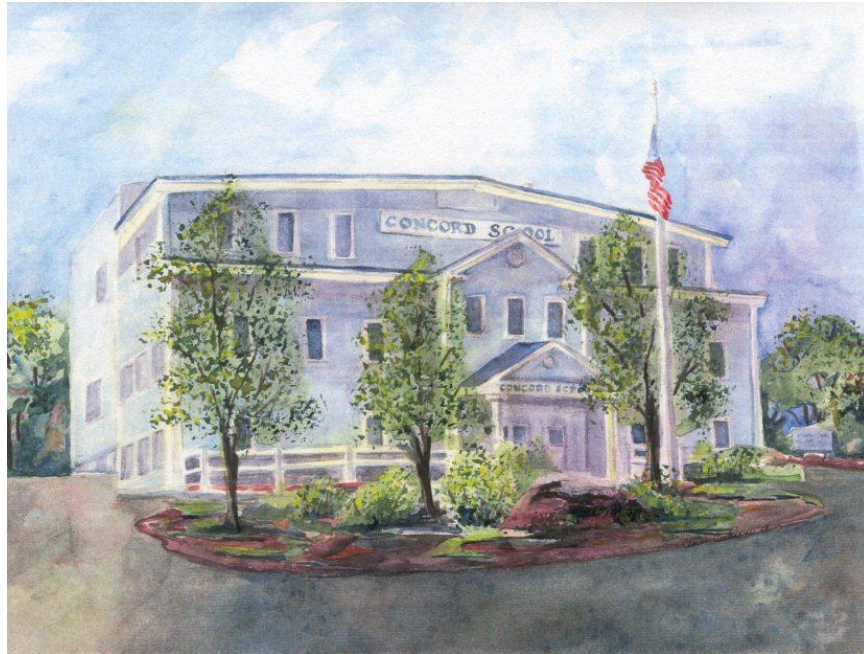


CONCORD SCHOOL  
STUDENT HANDBOOK

2011-2012



Telephone Number: (802) 695-2550      Fax Number: (802) 695-3311  
School Web Site: [www.concordk12vt.org](http://www.concordk12vt.org)

Patrick Ely, Principal ext. 202  
Timothy White, Guidance ext. 117  
Jane Price, Nurse ext. 204  
Rossana Burke, Administrative Assistant ext 201  
Matt Link, Athletic Director ext 125

Handbook approved by the Concord School Board



## TABLE OF CONTENTS

<b>Essex-Caledonia Supervisory Union</b>	<b>Page 1</b>
<b>Concord School Board</b>	<b>Page 1</b>
<b>Concord School's Mission Statement/Philosophy</b>	<b>Page 2</b>
<b>Concord School Community Compact</b>	<b>Page 3</b>
<b>Statement of Discrimination</b>	<b>Page 3</b>
<b>Attendance, Absences and Tardiness</b>	<b>Page 4</b>
<b>Academic Honesty</b>	<b>Page 4</b>
<b>Alcohol and Drug Free Environment</b>	<b>Page 5</b>
<b>Animals in School</b>	<b>Page 5</b>
<b>Asbestos Management</b>	<b>Page 5</b>
<b>Assessment of Students</b>	<b>Page 6</b>
<b>Bicycles</b>	<b>Page 6</b>
<b>Bullying</b>	<b>Page 6</b>
<b>Collaboration Days</b>	<b>Page 7</b>
<b>Computer Use</b>	<b>Page 7</b>
<b>Concerns &amp; Complaints (Chain of Command)</b>	<b>Page 7</b>
<b>Cyber Bullying</b>	<b>Page 7</b>
<b>Dress Code</b>	<b>Page 8</b>
<b>Educational Support System</b>	<b>Page 9</b>
<b>Eighteen Year Old Students</b>	<b>Page 9</b>
<b>Electronics</b>	<b>Page 10</b>
<b>Evacuation/Fire Drills</b>	<b>Page 10</b>
<b>Facility Information &amp; Use</b>	<b>Page 10</b>
<b>Family Rights &amp; Responsibilities (FERPA) 1974</b>	<b>Page 10</b>
<b>Middle and High School Grading Scale and Credit Policy</b>	<b>Page 11</b>
<b>Guidance Services</b>	<b>Page 11</b>
<b>Gum</b>	<b>Page 11</b>
<b>Harassment (Title SVI Sections 11 &amp; 565)</b>	<b>Page 12</b>
<b>Procedures for the Prevention of Harassment of Students and Handling of Complaints</b>	<b>Page 13</b>
<b>Hats</b>	<b>Page 18</b>
<b>Hazing</b>	<b>Page 18</b>

<b>Health Services</b>	<b>Page 19</b>
<b>High School Specific Information</b>	<b>Page 23</b>
<b>Automobiles/Parking</b>	<b>Page 26</b>
<b>Driver's Education</b>	<b>Page 26</b>
<b>Senior Privileges</b>	<b>Page 26</b>
<b>Honor Roll Grades 6-12</b>	<b>Page 27</b>
<b>Hot Lunch</b>	<b>Page 27</b>
<b>Library Information</b>	<b>Page 28</b>
<b>Lockers</b>	<b>Page 28</b>
<b>Lost and Found</b>	<b>Page 29</b>
<b>Messages – Telephone</b>	<b>Page 29</b>
<b>Nutrition and Wellness</b>	<b>Page 29</b>
<b>Physical Education</b>	<b>Page 29</b>
<b>Playground</b>	<b>Page 30</b>
<b>Retention</b>	<b>Page 30</b>
<b>School Closing, Delays, and Early Dismissals</b>	<b>Page 31</b>
<b>School Day</b>	<b>Page 31</b>
<b>School Security</b>	<b>Page 32</b>
<b>Search &amp; Seizure</b>	<b>Page 32</b>
<b>Student Report Cards</b>	<b>Page 32</b>
<b>Student Discipline</b>	<b>Page 33</b>
<b>Tobacco</b>	<b>Page 35</b>
<b>Transcripts and Records</b>	<b>Page 36</b>
<b>Transportation (Title XVI Section 1221-1222)</b>	<b>Page 36</b>
<b>Vocational Bus</b>	<b>Page 37</b>
<b>Visitors</b>	<b>Page 38</b>
<b>Weapons</b>	<b>Page 38</b>
<b>Concord High School Block Schedule</b>	<b>Page 39</b>

**ESSEX-CALEDONIA SUPERVISORY UNION**

P.O. Box 255  
335 Main Street  
Concord, Vermont 05824  
Phone: (802)-695-3373  
Fax: (802)-695-1334

**Jill Peck, Superintendent/Curriculum Director**  
**Steve Sanborn, Ed.D., Chief of Operations**  
Peggy-Sue Pomerville, Director of Special Education  
Sandra Blodgett, Childhood Coordinator  
Carol Chase, Math Coordinator  
Elizabeth Benoit, Literacy Coordinator  
Tracy Winot, Speech & Language Pathologist  
Susanne Roberts, SAP  
Jeannie MacLeod, Business Manager  
Linda Stafford, Human Resources/Administrative Assistant to the Superintendent  
Michele Laberge, Special Education Administrative Assistant/Medicaid Clerk  
Kristi Lefebvre, Administrative Assistant/Accounts Payable  
Kara Timson, Payroll Manager  
Barbara Bailey, Custodian

**SCHOOLBOARD**

Generally, board meetings are held on the second Tuesday of each month. Please call the Superintendent's office or check the school web site for the time and location of these meetings.

**[www.concordk12vt.org](http://www.concordk12vt.org)**

Karl Goulding, Chair  
Karen Call  
Kathy Gordon  
Sten Lium  
Marilee Jaye Young

## CONCORD SCHOOL'S MISSION STATEMENT

We believe all students should have opportunities for individual success in a safe environment. We are committed to a progressive approach in striving for individual excellence in meeting challenges and personal goals. We recognize the need for continuous improvement, promoting tolerance and respect for others, and instilling the desire to learn in every child.

## THE EDUCATIONAL PHILOSOPHY OF CONCORD SCHOOL

Concord School, located in a small rural town in Vermont, educates children from pre-kindergarten through grade twelve. The size of Concord School and the smallness of the classes lend themselves to close social interaction among students and teachers and maximize the opportunities for academic achievement. These close, active interrelationships promote school spirit and a special bonding within the community. With this background in mind, the community, administration, and the staff of Concord School support a positive environment which:

1. **stimulates** educational curiosity
2. **encourages** enthusiasm for learning a life-long process
3. **enables** individuals to become capable of making informed decisions
4. **enables** individuals to develop a sense of personal worth and accomplishments
5. **recognizes** different rates and styles of learning
6. **ensures** respect for other points of view and acceptance of all individuals as unique and valued members of society
7. **enables** individuals to adjust in a rapidly changing technological world
8. **encourages** individuals to evaluate current social and environmental issues and to act to address those issues responsibly
9. **encourages** open communication within the school and the community. Staff and students play an important role in developing and maintaining positive attitudes toward education

## **THE CONCORD SCHOOL COMMUNITY COMPACT (Required by Title I)**

### **CONCORD SCHOOL PERSONNEL**

For our students' success we will:

- provide a safe and effective learning environment
- establish and maintain lines of communication between school and home
- comply with district and state policies and regulations
- promote high expectations for student behavior and academic achievement
- provide opportunities for every student to be successful
- promote student responsibility for behavior and actions
- model the behaviors set forth in the student handbook

### **CONCORD SCHOOL PARENTS**

For your child's success you are encouraged to:

- promote high expectations for your child's behavior, school achievement, and homework
- establish and maintain open lines of communication between home, school, and teachers
- ensure that your child gets plenty of sleep, a good breakfast, and is dressed appropriately
- participate in school activities including parent/teacher conferences
- regularly discuss school with your child
- see that your child attends school regularly
- assist your child in being responsible for his/her behavior and actions

### **CONCORD SCHOOL STUDENTS**

For your success you are encouraged to:

- attend school daily
- strive to do your best
- follow school rules
- be prepared
- accept responsibility for your behavior and actions

## **STATEMENT ON DISCRIMINATION (TITLE IX Regulation 106.9A)**

The Concord School does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, or handicapping condition.

## ATTENDANCE, ABSENCES AND TARDINESS

Regular daily attendance is expected of all students. Students who are absent from school whether for excused or unexcused reasons will be required to make up all missed academic work.

If a student is going to be absent from school, parents or guardians are asked to contact the school office at extension 201 between 7:30 and 9:00 am. If a call is not made, your child must bring a written note verifying the reason(s) for the absence when they return to school. When a student is absent 4 consecutive days, a doctor's note explaining the reason may be requested.

Planned extended absences may be excused by the administration. Please notify the school a minimum of 48 hours in advance to allow them to adequately prepare necessary materials.

**Students are expected to arrive at school between 7:40 and 7:50 am. Attendance is taken at 8:00 in all classrooms. Students arriving after 8:00 must report directly to the main office to sign in and get a pass. Students will not be admitted to class without a pass. Students who are chronically late may be assigned detention.**

Those students who are getting breakfast should go to the cafeteria and then to their classroom. All other students should go directly to their classroom upon arrival at school.

Appointments: Students should miss as little school as possible, so every attempt should be made to schedule appointments after school or on vacation days. However, there are times when appointments must be scheduled during school hours. Students will be dismissed as necessary, but **ONLY** if the school has permission **IN WRITING** from the parent or guardian. **Please send the written note with your child/ren. Please call the school only in cases of emergency. Individuals picking a student up during school hours must sign that student out in the main office.**

## ACADEMIC HONESTY

Learning environments often involve collaboration. There are proper methods to use when referencing another person's work. If students are not sure of the proper method, they should check with one of their teachers. Academic dishonesty will be handled differently depending on the grade the student is in.

Cheating will most likely be handled by the classroom teacher, in an effort to educate the student on how to collaborate properly. A consequence may range from a conversation, to receiving a zero on the assignment and/or suspension.

Plagiarism is the use of the ideas or materials of another person as one's own. Material taken from the internet or any other electronic source is considered the same as material from any written source. Work that is characterized by plagiarism can be assigned a grade of zero.

**ALCOHOL AND DRUG FREE ENVIRONMENT (Title XVI VSA Section 1165)**

All students have a right to receive an appropriate education in an alcohol and drug free environment. The board encourages educational programs that provide every student with an understanding of the physical, psychological, social and legal dangers associated with drug abuse.

It is the policy of the Concord School that no student or staff shall knowingly possess, use, sell, give or otherwise transmit, or be under the influence of any illegal drug, regulated substance, or alcohol on any school property, or at any school sponsored activity away from or within the school. "Drug" means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal regulation or statute. (See appendix for full policy)

**ANIMALS IN SCHOOL**

As with all state buildings in Vermont, at no time are animals allowed in Concord School buildings, with the exception of service/therapy animals. We do understand that occasionally, animals may be a necessary part of a unit of study. In these cases, permission must be requested of and received from the building principal for these animals to be allowed in the school buildings.

**ASBESTOS MANAGEMENT**

Notification of Management Plan Availability:

The Asbestos Hazard Emergency Response Act (40CFR 763.93 (g) (4)) requires that written notice be given that the following school: CONCORD SCHOOL has a management plan for the safe control and maintenance of asbestos – containing materials found in the building. This management plan is available and accessible to the public at the school Principal's office or the Superintendent's office of the facility listed below:

LEA/SCHOOL	Concord School
DESIGNATED PERSON	Stephen Sanborn, Ed. D.
ADDRESS	Essex-Caledonia Supervisory Union P.O. Box 255 Concord, VT 05824
TELEPHONE	802-695-3373

## ASSESSMENT OF STUDENTS

Throughout the school year students in all grades are given a variety of achievement tests. Achievement testing measures a child's performance on a given day in specific areas such as reading, writing, mathematics, science, or social studies. Scores are reported in a way that compares performance with State Standards. The following is a list of achievement tests given:

<b>Name</b>	<b>Grade(s)</b>	<b>Time</b>
Kindergarten Observation Assessment (KOA)	K	Sept., Dec., May
Primary Observation Assessment (POA)	1,2	Sept., Dec., May
New England Common Assessment Program (NECAP)	3-8, 11	Oct., May
National Education Assessment Program (NAEP)	4,8	February
Portfolios	K-11	Ongoing

## BICYCLES

Students may ride their bicycles to and from school. Bicycles are allowed on school grounds subject to the following guidelines:

- the school system assumes no liability for damage or theft
- bicycles are not allowed on school grounds before 7:40
- upon arrival at school, students will leave their bicycles in the bicycle racks
- bicycles may not be used during the school day
- students who ride bicycles home are to leave school grounds after all busses and student vehicles have departed
- all students riding bicycles to school are to abide by the bicycle safety rules (i.e. wearing of helmets., etc.)

## BULLYING

Bullying is occurring when:

- the behavior is repeated over time
- it is hurtful regardless of its intent
- occurs during the school day, on school property, on a school bus, or at a school sponsored activity

Bullying that happens outside of school but its results are exhibited in school will be dealt with as a school bullying event.

Our goal is to stop all bullying regardless of its origin. We believe that all students must feel safe within the school or at any school sponsored activity regardless of its location.

Bullying of any kind creates a hostile environment that interferes with the education of our students. Students who engage in bullying behavior may be subject to the school's discipline procedures, which can include suspension or expulsion.

Students are encouraged to report anonymously or in writing to teachers or the school administration any acts of bullying. Parents or guardians of students who they believe are being bullied are encouraged to file a written complaint to the school administration. (See appendix for full policy)

### **COLLABORATION DAYS**

Collaboration (early release) Days are scheduled throughout the school year and are indicated on the school calendar. These days are scheduled in order to provide teachers an opportunity for local, regional, and state professional development. On these days, students will be dismissed at 12:00 noon. Students will be served lunch before dismissal.

### **COMPUTER USE**

The Concord School computer network has been established for limited educational purpose: classroom activities, career development, and limited high-quality self-discovery activities. Products or services may not be offered or purchased through the network. The network may not be used for political lobbying. E-mail will not be provided for students. If students have no access at home, they may petition the school for e-mail access. Internet use will be monitored and must not be considered confidential unless it relates to school records and/or is covered under the Family Educational Rights and Privacy Act FERPA.

The Concord School Board's policy on acceptable use of the computer network is spelled out in more detail in its Policy Manual. All students and their parents or guardian must sign an account agreement form each school year before the student may use the computer network for any purpose. (See appendix for full policy)

### **CONCERNS & COMPLAINTS (CHAIN OF COMMAND)**

If a concern or complaint arises, please contact your student's teacher to set up an appointment to discuss the matter. If the concern is not settled to your satisfaction, you may contact the building principal using the same procedure. Should the school administration not be able to resolve the situation, the matter should then be taken to the superintendent of schools. If the problem still exists, the matter should then be taken to the Concord School Board. (See appendix for full policy)

### **CYBER BULLYING**

Cyber bullying involves the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging, defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others. Cyber bullying that happens outside of school, and impacts the school learning environment will be dealt with as a school bullying event. Cyber bullying that violates State or Federal law will be referred to law enforcement.

## DRESS CODE

During the school day, 7:40am to 3:05 pm, the Concord School maintains that clothing and appearance for students and staff should meet the criteria of hygiene, safety, and lack of distraction. Any clothing that disrupts or distracts from the educational process will not be allowed. The following guidelines have been developed:

**-all Concord School buildings are hat free zones.**

-clothing and footwear are expected to be clean and safe.

**-Footwear must be worn at all times. Slippers or cleats are not considered school appropriate footwear.**

-all clothing and accessories are expected to fit appropriately (not too big or too small)

-exterior clothing should fully cover undergarments at all times. **Spaghetti straps, tank and tummy showing tops, off the shoulder, low cut or revealing tops are not considered school appropriate attire.**

-skorts, skirts, or dresses should be no shorter than 2" above the top of the knee. Slits in skirts or dresses will be no shorter than 2" above the top of the knee.

-shorts must have an inseam measuring a minimum of 6 inches.

-no clothing designed for sleep or loungewear is appropriate school attire.

-pajamas and flannel pants are not considered school appropriate attire.

-on pre-approved dress down days, designated attire may be allowed.

-messages and/or artwork on clothing should support a positive learning environment.

-clothing, backpacks, and other student items may not display messages, either clear or with hidden meanings, which reference alcohol, drugs, tobacco, or anything illegal or sexual.

-any students participating in outdoor activities or recess should wear weather appropriate attire. (boots, snow pants, jackets, hats, mittens, etc.)

-students in grades 6-12 will dress for success on the 3<sup>rd</sup> Wednesday of each month.

**Conduct:** Students who come to school with inappropriate clothing will be given the option of having appropriate clothing brought to school for use, wearing suitable alternative clothing, or leaving school with a parent to change and return. Persistent disregard to the dress code may result in disciplinary action, up to suspension.

## **EDUCATIONAL SUPPORT SYSTEM**

The purpose of the Educational Support System is to ensure that all students, regardless of their eligibility for categorical programs, achieve basic skills, meet Vermont State standards, and experience success in the general education environment.

The Concord School has three Educational Support Teams (EST) made up of teachers, the school counselor, and any other professional member as needed. The goal of the EST team is to assist the classroom teacher in developing strategies or accommodations for students needing assistance. A teacher, parent, or student may make a referral to the EST.

Coverage under Section 504 of the Rehabilitation Act of 1973 is a determination based on federal law for students with a qualifying disability that significantly impacts a major life function, such as hearing, walking, or learning. The regulations are designed to ensure that students with disabilities are provided access and opportunities comparable to those provided to students without disabilities.

### **Section 504 Coordinator Tim White – School Guidance Counselor**

Special Education is a program based on state and federal laws and regulations for students with qualifying disabilities who require an individual education plan. There are strict guidelines in determining eligibility. As with the EST, teachers, parents, and students can make referrals for Section 504 and Special Education.

Parents who believe their child may need support through the Educational Support System are encouraged to contact their child's classroom teacher.

## **EIGHTEEN YEAR OLD STUDENTS**

Eighteen year old students are subject to all school policies, rules and standards. Report cards, discipline reports and other communications from the school will be provided to responsible parents or guardians of all students regardless of the age of those students.

Permission slips for participation in field trips or other school activities may be signed by eighteen year old students. Eighteen year old students may sign their own absences and late notes, but parents will be notified of absences and tardy incidents for their eighteen year old children on the same basis as other students.

Students who are eighteen years old may request of the superintendent that all communications from the school be made to them and not to their parents. These requests will be granted by the superintendent only when the student's responsible parents or guardians agree in writing, or when the student shows that he or she is not a dependent as defined in section 152 of the Internal Revenue Code of 1954.

## **ELECTRONICS**

During the school day, 7:40am – 3:05pm, and in detention, students are not allowed to have electronic devices, including but not limited to cell phone, pagers, beepers, iPods, MP3 players, radios, electronic games, or any other device which may disrupt learning or cause a distraction in their possession at school. Items shall be confiscated if discovered on school premises and may be picked up at a later time or given to a parent. The school cannot be responsible for lost or misplaced items.

## **EVACUATION/FIRE DRILLS**

Emergency drills incorporating the Emergency Protocols are required by state statute to be held monthly. Drills can include fire (evacuate the building), evacuation (to an alternative site), lock in (exterior doors locked and no one permitted to enter or leave the building), lock down (all doors locked, halls cleared, and no one permitted to enter or leave the building or classrooms). The type and time of the drills are held at the discretion of the principal, however, weather and health are considered during the scheduling of drills.

Directions are posted in each room for fire drills. Visitors are to follow the requirements for students during all drills. The date and time of all drills are recorded.

These drills enable us to check emergency procedures and provide for the safety of all school occupants in the event of a real emergency.

## **FACILITY INFORMATION & USE**

The Concord School buildings and grounds may be used by Concord residents for non-profit purposes. Dates and times can be arranged by contacting the principal. Please contact the school at least two weeks in advance of the event. Certain uses may require permission of the Concord School Board. Please contact the school with any questions concerning the use of school facilities.

## **FAMILY RIGHTS & RESPONSIBILITIES (FERPA) OF 1974**

A cumulative record will be accurately maintained for every child enrolled. No one but authorized school personnel, parents or legal guardians shall have access to the student's cumulative records without permission of a parent or guardian. Confidentiality of student records is covered under the **Family Rights & Privileges Act (FERPA) of 1974**.

Parents of students or eligible students may request and review the student's records upon request. Parents should submit requests to the principal in writing specifying as precisely as possible the information they wish to inspect. The principal will attempt to make appropriate arrangements to meet with the parents for such inspection within 24 hours of the receipt of a written request.

Student records may be photocopied upon request. This will be done at the parents' or guardians' expense, provided sufficient notice is given. (See appendix for full policy)

## MIDDLE AND HIGH SCHOOL GRADING SCALE AND CREDIT POLICY

A+	=	100 - 98	4.00 - 3.68
A	=	97 - 93	3.67 - 3.34
A-	=	92 - 90	3.33 - 3.01
B+	=	89 - 87	3.00 - 2.68
B	=	86 - 83	2.67 - 2.35
B-	=	82 - 80	2.34 - 2.01
C+	=	79 - 77	2.00 - 1.68
C	=	76 - 73	1.67 - 1.35
C-	=	72 - 70	1.34 - 1.01
D+	=	69 - 68	1.00 - 0.68
D	=	67 - 66	0.67 - 0.35
D-	=	65 -	0.34
F	=	64 - 0	0.00

The school uses the alpha system for grading purposes in grades 6-12. Any grade below sixty-five (65) percent is considered failing.

When a Concord School student takes a course at any other institution (including another high school, vocational school, college, or online courses, etc.), the standards for passing and grading will be the same as those set by the institution offering the course. Grades transferred from other institutions will be altered, if necessary, to make them equivalent to the Concord School grading system.

If a course is failed and needs to be repeated, the grades earned each time will be shown on the student's transcript. However, the grade earned in the repeated course will be the grade used to recalculate the cumulative point average. The credit earned for the repeated course will be the only credit granted.

There will be no grade, credit, or recognition on transcripts for an audited course. This information can be included in a letter to a potential employer or college if necessary.

**\*For K-5 grading please see individual classroom teachers.**

## GUIDANCE SERVICES

Guidance may counsel students with a wide variety of needs including depression, academic failure, anxiety, anger, relationships, etc. The guidance counselor may meet with students, parents, and teachers to facilitate good communication.

## GUM

Gum is not permitted at Concord School during the school day, 7:40am-3:05pm and during detention.

## HARASSMENT (TITLE XVI Sections 11 & 565)

The Concord School opposes and prohibits without qualification unlawful harassment. Harassment can be committed by a student, member of the staff, member of the administration, volunteer or other school personnel. Harassment can result in formal student discipline or employee/personnel actions up to and including dismissal.

Harassment means unlawful harassment, which constitutes a form of discrimination. It means verbal or physical conduct based on a student's or employee's race, creed, color, national origin, marital status, sex, sexual orientation or disability and which has the purpose or effect of substantially interfering with a student's educational performance, an employee's inability to perform his/her duties or creating an intimidating, hostile, or offensive environment.

Sexual harassment is a form of unlawful harassment and means unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature when:

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

### **Examples:**

*Physical:* Unwanted contact including offensive touching, pinching, brushing up against someone's body, coercing sexual intercourse, or assault.

*Non-verbal:* Sexually suggestive objects or pictures or books; lockers or clothing; suggestive, obscene or insulting sounds, whistling, gestures, leering; graffiti or other writing of a sexually insulting nature.

*Verbal:* Offensive sexual language; suggestive sexual comments; insults or threats; jokes of a sexual nature; unwanted flirtations; or sexually degrading words used to describe someone.

To be considered sexual harassment, the action must be offensive to the recipient. Sexual harassment includes both intentional conduct and action that were not "intended" to harm anyone. (See appendix for complete policy)

***PROCEDURES FOR PREVENTION OF HARASSMENT OF STUDENTS AND  
HANDLING COMPLAINTS***

The following administrative procedures apply to the District's policy # F23: Prevention of Harassment of Students.

**I. Definitions**

The terms "harassment," "employee," "complaint," "complainant," "Principal," and "designated employee" shall have the same meaning when used in these procedures as they are defined in the District's Prevention of Harassment of Students policy.

**II. Designated Employees**

The following employees have been designated by the District to receive harassment complaints Pursuant to the Prevention of Student Harassment policy and 16 V.S.A. §565(c)(1):

**Patrick Ely, Principal**

Concord School 802 695-2550 Ext. 202

**Timothy White, Guidance**

Concord School 802 695-2550 Ext. 117

**Jane Price, Nurse**

Concord School 802 695-2550 Ext. 204

**III. Reporting 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, may 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. A complaint or report may be made either orally or in writing. If a complaint report is oral, a designated employee shall promptly reduce the report to writing, including the time, place, and nature of the conduct, and the identity of the participants and the complainant.

D. An employee who witnesses conduct that s/he believes might constitute student harassment under the Prevention of Harassment of Students policy shall take prompt and appropriate action to stop the conduct and immediately report the conduct to a designated employee.

E. Any other person who witness conduct that s/he believes might constitute harassment under the Prevention of Harassment of Students policy should report the conduct to a designated employee.

F. If one of the designated employees is the person alleged to be engaged in the conduct witnessed or complained of, the report shall be filed with the other designated employee.

#### **IV. Procedures Following a Report**

A. At any stage of the procedures following a complaint, the complainant and the accused individual may request alternative dispute resolution methods, including mediation, of the District.

B. When a designated employee receives a complaint, the designated employee shall complete a harassment complaint form based on the written or verbal allegations of the complainant.

C. The completed complaint form shall detail the alleged facts and circumstances of the incident or pattern of behavior. Harassment complaint records shall be maintained consistent with the requirements of the Family Educational Rights and Privacy Act, 34 C.F.R. Part 99.

D. Depending on (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, the designated employee or another individual identified by the designated employee may attempt to resolve a complaint through a conversation with the complainant and the accused individual. If such informal resolution is either not appropriate or is unsuccessful, the designated employee shall initiate or cause to be initiated an investigation of the allegations in accord with the timelines established herein.

E. Upon receipt of notice of a complaint, the designated employee shall provide a copy of the Prevention of Harassment Policy and these procedures to the complainant and the accused individual. If one of the above named is under 18 years of age, his/her parent(s) or guardian(s) shall be notified of the complaint and shall be provided with a copy of the policy and procedures.

F. Unless special circumstances are present and documented, the principal shall, no later than one school day after the receipt of a complaint, initiate or cause to be initiated, an investigation of the allegations. The Principal shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the Principal from assigning him/herself or a designated employee as the investigator.

G. 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 [Superintendent][Principal]. The report shall include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes a violation of the Prevention of Harassment of Students policy.

When the initial determination is that an accused student has engaged in harassment, the [Superintendent] [Principal] shall use his or her discretion to decide the appropriate disciplinary and/or corrective action. If expulsion is recommended, the [Superintendent][Principal] will seek approval of the board of the District. He/she shall also notify the parties of the results of the determination and as allowed by law, disciplinary and/or corrective action to result. An authorized school official may seek waiver of confidentiality rights in order to inform the complainant of remedial measures undertaken.

H. Consideration of whether a particular action or incident constitutes a violation of the harassment policy requires review of all the facts and surrounding circumstances. Although conduct may be found to be in violation of other standards of student or employee conduct or decorum, it shall not be deemed harassment when the subject of a complaint is an incident(s) that is not shown to have the effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or to have created an objectively intimidating, hostile, or offensive environment. Free expression rights of the First Amendment of the U.S. Constitution will be protected.

I. 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.

J. When the initial determination is that an employee has engaged in harassment against a student, the Superintendent and/or principal shall use his or her discretion to initiate disciplinary and/or corrective action in accord with the district's policies and procedures, employment contracts and state and federal law.

#### **V. Independent Review**

A. A complainant who desires an independent review because s/he is either dissatisfied with the final decision of the District as to whether harassment occurred, or believes that although a final decision was made that harassment occurred and the District's response was inadequate to correct the problem, shall make such request in writing to the Superintendent.

B. Upon such request, the Superintendent shall initiate an independent review by a neutral person selected from a list developed jointly by the Commissioner of Education and the Human Rights Commission and maintained by the Commissioner.

C. The district shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of, but is not limited to, an interview of the complainant and the relevant school officials and review of written materials involving the complaint maintained by the school or others. The independent reviewer shall be considered an agent of the school for purposes of being authorized to review confidential student records.

D. Consistent with Act 91, An Act Relating to Harassment in Schools, upon the conclusion of the review, the reviewer shall advise the complainant and the designated employee as to the sufficiency of the school's investigation, its determination, the steps taken by the school to correct any harassment found to have occurred, and offer recommendations for any future steps the District should take. 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.

E. The district may request an independent review at any stage of the process.

F. The district shall bear the cost of independent review.

## **VI. Discipline and/or Corrective Action**

**A. Final Action on Complaint.** The district shall take prompt and appropriate disciplinary and/or corrective action reasonably calculated to stop the harassment. Disciplinary or corrective action may include, but shall not be limited to, warning, reprimand, education, training, counseling, suspension and/or expulsion of a student, and warning, reprimand, education, training, counseling, transfer, suspension and/or termination of an employee.

**B. Other Disciplinary Response.** If the conduct does not rise to the level of harassment, but otherwise violates the district's disciplinary policies or Comprehensive Plan for Responding to Student Misbehavior including anti-bullying provisions, disciplinary or corrective action under those policies or plan shall be taken.

**C. Retaliation.** Acts of retaliation for reporting harassment or for cooperating in an investigation of harassment is unlawful pursuant to subdivision 4503(a)(5) of Title 9. There shall be no adverse action taken against a person for reporting a complaint of harassment when the complainant has a good faith belief that harassment has occurred or is occurring or for participating in or cooperating with an investigation. In the context of retaliation, "adverse action" means any form of intimidation or reprisal such as verbal/physical threats or abuse, diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits or other unwarranted disciplinary action in the case of students and includes any form of intimidation, reprisal or harassment such as suspension, termination, change in working conditions, loss of privileges or benefits or other disciplinary action in the case of employees. Any individual who retaliates against any employee or student, who files a report, testifies, assists or participates in an investigation or hearing relating to a harassment complaint shall be subject to appropriate action and/or discipline by the district.

**D. False Complaint.** Any person who knowingly makes a false accusation regarding harassment shall 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.

**E. Appeal.** A person determined to be in violation of the Prevention of Harassment of Students policy may appeal the determination and/or any remedial action taken as a consequence of the determination.

1. Student. If the person filing the appeal is a student, the appeal shall proceed in accordance with the district's policy and procedures governing discipline of students.
2. Staff. Employees subject to disciplinary action shall appeal in accord with applicable statutes, collective bargaining agreements, and the District's policy and procedures.

### **VII. Confidentiality; Notification of Results; and Record Keeping**

A. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with (1) the District's obligations to investigate, (2) to take appropriate action, and (3) 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, when a complaint is filed, and in writing of the results of the investigation. 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.

### **VIII. 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 the Prevention of Harassment of Students 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 these procedures shall preclude anyone from reporting any incidents and/or conduct that may be considered a criminal act to law enforcement officials.

**IX. 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 following addresses:

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

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

Copies of this policy are available in Central Office and each principal’s office.

**HATS**

All Concord School buildings are hat-free zones. Persistent disregard for the dress code may result in disciplinary action, up to suspension.

**HAZING**

The Concord School opposes and prohibits hazing, without qualification, and opposes hazing behaviors. “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:

1. 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
2. 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
3. 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
4. Any 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.

Reports of Hazing should be made immediately to the principal or the building administrator. Reports will be addressed using the procedure established by the Concord School Harassment Policy.

[See Appendix for full policy]

## **HEALTH SERVICES**

The school nurse handles routine illnesses and accidents occurring at school. Severe cases of illness or accident are brought to the immediate attention of parents and/or local health care facilities.

It is necessary that parents complete and return the emergency card and health information forms distributed each fall. It is equally important that parents whose children have disabilities or whose children are required to take medication during the school day inform the school nurse of this and fill out any required paperwork.

### **ILLNESS**

If a child is sick before school, he or she should not be sent to school:

- he/she has run a fever in the last 24 hours
- he/she has vomited within the last 24 hours
- he/she has strep throat and has not been on antibiotics for at least 24 hours

Students who become sick while in school will be sent home as soon as a parent or guardian can be notified and arrangements for dismissal have been made.

### **PRESCRIPTION MEDICATION**

The Concord School recognizes that many children are able to attend school because of the effective use of prescribed medication. It is most desirable for medication to be administered in the home. However, any student who is required to take prescribed medication during the regular school day may have it administered to him or her. In so doing, he or she must comply with the following regulations:

1. A student's medication **MUST** be brought to school by a parent, guardian or responsible adult.
2. The medication shall be in the **original container**, labeled by the physician or pharmacy.
3. **Written orders from a physician** detailing the name of the student, the drug dosage, reason for drug administration, and time medication is to be given must be received by the nurse, school principal or designee before the medication can be given. A "renewal" of long-term medication order is required each year. Forms are available in the school office.

**Written permission from the parent/guardian** of the student, requesting that the school district comply with the physician's order must be provided to the school.

**Prescription medications will be administered only after the school nurse has received a physician's written medical order and written directions signed by a parent or guardian.**

4. Middle and High School students responsible for **self-administration** of an inhaler must have written permission from their doctor and parents. These students are responsible for carrying their inhaler with them at all times.
5. Other than Middle and High School students with inhalers who have received the appropriate permission from both parents and their physician, no medication will be carried and self-administered by students..
6. Medication **must be stored** in a locked cabinet.
7. Unused medication will be returned to the parent/guardian for disposition or destroyed.
8. In the event of a **school-sponsored field trip**, medications will be transported and administered by the responsible teacher with direct guidance from the school nurse.

### **NON-PRESCRIPTION MEDICATION**

1. A student's medication **MUST** be brought to school by a parent, guardian or responsible adult.
2. The school nurse or designee will administer all non-prescription medication.
3. Non-prescription medication must come to school in the original container with its appropriate label.
4. Non-prescription medication will be administered only after a permission form has been signed by the parent/guardian and received by the school. Medication will be secured in a locked cabinet during school hours.
5. Parents/guardians signing the permission form shall agree to the procedure outlined above. Forms are available in the school office.

## **HEALTH SCREENINGS**

Following the guidelines as set by the Vermont Board of Education Division of School Health Services, the school nurse shall screen for vision and hearing. If you have a concern, you may request that additional screenings be provided. If there is a concern with any of the recommended screenings, the student's parent or guardian will be notified.

## **AIDS and HIV INFECTION**

**Students:** All children in Vermont have a right to an education. With a physician's approval, a student with AIDS or infected with HIV should attend school in a regular classroom, and be considered eligible for all opportunities and services provided by law. Reporting of AIDS or HIV infection is not mandated. The student and/or parents may choose to report this information. These are the only acceptable sources of reporting regarding AIDS/HIV infections.

**Employees:** A school employee shall not be restricted in the performance of his/her regular work assignments and activities based solely on a diagnosis of HIV infection.

**Clean Up of Body Fluids:** All school personnel shall be provided with information about proper procedures for clean up of body fluids emanating from any person. Standard procedures shall be used to clean up after any person having an accident or injury at school. Blood or other body fluids emanating from any person shall be treated cautiously. Gloves shall be worn when cleaning up blood or body fluid spills. The spills shall be disinfected; blood or body fluid soaked items shall be placed in leak-proof bags for washing or disposition. Standard procedure requires equipment disinfecting and hand washing following contact with any body fluid or another person.

**Responsibility:** The Superintendent of Schools shall be responsible for the consistent procedural implementation of this policy. The procedures shall follow the Recommended Guidelines for Providing Education to Students with AIDS/HIV Infection provided jointly by the Vermont Department of Health and Vermont Department of Education.

**Vermont School Entry Immunization Requirements – Effective August, 2008**

	<b>Kindergarten<sup>1</sup></b>	<b>Seventh Grade<sup>1</sup></b>
<b>DTaP/DTP/Td/Tdap<sup>3</sup></b>	5 doses DTaP	5 doses DTaP 1 Tdap booster
<b>Polio<sup>4</sup></b>	4 doses	4 doses
<b>MMR<sup>5</sup></b>	2 doses measles 2 doses mumps 2 doses rubella	2 doses measles 2 doses mumps 2 doses rubella
<b>Hepatitis B<sup>5</sup></b>	3 doses	3 doses
<b>Varicella<sup>5,6</sup></b>	2 doses	2 doses
<b>Meningococcal</b>	N/A	1 dose required for all students living in dormitories or campus based housing

1) The new requirements apply to all students who will be entering kindergarten and 7th grade, as well as to any student regardless of grade who is newly enrolling in a school. For the latter, students must meet the same requirement as for kindergarten (if the student will be entering the 1st – 6th grade) or the 7th grade (if the student will be entering the 8th – 12th grade).

3) 5 doses of DTaP/DTP are required for school entry unless the fourth dose was given on/after the 4th birthday in which case only 4 doses are needed. For students who, after the sixth birthday, have not completed these requirements, 3 doses of Td, or 2 doses of Td and one dose of Tdap is acceptable. Tdap is not indicated if a Td booster was given in the previous 5 years. Pediatric DT does not meet the requirement, so if DT has been administered an exemption form must be completed.

4) 4 doses are required unless the third dose of an all-IPV or all-OPV schedule is given on or after the 4th birthday, in which case only 3 doses are required. However, if the sequential or a mixed IPV/OPV schedule was used, 4 doses are always required to complete the primary series.

5) Laboratory proof of immunity is acceptable in lieu of vaccination history.

6) The requirement is waived if parent/guardian signs a Department-supplied form indicating the student has a history of disease.

**\*\*\* OR \*\*\***

Children may be exempt from immunization requirements for medical, religious, or moral reasons. **Exemption forms** are available through the school nurse. Questions can be addressed to the school nurse or the Superintendent of Schools.

**PEDICULOSIS (HEAD LICE)**

The Concord School will take the necessary measures to decrease spread and reduce any loss of instructional time for students. The school reserves the right to exclude a child from school for live head lice. (See appendix for complete policy)

**HIGH SCHOOL SPECIFIC INFORMATION**

**GRADUATION REQUIREMENTS**

<u>Courses</u>	<u>Credits</u>
English	4 credits
Math	3 credits
Science	3 credits (incl. Fr. Science, Biology)
Social Studies	3 credits (incl. US Hist., Gov, W. Geo)
Health	1 credit
Fine Arts	1 credit
Computer Lit.	1 credit
Physical Education	1 credit
Electives	11 credits
<b>Total</b>	<b>28 credits</b>

\*Credits can be earned by attending Concord School classes, and classes at other institutions including colleges, through apprenticeships, and by independent study. School administration and parents must approve participation in alternative programs.

**GRADE PROMOTION**

Promotion in high school is based on the number of credits earned each year. Minimum credits for grade placement are:

7 credits	Sophomore Standing
15 credits	Junior Standing
21credits	Senior Standing

**COURSE CHANGES**

All changes of schedules must be made in the guidance office. Changes will be made only for sufficient reason and only with the approval of a parent or guardian. Students must continue to attend any course to which they have been assigned until notified by the guidance department that their requested course change has been approved.

Students should select courses with extreme care to avoid unnecessary changes. Information and efforts are provided by the school staff to help a student make intelligent choices. **The principal and guidance counselor are the only individuals who can make changes.**

**Procedure for Withdrawal:**

1. Parental permission is necessary for course withdrawals.
2. The principal may remove a student from a course permanently if the student does not comply with teacher’s classroom expectations.
3. Withdrawals are not permitted during the first three days except for students who are scheduled erroneously need a required course because of previous failure.
4. Students dropping courses after the first ten days of school will receive either withdraw passing (WP) or withdraw failing (WF) grade on their transcripts.

## **MINIMUM COURSE REQUIREMENTS**

All students must be enrolled in courses yielding a minimum of eight (8) credits at the end of the year.

### *Notes*

In the case of students with limiting handicaps, alternative requirements for graduation may be specified in a student's multi-year plan.

Instruction in vocational and other subjects that provide content, skills, or concepts of the subject areas listed above may be counted in part towards meeting these graduation requirements.

A Carnegie Unit (credit) is defined as 120 hours of instruction or mastery of course objectives normally covered in that period of time.

## **ALTERNATIVE COURSE CREDIT**

The school recognizes that there are times when students want or need to earn credits in an alternative way.

## **INDEPENDENT STUDIES**

Independent study courses are a privilege not a right. They are more difficult than taking a class and may require more work. They require that a student be able to work independently, be well organized and committed to producing quality work.

A form that describes the individual independent study and signed by the student, teacher involved, and administration and guidance counselor must be on file in the guidance office before any credit is awarded.

Independent studies fall into three categories:

- Independent studies for enrichment,
- Independent study for academic credit,
- Independent study for academic credit in an area beyond the existing curriculum.

The following guidelines apply to independent studies:

- A member of the academic faculty must supervise the study. Supervision may be nominal on the part of the faculty member if a qualified person outside of the school system is providing direct supervision.
- The study, if for academic credit, will be graded on a pass/fail basis. An independent study used to resolve a scheduling conflict that follows the regular class curriculum may be granted a letter grade.
- Requirements for independent study must follow the timelines, documentation, approvals, etc., as developed by the Independent Study Committee.
- If the independent study is for academic credit, then those rules, procedures, and deadlines that apply to regular academic courses will apply.
- A formal, culminating, public presentation will be required of all independent study programs approved for academic credit.

- The Independent Study Committee has the responsibility to resolve conflicts and address unanticipated concerns related to independent study.

Eligibility for independent study is as follows:

- The student must demonstrate ability in the proposed study area.
- The student must have completed the 10th grade prior to consideration for independent study.
- The student must complete all applicable forms within prescribed timelines.

### **COLLEGE COURSES**

Some students may wish to challenge themselves by taking college-level courses. Such courses will be at a student/student's family's expense, unless offered through arrangement between the college and Concord School. To obtain high school credit for college level work, written permission from the guidance offices or principal must be obtained before enrollment. Generally speaking, three (3) credits of college level work will count for one (1) high school credit. You cannot use a college course to count as both college credit and high school credit at the same time. It is your responsibility to ascertain if you can achieve college credit.

### **ONLINE COURSES**

Credit for online courses will be granted at the discretion of the principal. Consideration will include appropriate accreditation, course content, etc. Written permission from the principal must be obtained prior to enrollment.

### **EXAMS (MID-YEAR AND FINAL)**

Mid-year and final examinations will be given at the time indicated on the examination schedule. For high school students exams or final projects are required in all core subject areas. Students with conflicts must reschedule before the examination week begins.

### **EARLY GRADUATION**

A student, who has earned the required credits, and wishes to go on to college after his/her junior year, may request an early graduation through the principal. The school board is responsible for the final decision. A letter of intent to go on to college from the student; a letter of recommendation from an individual other than the principal; and a letter of acceptance from the college to be attended is required.

At the discretion of school administration following rules governing interscholastic sports, students may be eligible to participate in Concord School's extra-curricular activities.

The student may choose to return to Concord School for graduation with his/her respective class to receive his/her diploma.

### **VOCATIONAL TECHNICAL CENTER**

St. Johnsbury Academy and Lyndon Institute Vocational Centers offer programs in culinary arts, agriculture, automotive trades, business management, computer technology, drafting and graphics, human services, metal trades, office occupations, and building trades, which are open to juniors and seniors.

Students are eligible to enroll in these programs for 2 blocks during their junior and senior years. Transportation is provided from Concord School to the Vocational Center and return. **Vocational students are not permitted to drive to the vocational center without combined approval from Concord School administration, vocational center, and parents/guardians.**

### **CO-CURRICULAR ACTIVITIES**

Concord School offers a number of co-curricular activities including clubs and interscholastic sports. Most clubs meet after school and are supervised by a faculty advisor. Students interested in organizing a new club should contact the principal. The following activities are planned for the 2011-2012 school year:

Baseball	Basketball (Boys & Girls)
Softball	Soccer (Boys & Girls)
Student Council	National Honor Society
VTLSP	Class Officers

For eligibility requirements and other questions, students should contact the appropriate faculty advisor or the principal.

### **AUTOMOBILES/PARKING**

Students who drive to school must register their vehicles in the main office. Failure to do so will result in your losing your privilege to park at the school. Students are expected to use their cars safely and to follow the rules governing their use at school. **Students may not go to their car during school hours.**

Students are not to loiter in the parking lot or sit in vehicles at any time. The speed limit of 10 miles per hour is to be observed at all times.

Failure to abide by the above regulations will result in a first-time loss of parking privileges for one (1) week. Any subsequent violations will result in permanent removal of driving privileges.

**In addition, once you arrive at school you may not use your car to transport other students.**

Vocational students are not permitted to drive to the vocational center without approval from the vocational center, Concord School and parents. **Requests must be made 24 hours in advance.**

### **DRIVER'S EDUCATION**

Students who fail Driver's Education will be placed at the bottom of the waiting list for the next enrollment.

### **SENIOR PRIVILEGES**

Senior privileges may be granted at the discretion of the Concord School Board.

<b>Honor Roll Grades 6-12</b>
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**High Honors**

Students with all grades 90(A-) or above

**Honor Roll.**

Students with all grades 80 (B-) or above

**Honorable Mention**

All students whose grades are 80 (B-) or above, with the exception of one grade that is below 80 but above 70 (C-),

**Minimum Requirements**

1. A student must be enrolled in four (4) courses (in the block schedule) each quarter to be eligible for the Honor Roll.
2. All work must be completed at the end of the marking period/semester.

Any course that gives a grade of pass/fail will not be used in determining one's grade point average or for the Honor Roll.

There are two groups of students who will be recognized at the end of the school year:

All students who made the honor roll 2 out of the first 3 marking periods or high honors 1 of 3 marking periods will be honored at a dinner during the last week of May. (If there is a question of eligibility, the last marking period of the previous year will be used.)

**HOT LUNCH**

The school lunch program offers breakfast and lunch to students in grades K-12 and staff. At breakfast and lunch times a la carte items may be purchased. Menus will be sent home monthly and are subject to change.

Snacks are available to the high school during their break. Children in PK-8 will be provided snacks at no cost through the Fresh Fruit and Vegetable Grant Program 5 days a week.

A Free Milk Program is available for preschool students. Applications will be sent home at the beginning of the school year. Decisions are based on guidelines set at the national level.

Breakfast will be served as a grab and go. Breakfast is to be eaten in each child's classroom and students are asked to clean up their area.

Lunch is served in accordance with the assigned schedule.

Applications for the free and reduced lunch program are sent home at the beginning of the year. Decisions are based on guidelines set at the national level. Meal program status is confidential and parents are encouraged not to share information related to their financial status with their children. Should a family experience a change in financial circumstances during the year, they may reapply for the program.

Payment should be made in advance or on a weekly basis. Please send payments on Monday in an envelope with the child's name and grade on the outside. Bills will be sent home weekly. The Abbey Group has set a \$20.00 per child limit on charges. Checks should be made out to: Concord School Hot Lunch Program. Children with an outstanding balance may be limited to a one time lunch of a cheese sandwich, apple and milk

### **Prices**

Breakfast - \$1.25, Student Hot Lunch or salad bar - \$2.00, Adult Hot Lunch or salad bar - \$3.25. Juice/Milk - \$.50. Snacks \$.50-\$1.50.

### **Food Allergies or Food Related Health Issues**

Parents need to provide the school nurse with a physician's statement every year if a child has a food allergy or a food related health issue. A healthy alternative will be offered.

### **LIBRARY INFORMATION**

The Concord School library has many books and magazine subscriptions available for student and faculty use. Library hours will be determined and posted at the beginning of each school year. When the library is not being used for instruction during these posted hours, with teacher permission students are welcome to use the library for reading, research, or studying.

Each student has a library number for checking out books. Most books may be borrowed for two weeks and may be renewed by bringing the items to the librarian.

**Reference Books:** Teachers and students may ask to have reference materials set aside. These materials are for library use only.

**Magazines:** Current issues of magazines are to be used in the library.

Students and their parents/guardians are responsible for paying for lost or damaged materials. Overdue notices will be sent home with students.

<b>LOCKERS</b>
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Lockers are assigned by the administration or its designee. Students will not switch lockers or take an unassigned locker without clearing it with administration or its designee. Lockers that are not functioning properly should be reported to the administration.

**Lockers are the property of the school. The school reserves the right to access lockers to collect books and assignments to send home when a student is absent, to clean or fix damaged lockers, to conduct general investigations, or to search individual lockers.** Students must provide their own lock. To avoid the loss of personal belongings from lockers:

- Protect the combination – do not give it to anyone.
- Do not share lockers.
- Do not leave money or other valuables in the locker.

### **LOST AND FOUND**

All missing items should be promptly reported to your child’s teacher. All found items should be turned in at the Main Office. Any personal items not claimed will be periodically turned over to charitable organizations after adequate notice is given to the student body. Lost books that are turned into the office will be returned to the appropriate teacher.

### **MESSAGES – TELEPHONE**

A telephone system has been installed which now gives staff members access to voice mail in each classroom. This feature makes it possible for parents to leave messages during the day for staff members. It also gives staff members the opportunity to return calls at their convenience. There is a telephone at the office that students will be permitted to use in an emergency. **Forgotten homework or visiting a friend’s home does not constitute an emergency.** Students must secure permission from a member of the office staff before using the telephone. **Students should not use telephones in the classrooms.**

### **NUTRITION AND WELLNESS**

**Purpose:** The Concord School is committed to provide environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity. (See appendix for complete policy)

### **PHYSICAL EDUCATION**

Physical Education is an important part of the educational process offered at the Concord school. Participation, team building, and lifetime fitness skills are emphasized in the program. Students are required to wear appropriate footwear for the physical education class.

Middle School students are required to change into appropriate clothing for class. Failure to bring appropriate clothing may result in a lowered grade or disciplinary actions.

High School students are required to change into appropriate clothing for class. Failure to bring appropriate clothing may result in a lowered grade or disciplinary actions.

Should injury or illness prevent participation in physical education classes, a physician's note stating the injury/ physical limitations of the student and effective dates is required.

## **PLAYGROUND**

During school hours the use of the facilities is restricted to Concord School students and staff. After school hours and on weekends, the facility is open to community members as well. Concord School assumes no responsibility for injury during non-school use of the facilities. Adult supervision is recommended at all times.

In order to provide a safe and enjoyable experience, the following rules are in place:

- Treat each other with respect.
- Stay in your own bubble space and respect the space of others.
- Use equipment safely. This includes but is not limited to the following:
  1. Sit on bottoms to swing. Do not jump off.
  2. Walk on the climber at all times.
  3. Go up the ladders and stairs, and down the slides.
  4. Grades K-1 are not allowed on the monkey bar portion of the red climber.
  5. Keep your head above your feet on all climbers. Do not hang upside down.
- Remain in the designated playground area.
- Line up quickly and quietly when directed to do so.
- Follow playground supervisors' requests and directions.
- Stay away from any water.
- Leave rocks, sticks, snowballs, and other objects on the ground.
- Do not leave the playground without permission.
- Report any problems or injuries to the staff on duty.

## **RETENTION**

The Concord School believes that in order for retention to be a positive growth experience both parent and school need to be in agreement and work cooperatively to support and encourage the child. A child may be retained when it is in the best interest of the child. The best interest of the child may include a lack of appropriate growth in academic achievement, social development and/or maturation.

The decision to retain the child will be made jointly by the principal and the child's parent or guardian after consultation with appropriate staff. Procedures for determining when retention is recommended and for communicating this information to parents are developed by the professional staff and published annually.

Retention of a handicapped pupil will follow procedures required by federal and state regulations regarding the handicapped. (i.e., this is regarded as a "change in placement" and as such will involve an IEP meeting)

## **SCHOOL CLOSING, DELAYS, AND EARLY DISMISSALS**

### **Delayed Opening of School**

The opening of school may be delayed in the event of inclement weather or temporary technical difficulties in the building. The Principal, in consultation with the superintendent, will make the decision. The following methods of notification will be used:

- Local radio stations WGMT - 97.7, WNKV - 105.5, WMTK - 106.3, CMI - 90.5 WSTJ - 1340 AM and WCAX TV
- Teachers and other staff members will be notified by telephone.
- Phone alert system

### **Early Closing of Schools**

Schools may be closed early in the event of severe storms, heating or water problems in the school, or other natural emergency. The Principal, in consultation with the Superintendent, will make determination. **We will not knowingly send a child home to a house without adult supervision.** The following methods of notification will be used:

- Local radio stations and WCAX TV will be notified by phone.
- Bus drivers will immediately be notified by phone and asked to come to the school.
- We will attempt to call parents of students Pre – K through 5<sup>th</sup> Grade.

### **Canceling School for the Day**

School may be cancelled for the day in the event of severely inclement weather, technical difficulties within the school itself, or other unforeseen emergencies. The Principal, in consultation with the Superintendent will make the decision. Notification will be made as in "DELAYED OPENING OF SCHOOL" above.

## **SCHOOL DAY**

The school day for students in kindergarten through grade twelve is 8:00 am to 3:05 pm. Students are to be dropped off to begin the school day no earlier than **7:40 am**. The doors will be opened at this time. Preschool runs Monday through Thursday from 8:00 am to 11:00 am.

## **SCHOOL SECURITY**

Concord School takes student and staff safety very seriously. In an attempt to provide a safe learning environment for everyone, the following protocols are in place:

- Lobby doors are shut and locked when school is in session.
- Doors will not be blocked open at any time
- Visitors must enter through the front doors and check in at the office.
- Visitors must display a visitor pass when in the school buildings.
- Emergency drills, including lockdowns, are executed periodically (see Emergency Drills for information)

## **SEARCH & SEIZURE**

1. This policy generally applies to searches of students' persons, possessions, desks, lockers, and vehicles by school administration or teachers.
2. Generally, an individualized search may be conducted only where there are reasonable grounds to suspect that the search will uncover evidence that a student has violated a school rule or has violated the law. The scope of a search must be reasonably related to the objectives of the search and will be no more intrusive than necessary.
3. 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, and inspection at any time.
4. This policy does not apply where the goal of the search is unrelated to discovering evidence of wrongdoing and the student consents to the search. For example, it is permissible for a teacher to help a student locate an assignment in a backpack without following the procedures outlined in this policy. (See appendix for full policy)

## **STUDENT REPORT CARDS**

Report cards will be sent home quarterly. These will be sent home with students in grades K-5, and mailed to parents in grades 6-12.

In grades 6-12 interim reports are sent home midway through each marking period. Teachers in grades K-5 will send home interim reports as needed.

Teachers may also send as needed Academic Progress Reports with handwritten comments, whereas computer printed comments are printed directly on the report card.

Student progress may be monitored by parents using Ed-Line. Contact your child's teacher for more information.

## **STUDENT DISCIPLINE**

Concord School is committed to providing a safe learning environment for all members of the school community. The following principles guide the discipline system at Concord School:

- respect for self
- respect for others
- respect for property

Together, students and teachers develop rules governing individual classroom behavior. All rules and procedures are based on safety and respect. Classroom rules are consistent with school-wide guidelines and could include time out and/or buddy-teacher time out. The school community reviews school wide rules and expectations during the first few weeks of the school year.

Consequences for inappropriate behavior will vary depending on the age of the child, seriousness of the offense, and the number of times the behavior has been exhibited by the child. In order to be effective, the matter must be dealt with immediately or as soon as possible.

### **PARENT NOTIFICATION OF DISCIPLINARY ACTION**

**Parents will be notified when their child's behavior in the classroom becomes so disruptive that a simple verbal reprimand or reminders are insufficient to stop the behavior. If a student is sent out of the classroom for disciplinary action, a parent will receive a copy of the discipline report, and in most cases this will be accompanied by a phone call.**

## **POSSIBLE DISCIPLINARY PROCEDURES**

### **DETENTION**

Detention takes precedence over all other activities including athletics, employment, and personal appointments. In some cases the administration may postpone your detention. It is the student's responsibility to make arrangements prior to the assigned detention.

Any staff person may assign students to after-school detention for attendance problems, tardiness, poor conduct, completion of schoolwork, etc. Students assigned to detention must report promptly after school to the designated room, bringing study materials or homework.

At the discretion of the Principal or Assistant Principal, students may be assigned alternative service in lieu of detention.

Any student who misses detention without being given permission will serve one day of alternate in-school instruction. This consequence is for missing detention; the student will still need to serve the detention after school.

### **ALTERNATE IN-SCHOOL INSTRUCTION (IN-SCHOOL SUSPENSION)**

Students who are placed in alternate in-school instruction will be allowed to study and are expected to make up any work missed by their absence from class. Students in alternate in-school instruction will not be allowed to participate in co-curricular activities that afternoon and are responsible for any detention they are required to serve.

### **REMOVAL FROM A COURSE**

A student may be removed (dropped) from a course only by an administrator as a disciplinary action for sufficient reason to include (but not limited to) the following:

- chronic disruptive behavior that compromises the instructional process,
- chronic and deliberate failure to attend the class and/or unexcused tardiness.

A student removed from a course for disciplinary reasons will receive an "F" as a final grade for that course with a notation on his/her transcript that he/she was "withdrawn". He/she will be assigned to alternate in-school instruction for that period for the remainder of the semester.

### **SUSPENSION**

Students who simply cannot control their behavior or who act in a way that seriously disrupts our school community may be sent home in the custody of their parent or guardian. Parents will be notified and given an opportunity to meet with an administrator prior to any suspension.

**Students may be suspended for a minimum of one day for any of the following behaviors:**

- Fighting
- Failing to follow the rules of in-school detention;
- Refusing to report to the office when asked to do so;
- Using profanity towards any staff person;
- Harassment;
- Bullying;
- Hazing;
- Theft;
- Threats of physical harm;
- Bringing a weapon to school;
- Insubordination to staff/faculty/substitute teachers;
- Violation of Smoking Rules.
- Failure to follow the rules regarding the use or distribution of an illegal drug or drug related paraphernalia.

Suspensions of longer than one day may be imposed, depending on the nature of the offense, the student's overall record of behavior, or if the student's behavior was motivated by malice. Students may not participate in any school function during the period of their suspension and are to remain off school grounds until they are permitted to return to school.

### **EXPULSION (Title XVI VSA Section 1162)**

**Definition:** Discontinuance of attendance of a student by the Board of School Directors for a period in excess of 25 school days. The Board of School Directors has the power to expel students for sufficient cause and/or repeated instances of inappropriate behaviors.

**Notice of Hearing:** Parents or guardians will be notified of the Expulsion Hearing by written notice (certified mail, return receipt requested). The letter will include the charges, the date, time and location of the hearing, and potential witnesses. It will inform the student and parents of their right to present evidence and witnesses. If such notice does not provide sufficient time for preparation, a parent may request a reasonable extension of time. [See Appendix for full policy]

<b>TOBACCO</b>
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State law prohibits the use of tobacco on school property, at any time, by any individual. When they are at school or attending regular school functions, students in Concord may not smoke, use tobacco, or furnish other students with tobacco products and/or smoking paraphernalia. (See appendix for complete policy)

#### First Offense

The student will be placed on suspension up to 3 (three) days or agree to attend all sessions of the school's smoking cessation/support group and be assigned suspension for 1 (one) day. The school will confiscate any tobacco products and/or tobacco paraphernalia in the student's possession at the time of the infraction.

#### Second Offense

The student will be placed on suspension for 5 (five) days or agree to attend all sessions of the school's smoking cessation/ support group and be assigned suspension for 2 (two) days. The school will confiscate any tobacco products and/or tobacco paraphernalia in the student's possession at the time of the infractions.

#### Third Offense

The student will be recommended to the superintendent for expulsion from school or agree to attend all sessions of the school's smoking cessation/support group and be assigned suspension for 5 (five) days. The school will confiscate any tobacco products and/or tobacco paraphernalia in the student's possession at the time of the infraction.

#### Fourth Offense

The student will be recommended to the superintendent for expulsion from school.

In fulfilling its responsibility to inform students about the health hazards associated with smoking, the school sponsors educational and support programs throughout the school year to help students stop. For more information, students are encouraged to talk with the school nurse.

### **TRANSCRIPTS AND RECORDS**

Any student needing a transcript or copy of his/her school records should see the guidance office.

### **TRANSPORTATION (TITLE XVI Section 1221-1222)**

All students in kindergarten through grade 12 are provided transportation to and from school. Preschoolers are transported to and from school by parents. **Student transportation is contracted to:**

**Butler Bus Service  
(802) 626-4712**

The Board reviews its policy and bus routes prior to the opening of school each year. Any requests for changes in bus routes should be submitted in writing to the building administration. All changes must be approved by the Concord School Board.

#### **SCHOOL BUS**

Students are expected to abide by the following rules:

- Students are to be at the bus stop 5 minutes prior to the bus' arrival.
- Students will be expected to line up in an orderly fashion when boarding the bus.
- Students will get on the bus one at a time.
- Upon boarding the bus, students will go directly to their seat.
- Students will be assigned seats.
- Students will remain seated, facing forward, while the bus is in motion.
- Backpacks must be on your lap at all times.
- Students will use quiet voices.
- Students will refrain from any actions which could distract the driver or which could be harmful to the welfare of the passengers.
- Students will stay in their own space at all times.
- Students may not eat or drink on the bus.
- Students will keep heads, arms, and hands inside the bus.
- Smoking, possession, and/or use of alcohol and illegal drugs or weapons are not permitted by students or adults.

- Students will listen to and follow directions given by the driver.
- All possessions must be returned to backpacks prior to leaving the bus. **The school will not be responsible for lost or stolen possessions.**

### **VOCATIONAL BUS**

The daily transportation of pupils to the vocational school area is a privilege accorded by the school system. Private automobiles or motorbikes may not be used unless circumstances make driving to the center the only way students can attend the program. Students needing special permission to use their cars as part of their educational program must get permission from their parents, the high school, and the Vocational Center. In order to provide maximum safety, students riding the vocational bus shall adhere to the above rules. The privilege of having food and drink will be permitted as long as students deposit garbage into an appropriate container when leaving the bus. This privilege can be revoked at any time by the school administration.

### **CONSEQUENCES FOR BUS VIOLATIONS**

(Consequences for inappropriate bus behavior will vary depending on the age of the child, seriousness, and frequency of the offenses.)

#### **Kindergarten through 5<sup>th</sup> Grade**

**First and Second Offense** Verbal warning followed by a written warning

**Third Offense** One day off the bus.

**Fourth Offense** Three or more days off the bus, depending on severity and frequency of violation to be determined by the principal or his designee.

**Fifth Offense** Five or more days off the bus, depending on severity and frequency of violation to be determined by the Principal or his designee.

**Sixth Offense** Suspension from the bus up to 30 days depending on severity and frequency of violation to be determined by the Principal or his designee.

#### **6th Through 12th Grade**

**First Offense** Written warning

**Second Offense** One day off the bus.

**Third Offense** Five or more days off the bus, depending on severity and frequency of violation to be determined by the principal or his designee.

**Fourth Offense** Suspension from the bus up to 30 days depending on severity and frequency of violation to be determined by the Principal or his designee.

## **VISITORS**

Parents and visitors are welcomed and encouraged to visit the Concord School. To avoid classroom disruptions, courtesy dictates that visits of any kind during school hours be preceded by a notification of intent or an appointment. For an appointment please call the teacher being visited at least 24 hours in advance. All visitors must enter through the front door and sign in at the office.

## **WEAPONS**

The possession or storage of a weapon, or the transporting of a weapon to or from campus, is strictly prohibited. A weapon is defined as any firearm, knife, or explosive device and any other weapon, instrument, substance, or material, whether animate or inanimate, which is known to be capable of inflicting bodily harm or death. In addition, students are prohibited from possessing knives, including penknives, unless that knife is directly related to their work at school, has been approved for classroom use by their teacher, and is stored by their teacher when used at school (e.g., art/drafting knives, dissection equipment, etc.).

Any student violating this policy shall be subject to discipline, which may include suspension, and in certain cases an expulsion from school for one calendar year. In addition, a person who brings a weapon to school, on a school bus, or on school property may be subject to criminal penalties under Vermont law. See 13 V.S.A. §4004. (See appendix for complete policy.)

**Concord High School  
Modified 5 Block  
Bell Schedule  
2011-2012**

<b>7:40-8:00 -</b>	<b>Breakfast in first block classrooms Attendance and lunch count</b>
<b>8:00-9:22-</b>	<b>Block 1</b>
<b>9:22-9:25</b>	<b>Bell</b>
<b>9:25-9:40-</b>	<b>Break</b>
<b>9:40-9:43-</b>	<b>Transition/Bell</b>
<b>9:43-11:05-</b>	<b>Attendance/Block 2</b>
<b>11:05-11:08</b>	<b>Transition Bell</b>
<b>11:08-11:53-</b>	<b>Attendance/Block 3</b>
<b>11:53</b>	<b>Bell</b>
<b>11:53-12:15-</b>	<b>Lunch</b>
<b>12:15-12:18-</b>	<b>Transition/Bell</b>
<b>12:18-1:40-</b>	<b>Attendance/Block 4</b>
<b>1:40-1:43-</b>	<b>Transition/Bell</b>
<b>1:43-3:05-</b>	<b>Attendance/Block 5</b>



Concord School  
173 School Street  
Concord VT 05824

***PLEASE TAKE THIS PAGE OUT OF THE HANDBOOK AND RETURN IT TO YOUR  
YOUNGEST CHILD'S HOMEROOM TEACHER.***

**KEEP THE HANDBOOK AT HOME**

I, \_\_\_\_\_, Parent/Guardian of \_\_\_\_\_

\_\_\_\_\_  
(STUDENT/S NAME, GRADE/S)

have received the Student Handbook for Concord School. I have reviewed the handbook and discussed the contents with my son/daughter. We are aware of the rules and procedures of the school and my signature below signifies our willingness to follow the rules and guidelines in this handbook.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_