The work will be documented on the school district's curriculum mapping application, Rubicon Atlas. Throughout the school year, inservice days, common planning time, after student hours, and special release times are examples of times when curriculum mapping work can be completed in addition to regular prep periods. Teachers are expected to complete the Essential maps on Rubicon and do not need to complete the diary maps unless they find them beneficial.

EFMS DISCIPLINE PROCEDURES

Use of Opportunity Room

- Handle issues in class when possible (don't undermine your own authority)
- Draw the line at disrupting learning environment and/or unsafe behavior
- Don't send students for silly things like not having homework done or not having a pencil
- If you are going to send a student (unless you just want an extra "time-out") write them up
- Try to use 3-step approach: 1)warning, 2) timeout, 3) Send to opportunity room
- Always follow through on what you say you are going to do, try to leave emotion out of discipline, and be consistent throughout the year.
- The Student Behavior Rubric will be utilized to determine a student's consequences.
- If a student's discipline exceeds the rubric, please assist in developing a specific behavior plan.

Detentions/Suspensions

- Appropriate consequences for student behavior will be given according to our school continuum of behavioral supports. The administration of such consequences is the domain of the principal and planning room coordinator.
- Remember: Behavioral consequences are intended to bring about a change in a specific student behavior. Consequences ARE NOT given as retribution. In each instance the consequence that will bring about the most positive change in a student's behavior will be selected.
- Serious infractions (fighting/ major policy violations,) can lead directly to suspension.
- Student detentions will be coordinated with the Principal and the Opportunity Room Staff and will begin at end of school as scheduled.

Discipline Forms

- Please be sure to complete a planning room referral form as soon as you can after a student incident. Without the form the planning room coordinator cannot complete processing the incident with the student.
- Remember that these forms are sent home to parents. Be clear in your description of the incident, **DO NOT** include names of other students involved (but be sure to explain who was involved to the principal or planning room coordinator), and please do not include recommendations for consequences.

Code of Conduct

- Refer students to these behavioral expectations
- Make sure to review these expectations with your classes from the first day of school.
- Be sure that the expectations are prominently posted in all classrooms.

Harassment & Bullying

- Do not ignore these behaviors – Intervene immediately.
- Report all major offenders.
- The principal will address these behaviors on a regular/ongoing basis with students as needed.
- All investigations into major harassment will be archived at central office.

Dress Code

- If clothing violates the dress code ask student to change/ or send to office. If student refuses, don't get into a power struggle.

Electronic Devices (not including laptops)

- Need to be in lockers turned off during school day unless special teacher permission is given.
- Violations: confiscate and give to me – 1st offense students gets back at end of day- subsequent offenses parent must come in to get device.

Calling In/Reporting an Absence

Any leave you plan to take in advance should be reported by filing a completed sub sheet as soon as possible with the office. The earlier we can make arrangements the more likely we will find a suitable substitute for your absence. In the event you need to call in sick or use emergency leave, call the main high school number (933-7777) and leave a voice message in the general mailbox that includes where your lesson plans for the day can be found. If you elect to email your plans to Kelly, please make sure that you cc Rachel and submit the plans before 8:00 am so that we can get the sub set up. Absences also need to be submitted online for approval using the iVisions platform. Please contact Dominic in central office if you need assistance setting up or accessing this site.

Certification

Teachers are required to keep certification (licenses) up-to-date and in force at all times. Inquiries and changes in certification should be discussed with your LSB representative. Every teacher, but especially new teachers, should confer with the LSB representative at the beginning of the school year. Our LSB rep is Patty Hathaway.

Child Abuse

Any teacher who suspects child abuse is required by law to make a report to the Department for Children and Families (DCF) within 24 hours, (*T.33 VSA 4913*). Revisions to *T.33 VSA 4913* have changed the expectations around mandatory reporting. The standard of reporting moves from “cause to believe that any child has been abused or neglected,” to “reasonably suspects abuse or neglect of a child.”

Additionally, the mandatory reporter is required to make the report themselves and it must happen within 24 hours. The report requirement starts as soon as the abuse or neglect is suspected—you do not need to have all evidence to make a report. Report what you have and make a follow-up call later if needed. An administrator or guidance counselor can no longer call for you, but they can assist you when making the report. When reporting, do try to gather all information possible (who, what, where, when, how) and avoid asking students leading questions. **The DCF hotline number is 1-800-649-5285.** If a child reveals information that you suspect may be reportable and you need coverage for your classroom to make a report, contact the office for assistance with this. At the end of this handbook, there is a copy of an electronic form to be used to record a report that you have made to DCF.

Confidentiality - FERPA

All information pertaining to students that you are privy to only because you work at the school is confidential. Discussing anything about a student with anyone other than another school employee working with the student and/or the parent/guardian is a breach of his or her confidentiality. Please see the complete school board policy referring to confidentiality in the policy section of this handbook.

Contracted Staff School Day

According to the EFTA 2012-2015 Master Agreement, all contracted teaching staff are expected to be here no later than **7:45 a.m. and remain until 3:45 p.m.** Two days (Monday and Wednesday) professional learning time will be set by administration and two days will be individually set by teachers. All days must total 8 hours with the exception of Friday afternoons (or the final student day of the week), when teachers may leave when the students leave. If an emergency comes up please inform the principal of the situation. Para-educators workdays are determined in their support staff contracts.

Copying

All copyright laws need to be followed.

DUTY OF CARE

All certified teachers are expected to be providing supervision and care to students who are in their classroom. Never leave students unattended.

Dismissal

End of the day dismissal for students will occur at approximately 2:47 pm.

EST – Educational Support Systems

The EFMS EST team will meet Tuesday mornings, from 7:45 – 8:15. Students can be referred to the EST team by filling out the appropriate referral form and giving it to a team member.

EVALUATIONS

Principals and other SU administrators will be using TeachPoint to conduct teacher walkthrough observations throughout the year. The walkthrough and summative evaluation form have been revised this year to tighten and clarify alignment and to clarify meaning. The TeachPoint form now more clearly matches the language of the summative form. Additionally, administrators have created a document that helps describe each element on the TeachPoint form and provides resources such as articles and videos to go along with the elements. This document will be shared with all teachers as a resource. I will be using the form for walkthroughs and will make every effort to discuss feedback in person. The goal for all administrators this year is to be in each teacher's classroom for a minimum of 200 minutes.

If you are in the first two years of contract in Enosburg there will 300 minutes of observation and two summative evaluations throughout the year. The mid-year evaluation may just be an extended walkthrough with before and after discussions.

You are not obligated to respond in the dialogue boxes, but hopefully we can develop a habit of constructive dialogue to continuously improve our instruction and curriculum. When you are due for a summative evaluation, I will meet with you to determine when the evaluation will take place. A copy of a blank summative evaluation form will be provided at August in-service. Summative evaluations include:

1. Evidence gathering (everything counts)
2. Walk-through observations
3. End of the year reflection
4. Student surveys

Fire Drills and Lockdowns

As in the past we will hold fire drills or lockdown drills on a monthly basis. Please be sure when leaving your classroom that you bring your class list so that all can be accounted for.

Fire Drills: Proceed quietly with your class down the stairs in the back end of the middle school hallway, and exit through the door opening on School Street. Do not lock your classroom door. Then proceed across the street and into the park. Wait quietly with students until the principal gives further instruction.

Lockdown: Locate a spot in the classroom where students and staff can gather that is away from windows and out of sight of the classroom door. Make sure the classroom door is locked, and that the window on the door is as covered as possible. Wait quietly with students until the all clear signal is given.

Clear the halls: All students and staff are to leave the hallway area and enter a classroom. Regular classroom activities can continue, but no one is to go back into the halls until the all clear signal has been given. Remember to pull your door shade down as you would for a lockdown.

GOAL SETTING

Teachers will develop two goals for the school year. Please submit goals to the principal by September 30th, 2016. One goal will be focused on teaching practice and will be inked to the peer observation structure. The second will be a Team Member Goal that is also due by September 30th.

HOMEWORK

-All homework should be meaningful and relevant.

-Please do not assign busy work.

-Teachers should update the appropriate Homework calendar/website EACH day.

INSERVICE

All certified teachers who are working full time have to participate in 9 inservice days this school year.

August 23	District	(1.0)
August 24	Local	(1.5 includes evening)
August 25	Local	(0.5 morning only)
August 30	Local	(1.0)
September 21	Local	(0.5 evening for open house)
October 21	District	(1.0)
November 10	Local	(0.5 evening for conferences)
November 21	District	(1.0)
March 30	Local	(0.5 evening for conferences)
March 31	District	(1.0)
June TBD	Local	(0.5 8th grade graduation)

INSTRUCTIONAL PRACTICES

Set high expectations for all students-this matters. Expect all students can achieve a high standard of behavior and academic rigor. Three keys to success with kids:

1. This is a safe place
2. I am interested in you as a person
3. I will see that you succeed

Leaving During the School Day

To assist the office in locating staff during the day, please let the office know when you leave the building during the day. This will help Kelly Gervais if you receive phone calls or if someone is looking for you.

Mailboxes in the OFFICE

Please be sure to empty your mailbox on a daily basis, so that new mail can be added.

Money

Please do not leave money or other valuables in your room. In the past we have had unfortunate incidents where staff have lost money or valuables.

THE PRINCIPAL'S NOTE (email)

The Principal's Note memo will continue this year in the form of an email to the ehornets.org account. I will send out the email on the Sunday and will cover any upcoming announcements or reminders.

Reading the memo is a weekly expectation, as is reading the superintendent's E-Paper.

QUARTERLY PRINCIPAL MEETINGS

At the start of each quarter the principal will schedule individual principal meetings with each teacher to discuss any aspect of that teacher's class or curriculum that he or she might wish to discuss. This is an informal check-in time.

RETIREMENT ACCOUNTS

All employees are eligible for 403b retirement account. Please see the information in the staff room about the Great West Retirement Company options.

School closing - ALERT Now

Please be informed of the possibility of a delayed opening instead of canceling school because of bad weather. This will be an alternative to missing a whole day of school especially when the early morning hours are usually the only portion of the day that are affected by bad weather. We do not make up a day of school for a delayed opening. The plan is as follows: In the event of a snowstorm or severe weather, the superintendent will make the decision whether school will be closed. If there is a delay, it will be a two-hour delay. Contracted staff should be in by 9:45 a.m. on delayed openings.

Staff PLC Meetings

Staff PLC meetings will take place on Mondays throughout the year from 3:00 to 3:45pm. A PLC meeting is one that is based in teacher collaboration and focuses on student improvement. These meetings are mandatory though reasonable exceptions will be made upon request. Our PLC time will be dedicated to improving instructional planning, delivery, formative assessments, and the creation and revision of rubrics. This will be a collaborative environment that will be dedicated to working together on continuous improvement of student learning.

Substitute Teachers

When it is necessary to arrange for a substitute, please follow the substitute procedures outlined. You may choose to send in alternative plans with a colleague, or email to Kelly Gervais. Detailed instructions must be available for the substitute to use with your class(es). Plans need to include:

1. Daily schedule.
2. Up-to-date class list.
3. Seating plans.
4. Lesson plans for all subjects.
5. Emergency procedures (evacuation protocol).

6. Classroom rules.
7. Name of a key contact person your sub can rely on.
8. Anything else you can think of that will assist the substitute in delivering instruction.

Provide your substitute with lessons that continue what you have been teaching in class. Having a properly prepared substitute greatly assists in lowering and/or preventing discipline problems.

All of the above items can be easily organized in a sub-handbook that you keep at your desk. Kelly has copies of our handbook that you can use to tailor fit to your needs. Please be sure to have this information easily accessible for your sub.

*** Remember that EMERGENCY SUB PLANS are due to Kelly Gervais ASAP***

Supervision of Students

Students need to be supervised at all times. If you need to leave your classroom for any reason, please notify another adult for supervision.

TEACHER ADVISORIES

Teacher advisories are an important part of middle school practice, and can support student growth both academically and personally if implemented thoughtfully. TA's provide excellent opportunities for staff members to develop and grow strong and supportive relationships with students and their families. While our school may implement some standard practices within our TA's, it is up to the individual teacher to develop and enforce expectations for these periods. Some common expectations for the advisories include:

- Home/school contact
- Individual student progress monitoring (academic and otherwise)
- Computer/iPad management and supervision
- Setting clear daily expectations for using TA time.

Tobacco Free Property

To promote the health and safety of all students and staff, *STATE LAW AND BOARD POLICY* bans the use of all tobacco products in all school buildings in the district and in all school vehicles, leased or use for school business, and on school property leased or owned by the school district. This ban extends to all employees, students, and patrons attending school-sponsored events and meetings.

Teacher Contracts AND SUPPORT Staff Handbooks

Please be sure that you review your contract or handbook. If for some reason you don't have one of these, please let office know. Details about the use of personal days, length of the school year, etc. are listed in this document. If you request use of a benefit, such as personal days, sick time, etc. and it does not meet the required definitions, a request will need to be made to the school board for this allowance.

TELEPHONE NUMBERS

Berkshire School	933-2290
Cold Hollow Career Center	933-4003
Enosburg High School	933-7777
Enosburg Middle School	933-5354
FNESU	848-7661
Fran Jackson	933-8887
Montgomery School	326-4618
First Student Transportation	933-5954
Richford Elementary School	848-7453
Richford High School	848-7416
Gervais, Robert	EFMHS ex 243

VOICEMAIL

Teachers need to check their voicemail each day. If you need assistance to log into your account, please see Kelly Gervais for assistance.

Visitors

Visitors invited by staff are welcome to the school and need to be approved by the principal.

Policy Information

This section of the handbook is intended to inform you of some important policies that have been adopted by the Enosburg Graded School District to ensure the safe learning of all students. Complete copies of these policies can be found in the Main Office at School and on our school website.

Anti-Harassment Policy

It is the policy of the Enosburg Falls Graded School District (the “School District”) to maintain a learning environment that is free from unlawful harassment, including sexual harassment. The School District prohibits any form of unlawful harassment on the basis of race, creed, color, national origin, marital status, sex, sexual orientation, or disability/handicapping condition. This policy is intended to comply with the requirements of Vermont statutes and federal regulations regarding the adoption of policies prohibiting unlawful harassment in schools.

See School Board Policy D9

Acceptable Use Policy (AUP) Applying to Enosburg Falls’ Networks and the Internet

The Enosburg Falls Graded School District recognizes the importance of, and the significant educational benefits which are derived from, providing students and staff member’s access to information technology in general and to the Internet specifically. The Internet, and the World Wide Web in particular, are important educational tools which provide students and staff members’ access to a vast array of resources from around the globe. On a global network, however, it is impossible to control all materials and a student may happen on inappropriate sites, deliberately or by accident.

See Attachments.

Procedures will include use by faculty and staff, and community if applicable, as well as students. In addition, all users are required annually to sign Network and Internet Access Agreements indicating their knowledge and acceptance of this policy and their intention to comply with its requirements. Teachers will review the key points with students in age-appropriate language. See School Board Policy, 9.2
See School Board Policy G8

Alcohol and Drug-Free Workplace

No employee will unlawfully manufacture, distribute, possess or use alcohol or any unprescribed drug on or in the workplace. Workplace means the site for the performance of work for the school district, including any school building or any school premises and any school-owned vehicle or school activities. It also includes off school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the school district. Any employee who violates the terms of this policy will be subject to the disciplinary action including but not limited to non-renewal, suspension or termination at the discretion of the board. If an employee, as a result of use of alcohol or drugs, endangers a student or another employee, as defined in the workplace, he/she will be terminated immediately.

Tentative approval: May 17, 2011

Final approval: June 21, 2011

F9 BULLYING/CYBERBULLYING POLICY

General Statement

It is the policy of the Franklin Northeast Supervisory Union and its member school districts (“Supervisory Union”) to maintain learning and working environments that are free from bullying and cyberbullying based on the definitions that follow. The Supervisory Union prohibits any and all forms of bullying and cyberbullying because it violates the basic right of students and staff to be in a safe, orderly learning environment.

It shall be a violation for any student or staff member to bully or cyberbully another while attending school or school-sponsored events. It shall also be a violation for any school staff member to tolerate bullying or cyberbullying during school or at school-sponsored events. It will also be considered a violation of this policy if any bullying or cyberbullying occurring outside of school disrupts the learning environment of the target of the bullying/cyberbullying.

Bullying or cyberbullying conduct, if it is of such severity, may be reported to the police and could result in judicial proceedings.

For the purposes of this procedure, the term “school staff” includes board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the Supervisory Union.

The online activities and technologies often used by students engaged in cyberbullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

Definitions

Bullying: According to Vermont's Statute, Section 1, 16 VSA §11(a)(32), "Bullying" means any overt act or combination of acts directed against a student or staff member by a student or group of students, or another staff member, which may include cyber-bullying and which:

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

Cyberbullying: Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Retaliation

Retaliation against a student or staff member for reporting bullying or cyberbullying or for cooperating in an investigation of bullying or cyberbullying is not permitted. It shall be a violation of the Supervisory Union's policy for any student or school personnel who learn of a complaint or investigation to take any retaliatory action which affects the educational environment of any person involved in the complaint or investigation. Students or staff members who believe that they are being retaliated against should advise the building Principal. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment based on reporting bullying/cyberbullying or cooperating in an investigation of bullying/cyberbullying.

False Reporting

Students and staff are prohibited from knowingly or willfully falsely accusing one another of bullying or cyberbullying. Disciplinary action, up to and including, expulsion/suspension for students and termination for staff shall be taken if they make such knowingly false reports.

Investigation

The building Principal and/or the Principal's designee is responsible for determining whether an alleged act constitutes a violation.

The Supervisory Union (building Principal or Principal's designee) shall conduct an investigation, in accordance with procedures adopted, as soon as practicable but no later than fifteen (15) business days following receipt of a report or complaint, formal or informal, written or oral, alleging unlawful bullying.

Consequences

In determining the appropriate response to students or staff who commits one or more acts of bullying or cyberbullying, the following factors should be considered:

- the developmental and maturity levels of the parties involved
- the levels of harm
- the surrounding circumstances
- the nature of the behaviors
- past incidences or past or continuing patterns of behavior
- the relationships between the parties involved and
- the context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation requires a determination based on all of these factors that an appropriate consequence should be determined. Consequences and appropriate remedial action for students who commit acts of bullying/cyberbullying may range from positive behavioral interventions up to and including suspension or expulsion. Staff member infractions will be dealt with through disciplinary actions, if appropriate, and on an individual basis.

Confidentiality

The Supervisory Union will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the District's legal obligations and the necessity to investigate allegations of bullying/cyberbullying and take disciplinary action when the conduct has occurred.

Legal Reference(s): 16 VSA §11(a)(32)
16 VSA §§570 and 570c
Family Educational Rights and Privacy Act of 1974

Cross Reference(s): F2 Student Conduct and Discipline Policy
F11 FERPA Policy
F17 Pupil Privacy Rights Policy

Educational Support Team (EST)

How does our school support students?

Schools, families and communities offer a variety of supports to students. Some are very specialized and some are not. Each school in Vermont is required, by law, to develop an Educational Support System (ESS). Our school's ESS is designed to help all students succeed or be challenged in learning and help them grow academically, socially, emotionally and physically. Included, as part of our ESS is an Education Support Team (EST) that is responsible for helping students who are experiencing difficulty, accessing needed supports or accommodations.

When a child is experiencing difficulty in school he/she may be referred to the Educational Support Team (EST). The EST is:

Comprised of teachers, the school nurse, guidance counselor and principal

A group that gathers information about a student

What does the EST do?

Gathers information from parents, teachers and other school personnel working with the child

Tries to identify the reason a child is experiencing difficulty

Reviews the child's history (Is the situation new or has the child experienced this in the past?)

Interviews the person making the referral to see what has been done for the student

Develops a plan to help the child be successful

Reviews effectiveness of plans and makes changes as needed

NOTE: All information shared with the EST is kept confidential.

Who makes referrals to the EST?

Classroom Teachers; Co-Curricular Teachers; Parents; Other school personnel. **See Board Policy**

G4

Family Educational Rights and Privacy Act (FERPA)

Please see FNESU Superintendent's letter at the end of this handbook.

We believe that the keeping of accurate and appropriate education records on students is a necessary part of a sound educational program. Furthermore, we believe that a sound policy governing students' education records should serve the interests and needs of the educational institution while at the same time protecting the rights of parents and students by preserving confidentiality of the information contained therein.

CONFIDENTIALITY STATEMENT

The principle of confidentiality underlies all policies and procedures for the collection, maintenance, disclosure and destruction of education records. Information that is disclosed to third parties obligates those parties to safeguard and protect the confidentiality of any personally identifiable information by obtaining the consent of a parent, guardian or eligible student prior to redisplaying information contained in those records.

The superintendent shall be responsible for the consistent procedural implementation of this policy on education records for all students in this district. The procedures shall be in compliance with all applicable federal and state laws and regulations governing the collection, maintenance, disclosure and destruction of education records.

See School Board Policy, F11

Copyright Policy

It shall be the policy of the Enosburg Falls Graded School District to adhere to the legal requirements pertaining to Copyright materials, print and non-print including computerized software, which bears an explicit or implicit copyright claim. Duplication or use of copyrighted materials without written prior permission from the copyright owner is prohibited except under the provisions allowed by law. The Enosburg Falls Graded School District does not sanction nor condone the illegal duplication or use in any form of copyrighted materials and any employee violating the School District's copyright policy does so at his/her own risk and assumes all liability for their actions. The Administrative staff of the Enosburg Falls Graded School District shall develop and provide District employees with procedures and guidelines to implement this policy.

Child Abuse and Neglect Reporting Policy

In order to safeguard Vermont children, state law requires the reporting of suspected child abuse or neglect by specific school personnel (school administrators, guidance counselors, school nurses, teachers). The Department for Children and Families (DCF) is the agency charged with receiving those reports, investigating the cases, and, if the report is founded, developing a plan of services that will strengthen families and provide a safe environment for children. School personnel play a vital role in the prevention of child abuse and neglect. Because of their consistent daily contact with students, educators have the unique skills, experience, and special relationships with children that afford opportunities to identify indicators of possible abuse or neglect. Making a referral to DCF is one important (and required) way an educator can protect a child from further harm. **See School Board Policy, F12**

Child Find Policy

The Franklin Northeast Supervisory Union and its member districts shall provide an ongoing system to locate and identify children with disabilities, ages three through twenty-one years, who are residents of the union. The purpose of the system shall be to identify and evaluate all children with disabilities who may need special education services (Vermont Department of Education – Special Education Regulations 2360.3). The child find program shall be comprised of, but not limited to: public awareness (annual public notice as required in Vermont Rule, Vermont Department of Education – Special Education Regulations 2360.4 c), utilization of Instructional Support Teams at each school, and periodic screening of all children birth to age twenty-one residing in the Franklin Northeast Supervisory Union.

See School Board Policy,

Harassment FRANKLIN NORTHEAST SUPERVISORY UNION / ENOSBURGH TOWN SCHOOL DISTRICT

Tentative Approval: February 15, 2011

Final Approval: March 15, 2011

F4 Policy on Prevention of Harassment of Students

I. Purposes

The Enosburgh Town School District (“District”) is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are

treated with respect. This policy addresses incident(s) and/or conduct that occur on school property, on a school bus or at a school-sponsored activity, or incident(s) and/or conduct that does not occur on school property, on a school bus or at a school-sponsored activity but where direct harm to the welfare of the school can be demonstrated.

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 that sets forth the comprehensive rules, procedures, and standards of conduct for the school.

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

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

II. Definitions

- A. **"Harassment"** means an incident or incidents of verbal, written, visual, or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment. Harassment includes conduct as defined above and may also constitute one or more of the following:
- (1) Sexual harassment, which means conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual or physical conduct of a sexual nature when one or both of the following occur:

- (i) submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress; or
 - (ii) submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student
 - (2) Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.
 - (3) Harassment of members of other protected categories, means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.
- B. **“Complaint”** means an oral or written report by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of harassment.
- C. **“Complainant”** means a student who has filed an oral or written complaint with a school employee or a student who is the target of alleged harassment in a report made by another person.
- D. **“Designated employee”** means an employee who has been designated by the Supervisory Union to receive complaints of harassment pursuant to subdivision 16 V.S.A. §565(c)(1).
- E. **“Employee”** includes any person employed directly by or retained through a contract with the District, an agent of the school, a school board member/member of the board of trustees, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes Supervisory Union staff.
- F. **“Notice”** means a written complaint or oral information that harassment may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the harassment, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred.
- G. **“Retaliation”** is any adverse action by any person against a person who has filed a complaint of harassment or against a person who assists or participates in an investigation,

- proceeding or hearing related to the harassment complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, intimidation, and reprisal.
- H. **“School Administrator”** means a Superintendent, Principal/head of school/Technical Center Director or his/her designee.

III. Reporting Student Harassment

- A. **Student reporting:** Any student who believes that s/he has been harassed under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute harassment, should promptly report the conduct to a designated employee or any other school employee.
- B. **School employee reporting:** Any school employee who witnesses conduct that s/he reasonably believes might constitute harassment shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee. Any school employee who overhears or directly receives information about conduct that might constitute harassment shall immediately report the information to a designated employee. If one of the designated employees is the person alleged to be engaged in the conduct complained of, the complaint shall be immediately filed with the other designated employee or the School Administrator.
- C. **Other reporting:** Any other person who witnesses conduct that s/he reasonably believes might constitute student harassment under this policy should promptly report the conduct to a designated employee.
- D. **Documentation of the report:** If the complaint is oral, the designated employee shall promptly reduce the complaint to writing in a harassment complaint form, including the time, place, and nature of the alleged conduct, and the identity of the complainant, alleged perpetrator, and any witnesses.
- E. **False Complaint:** Any person who knowingly makes a false accusation regarding harassment may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of harassment when the person has a good faith belief that harassment occurred or is occurring.

IV. Procedures Following a Report

- A. **Notification:** Upon receipt of a complaint of harassment, the designated employee shall

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

- 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 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/Independent School, 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. Upon such request, the Superintendent shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 565(f), and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant and relevant school officials and a review of the written materials from the school's investigation. Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing: (1) as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and (2) of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Commissioner. The reviewer shall advise the student of other remedies 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 not violate this anti-retaliation provision regardless of whether the underlying complaint of harassment is substantiated.

V. Confidentiality and Record Keeping

- A. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the District's/Independent School's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.
- B. The Superintendent or School Administrator shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the District in a confidential file accessible only to authorized persons. All investigation records, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept for at least six years after the investigation is completed.

VI. Reporting to Other Agencies

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

If a harassment complaint is made in a public school about conduct by a licensed educator that might be grounds for licensing action under 16 V.S.A. Chapter 51, Professional Educators, the Superintendent shall report the alleged conduct to the Commissioner of the Department of Education; and, if a Principal reports the alleged conduct to the Commissioner of the Department of Education, s/he must also report it to his/her Superintendent. If a harassment complaint is made in an independent school about conduct by a licensed educator that might be grounds under 16 V.S.A. Chapter 51, Professional Educators, for licensing action, the head of school is encouraged to report the alleged conduct to the Commissioner of the Department of Education. Nothing in this policy shall preclude anyone from reporting any incidents and/or conduct that may be considered a criminal act to law enforcement officials.

VII. Dissemination of Information, Training, and Data Reporting

- A. Dissemination of Information. Annually, prior to the commencement of curricular and cocurricular activities, the District shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and employees. Notice to students shall be in age-appropriate language and include examples of harassment. At a minimum, this notice shall appear in any publication of the District that sets forth the comprehensive rules, procedures and standards of conduct for the District.
- B. Training. The School Administrator shall use her/his discretion in developing age appropriate methods of discussing the meaning and substance of this policy with students to help prevent harassment. The School Administrator shall implement training for school staff within the context of professional development to enable staff to recognize, prevent and respond to harassment.
- C. Data Gathering. Public School Districts shall provide the Vermont Department of Education with data requested by the Commissioner.

VIII. Alternative Complaint Process

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

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

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square, Suite 900
Boston, MA 02109-3921
(617) 289-0111 (voice)
(877) 521-2172 (tdd)
(617) 289-0150 (fax)
Email: OCR.Boston@ed.gov
Web: <http://www.ed.gov/about/offices/list/ocr/index.html>

Tentative Approval: May 17, 2011

Final Approval:

June 21, 2011

F5 HAZING POLICY

Policy

It is the policy of the Enosburgh Town School District that all its schools provide safe, orderly, civil and positive learning environments. Hazing in connection with any school sponsored activity or program is prohibited. The Superintendent shall develop administrative rules and procedures as needed to enforce this policy and to comply with state law.

Definitions

Hazing means any act committed on or off school grounds 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.

The definition of hazing will 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 Principal. Organization means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students of the District, and which is affiliated with the District.

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

Principal means the Principal of a school or any person designated by the Principal to carry out a particular function.

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

Reporting of Hazing

A. Students who have reason to believe that an incident of hazing might or did occur may 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 the incident to the Principal of the school, or, in the event of the unavailability of the Principal, to another person designated by the Principal to receive reports of hazing. The report may be written or oral. If the report is made orally, the receiver shall make a written record of the report.

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.

Incidents of hazing that the Principal determines may constitute violations of criminal laws shall be reported by the Principal to appropriate law enforcement agencies.

Tobacco Prohibition

The use of tobacco on school grounds is a violation of state law and is hereby prohibited at all times. The ban extends to any student, employee or visitor to the school and applies at all times whether or not school is in session. Employees who violate this policy will be subject to disciplinary action in accord with applicable employee policies, employment contracts and requirements of law.

Weapons

It is the policy of the Franklin Northeast Supervisory Union to provide a safe learning environment for all students. Absolutely no weapons, including knives, are allowed at school. Weapons are defined as any object that is brought to school or already within school that could be used with the purpose of hurting another person or destroying property. Anyone violating this policy will receive immediate disciplinary action.

See School Board Policy, F3School Threats and Disruptions to School Operations

It is the policy of the Enosburg Graded School District to respond quickly and effectively to any threat to the safety of its students and staff. As a result, the district has adopted provisions that its personnel are directed to follow in order to prepare for, respond to and follow up on the communication of any threat that a destructive device or any unauthorized toxic or hazardous substance or material has been or will be placed on school grounds. **See School Board Policy, 2.24**

Video Use Policy — 2.22

Tentative Approval: January 6, 2004

Final Approval: February 4, 2004

Videos will be shown only for educational purposes during the school day. All videos or clips will be previewed by the teacher and approved by the principal. All videos will be appropriately linked to the curriculum by discussion and assignments throughout the showing. **Any time an entire video/film will be shown that is age-rated beyond the age of any member of the intended audience, written parental permission must be received prior to the showing from all parents of the group.**

Student Name:

DOB:

Address:

Parent's Names:

Date:

Reporter(s):

Reported to DCF Intake:

This written report is intended as a follow-up to the verbal report made to Centralized Intake on

 .

Summary:

If we can be of further assistance to your agency, please do not hesitate to contact us.

Sincerely,

(Person Reporting)

(Position)