

SRES

**15 School Street
PO Box 308
Saxtons River, VT 05154
www.sreshome.org**

2011-2012 SCHOOL HOURS

Grades K-5.....8:20-3:00

IMPORTANT PHONE NUMBERS

*Saxtons River School 869-2637
Saxtons River School Fax ...869-2631
Superintendent's Office.....463-9958
Transportation Director.....463-9958 ext. 120
Special Education Office.....463-1612*

Electronic Communications: You may reach the principal and the school administrative assistant at the following email addresses:

Principal, David Lesser – dlesser@wnesu.net

Administrative Assistant, Janet Brennan – jbrenna@wnesu.net

SRES Mission Statement

**Soaring expectations
Respect and responsibility
Equals
Success**

Saxtons River Elementary School is a community based school that provides a quality education emphasizing individualized learning combined with high social and academic expectations. We strive for a strong foundation in literacy, encourage creativity and aspire to instill a joy of lifelong learning in our students.

STAFF DIRECTORY

To email our faculty, staff and administration,

use the first letter of their first name, and the first six letters of their last name plus:

@wnesu.net

Administration:

David Lesser- Principal

Janet Brennan- Administrative Assistant

Teaching Staff:

Beth Smallheer- Kindergarten

Kate Gravelle- Grade 1

Dawn Bazin- Grade 2

Amy Harlow- Grade 3

Jaimie Douglass- Grade 4

Wendy O'Dette (Jordan)- Grade 5

Alisa Daigneault- Music

Colleen Grout- Art

MaryLou Smith- Physical Education

Kate Kane - Library

Marjie Ottenbreit - Special Education

Coleen Punger- Special Education

Jean Hodsdon- School Nurse

Pam Murray - School Nurse

Bill Scarlett- Guidance

Laurel Perron- Reading

Paraprofessionals:

Lilo Braade

Deana Coombs

Britain Davignon

Michelle Fairbanks

Lisa Harmon

Sarah Noble

Pam Piluski

Custodians:

Burt Lawrence

Josh Kemp

Food Service:

Linda Kinney

Arrival at School: Walkers and bicycle riders are asked to **arrive at school no sooner than 8:00am** and should leave the school grounds immediately after dismissal. Exceptions must be approved by the Principal. No students are allowed to ride or bring motorized vehicles of any kind to school.

Leaving School: **If you wish your child to leave school by a different means than usual please be sure that he or she has a permission slip.** Pupils may not ride home with persons other than their parents unless written permission is received from their parents. Children are not to leave the school grounds during school hours. If you need to pick up your child during the school day, please be sure to check in with the office to sign out your child before doing so.

Please note that School Street is a one-way street. To prevent accidents, walkers and bikers using this street need to stay in the lined area.

School Attendance: School is your child's work world and should be treated as the most important thing he or she does during the week. Regular attendance at school is necessary for healthy cognitive and social growth and is required by law. Students should be at school every day, well-rested and ready to learn.

In accordance with a new Vermont state law, there is a county attendance policy for all school districts. We are using the following guidelines:

**Absences:*

- automated phone message each morning at 9:00am to homes of students not in attendance whose parents have not already contacted us.
- reasons for excusable absences include personal illness, bereavement, family emergencies, and observation of major religious holidays.
- follow up after: 5 absences a phone call home from school; 7 absences, a letter home from the principal; 15 absences, a letter home from principal and a required meeting between home and school; 20 days, all of above plus legal right to pursue court action for truancy. Our truant officer (a Bellows Falls police officer) will be contacted.

**Tardiness:*

- arrival at school after 8:25 AM is considered tardy.
- make every effort to have your child arrive on time for the start of school. Chronic lateness disrupts classroom routines, deprives children of the chance to connect with teacher and classmates. Important announcements and information may also be missed.
- follow up is the same days and procedures as listed above for absences.

**Extended Absences:*

- try to plan family trips and vacations so that they don't conflict with school schedule.
- if your child must be away from school for extended absence, please give his/her teacher and Principal notice of absence as soon as possible. Teachers may suggest activities, homework assignments, and projects for your child to do while away, however the most important learning activities take place each day in the classroom. Simply doing the assignments that accompany classroom activities is not a substitute for attending school.

Food Service Programs: The school provides healthy and nutritious meals for students every day. *Breakfast is served each morning from 8:00-8:20AM.* Lunch times are as follows:

Grades K - 2: 12:00-12:30

Grades 3 - 5: 12:30-1:00

Please feel free to come in to school to have lunch with your child. Give us a call beforehand if you would like to purchase a meal for yourself.

Forms for the Federal Free and Reduced Lunch Program have been sent home via students on the first day of school this year. (Your child can still receive free or reduced lunches while these forms are being processed.) If you have applied through the VT Department of PATH, you will have already received a letter confirming your participation in the program. It is not necessary to fill the free and reduced forms out again. If you have not already applied for the program, please be sure to check over the guidelines to see if your family qualifies. The Free and Reduced Lunch Program offers substantial savings to families. Please return these forms to school as soon as possible. The approval process is not retroactive. You are responsible for any meals purchased by your child before your application has been approved. The only way for your child to get free milk is to buy the whole meal. Otherwise, a \$.50 charge will be made to your account even though your child qualifies for free and reduced meals.

**Paying for meals: Meals must be paid for in advance.* They may be paid for by the day, week, or month or year. To protect the confidentiality of families, we don't collect payment for breakfast or lunches in the lunchroom. Please place payments in an envelope with your child's name on it. His/her classroom teacher will collect these envelopes at the beginning of the school day and send them to the office. Payment envelopes may also be given to the food service staff at breakfast time. Food service prices:

Full Pay:	Lunch \$2.00	Milk only \$.50	Breakfast \$1.25
Reduced Pay:	Lunch: \$.40	Milk only \$.50	Breakfast free

School Closing: Should school be closed or delayed for an emergency or bad weather, it will be reported on the local radio stations, WCFR(1480), WSSA(1570), WKNE(103.7, WKBK(1290), WTSA96.7), WKVT(1490), and KIXX (100.5). An automated telephone message will also be sent along with a posting on the school district's home page on the web (www.wnesu.org).

Health Information: The Rockingham School Board encourages parents to preserve and protect each student's general health. The Rockingham School Board recommends that each child receive a physical exam before entering kindergarten or first grade. A preschool child may receive immunizations free of charge through the Vermont Health Department and the State of Vermont provides several insurance options for people with low incomes. The school nurse can provide you with information about these services.

Health Records: It is important for the school nurse to know of any hospitalizations, illnesses, or operations that your child has had in order to update his or her health record.

Rest, Nutrition, and Hygiene are important for your school-age child. A child should receive 8-10 hours of sleep at night. Late night outings and sleepovers with a friend are best saved for the weekend. Breakfast is the child's "fuel" for the morning, so help your child plan for time to eat breakfast. Once again, we qualified for Fresh Fruits and Vegetables grant and will be serving snack on most days. However, if it is your preference, please feel free to send a nutritious snack for your child at school. Hygiene should be maintained daily and health habits developed in the home.

Clothing should be appropriate for the weather. The children go outside for recess, weather permitting, each day. For more detail on this topic see the separate Dress Code section of this handbook.

Illness: All well children are expected to be in school every day. Any child who has an elevated temperature or nausea and vomiting should remain at home until symptoms are gone. A student must be fever free for at least 24 hours before returning to school. During the flu and cold season children should be reminded to practice good hygiene such as washing their hands frequently, especially before meals and after going to the bathroom. Children should not carry cough drops, lozenges, cold pills or aspirin to school. These are considered medications and the medication policy must be followed.

Annual Routine Screenings are performed by the school nurse and include vision and hearing, height and weight, nutritional assessments, blood pressure (grade 1 only), and an immunization record review. Please notify the school nurse if you have any concerns regarding the routine screening or if you would like to: refer your child for an early vision or hearing screening or a recheck; or opt your child out of such tests.

Administering Medicines to Students: Whenever possible medication should be administered at home. However, any student who is required to take medication during the school day must comply with the following regulations:

- *the school must have on file written or verbal orders from a physician detailing the name of the drug, dosage, and when the medication needs to be given.
- *we must have written permission from the parent or guardian of a pupil requesting that the school district comply with the physician's orders.
- *the prescribed medication must be brought to the school in a container appropriately labeled by the pharmacy or the physician and delivered to the school nurse by an adult.
- *our school nurses shall provide a locked cabinet for the storage of such medication.
- *the above applies to over the counter, as well as prescription medications.
- *Tylenol may be given at school with yearly written permission by the parent or guardian. A standing order for Tylenol with parent/guardian written permission is attached to the health form.
- *Benadryl and epinephrine will be administered in accordance with the procedure and standing orders for bee sting, allergy, and anaphylaxis. *Board Policy JHCD*

Emergency Phone Numbers (IMPORTANT): We must have telephone number of 3 friends or relatives and your place of employment that can be contacted in case of an emergency. Please keep these numbers updated at all times.

Field Trips: Field trips provide excellent opportunities for teachers to expand and enrich the learning experiences of their students. A blanket permission form will be sent home on the first day of school for all field trips taken within the WNESU. For out of district field trips, parents will be asked to send in special permission. Parents will be informed of field trips by their child's teacher or by the school newsletter unless they are in the immediate vicinity of the school and come up spontaneously. **No child will be allowed to go on a field trip without a signed permission slip.** Student behavior during field trips is required to be up to the same standards expected at school. Inappropriate behavior, **either on trips or at school**, may jeopardize future trips for the child.

SRES Newsletter: The Newsletter is published just about every other week and should arrive home with your child on Mondays. It is also posted on our website:

<http://www.sreshome.net> . The Newsletter provides information about school events, news, messages from teachers, PTO news, and lots more.

Homework Club: We offer homework club this year for students in grades 2-5. Participation is by teacher recommendation. If the student has no homework on a particular day there will be a review of basic math and/or reading skills. Homework club runs Monday through Thursday from 2:15 to 3:45 with individual or small group sessions set up by a certified teacher. There is no homework club on Fridays or on early release days. A permission slip for this activity will go home with students. Sign up is required. Space is limited.

Visiting and Volunteering: Visitors are always welcome and volunteers are encouraged! It is best practice to consult with your child's teacher beforehand concerning the best times to visit the classroom or to volunteer. As a safety precaution, all visitors must sign in at the office.

Please contact your child's teacher or the school office if you would like to volunteer at the school.

SRES Parent-Teacher's Organization: The PTO is a not-for-profit organization that traditionally meets the first Wednesday of every month and supports many projects and programs, both financially and through volunteer work. New members always welcome! Please give us a call for more information. The co-presidents for the 2011-12 school year are Amanda Gilbert Hodgson and Sherri Arwin .

PTO Reading Challenge: The Parent-Teacher's Organization runs the SRES Reading Challenge. This program encourages children to read, both at school and at home, with small prizes and rewards as each child achieves higher numbers of pages read. Any kind of reading counts, as do books that are read aloud by adults. Look for a sheet with more complete information and a new tally sheet that comes home at the beginning of the school year. Monthly celebrations of students participating in the Reading Challenge are held in the library as all school meetings.

Progress Reports and Parent-Teacher Conferences: The school year is divided into three reporting periods. In November, individual conferences are scheduled for each parent. Your child's teacher will contact you to set up this conference. The children will also bring home progress reports in December, March, and June. Additional conferences, either by phone or in person, are invited or may be scheduled as necessary. Please schedule these in advance with your child's teacher so that he or she may be well prepared to meet with you. The office will be happy to assist you with setting up a meeting time.

Review of Records: We are trustees of your child's records. You are welcome to review your child's test results and permanent folder. You have many additional rights accorded you. A complete policy on student records is available at the school or supervisory union office. You must call the school office in advance in order to make an appointment if you wish to review your child's educational records.

Use of Telephone: Students will not be allowed to use the office telephone except in case of an emergency. Children may not leave the class to use the phone or for any other purpose without their teacher's permission. Please plan visits with friends after school. Please use extreme discretion in calling the school to leave messages for your child, so that interruptions to school procedures can be kept to a minimum. The office should be notified of any change to your child's departure from school prior to 2:30pm. It is difficult to assure the delivery of the message to the student after that time. Student cell phones should be turned off and used only with adult permission (including bus time).

Appropriate School Dress: School clothing should be functional and reflect a positive attitude on the part of the student toward his/her job-learning. Please label your child's clothing to avoid loss. Also, check the lost and found frequently.

We encourage individuality with dress, but please be aware of these requirements:

**general attire*

- tops, logos and words are fine-no crude, profane, violent or suggestive pictures/words.
- bare midriffs, low cut necklines, off the shoulder or bare backs are not allowed at school.
- we use the "no less than 2 fingers wide" rule for straps.

**footwear*

- for safety, no open back sandals or clogs.
- athletic type sneakers with laces or Velcro are needed for PE days.

**jewelry*

- for safety, no watches or jewelry on PE days.
- pierced jewelry is limited to ears.
- no chains, stud collars.

Party Invitations: Please help prevent hurt feelings by sending party invitations either by mail or by telephone rather than distributing them during school. Delivery of invitations in a classroom can only occur if ALL students in that group are invited.

Guidance Counselor: Our guidance counselor, Bill Scarlett, provides a wide range of services; including individual and small-group counseling. Guidance also provides education to address life choices in academic, career and personal/social development to help all students be successful learners. If you feel that your child is experiencing any difficulties, please contact the guidance office.

Special Education: We have numerous programs to serve children with Individual Education Plans. Under Public Law 101-476, all eligible children have the right to a free and appropriate education. Should you have any questions about our Special Education Programs, please call our office or our Special Education Coordinator at 463-1612. The Windham Northeast Supervisory Union, including the school districts of Rockingham, Grafton, Westminster and Bellows Falls Union High School #27, needs to know if there are children or youth between the ages of zero (0) and twenty-one (21) years who have developmental delays, learning difficulties or who are out of school and not receiving any education at all.

Educational Support Team: Saxtons River School has an Educational Support Team that helps children who may be having a wide range of emotional, cognitive, and/or disciplinary problems in the school. The team meets regularly to suggest accommodations and interventions to help each child succeed. Teachers, parents, or other school personnel may make a referral to the EST. If your child is referred to the EST, the school will notify you of the timeline, and invite input from you on the plan. Please call the office if you have any questions regarding the EST.

CFG (Consolidated Federal Grant) Program: The Saxtons River Elementary School has a school-wide CFG program that serves all students. Currently 1 teacher is funded through this program. She works with students in all of the grades in reading and mathematics. Periodically, the school holds informational meetings and sends home surveys regarding the Title I program that are required by federal law. You will also receive a copy of the School-Parent Compact in the opening of school form packet. Please sign this form (there will be a space for your child to sign it, too) and return it to school. This paperwork is required by law for the district to continue to receive federal financial support. We appreciate your help in meeting these requirements and invite your comments and suggestions regarding ways to make these programs more effective.

Drug and Alcohol Abuse Prevention Program: Our health curriculum includes objectives related to drug and alcohol abuse prevention at each grade level, as mandated by federal law. School district policy clearly prohibits the purchase, use, possession, or being under the influence of drugs and alcohol. Possession of devices specifically associated with alcohol or drug use is also prohibited. There is a support and referral system in place for those in need.

Smoking: Use of tobacco products is prohibited on school grounds at all times by state law and school board policy. Please observe this prohibition when visiting the school grounds for after school sports practices and events.

School Board Policies and State and Federal Laws: All schools within the Windham Northeast Supervisory Union recognize their responsibility to provide all students and employees with a working environment that is safe and conducive to learning for all. As a result, there are policies to ensure that this environment is created and maintained. The policies can be found on the WNESU web page. Some are included in the back of this handbook. Each policy contains procedures to carry out the policy, including a grievance procedure for fairly and promptly investigating and deciding complaints of violations. To request copies of policies, contact the principal or the Office of the Superintendent of Schools or check the WNESU or SRES web sites.

School Rules: The Saxtons River Elementary School is a community that is made up of students, teachers, parents, and other adults who work with the school. For a community to function smoothly everyone needs to take care of each other and to treat each other with kindness and respect at all times. When people choose not to do this, they need to be held responsible for their actions. These school rules are intended to help students and parents

understand what the expectations are for behavior. Teachers may have additional rules that are specific to situations in their classrooms.

At Saxtons River School we (including all students and staff)-

- 1. Help ourselves and others.**
- 2. Do our jobs.**
- 3. Use kind words.**
- 4. Respect ourselves, each other and school property.**

In the school building students and staff are expected to:

- be respectful and to be silent or talk quietly as they move through the hallways and up and down stairs.
- walk on the stairs or in the hallways.
- treat the building with respect.

In the lunchroom students will:-

- remain in their seats once they have chosen one.
- refrain from shouting, yelling, or talking at the top of one's voice. Children that do this will be warned to keep voices down.
- be encouraged to eat their lunches, but whether they do or not is their decision. They are still required to at least take the correct food group components on their trays.
- raise their hands to seek permission to leave their seats.
- know that about 3 minutes before the younger students' lunch ends and about 1 minute before the older students' lunch ends, the lights will be turned off. During this time, students should finish lunch and clean up their spaces. They may talk quietly during this time.
- be dismissed to line up to go outside as soon as their tables are cleaned up and everyone is finished. Talking quietly during this time is permitted.
- follow the procedures set up in the school's discipline policy. Students that receive repeated warnings for mischievous behavior may have minor consequences-- i.e., loss of a few minutes of recess, a temporary assigned seat, or a short time out. Repeated warning for mischievous behavior can result in a call home to parents. Severe behavior results in an immediate office referral.
- be assigned seats on a temporary or permanent basis or eat lunch in the office if they have repeated or significant behavior issues.

Outside on the playground students can:

- play games on the playground. We will help them understand the rules for the game. Students who will not play by the agreed upon rules will not be allowed to participate.
- lose the privilege of a particular game if there are problems. A game can be cancelled or eliminated from playground choices if problems persist.
- use playground equipment/structures safely.
- take a time-out from the game or activity. Talk to an adult about your feelings.

-leave electronic games and toys at home.

When there is snow on the playground it's important for students to:

-keep themselves from making snowballs or throwing snow. It may be fun, but these need to happen at home, not at school.

-feel free to build snowmen and other snow structures. Students are not to damage or break the snow creations of other students at any time. Sometimes snow structures may be damaged after the school hours. (Nothing lasts forever, you know.)

-remember that in grades K - 3 they must wear snow pants and boots if they wish to play in the snow. Students in grades 4 and 5 need to wear boots if they wish to be in the snow.

SRES Discipline Plan: Generally speaking, there are few discipline problems at SRES.

Teachers handle most problems right in the classroom and quickly contact parents when there is a problem. Very few children are ever referred to the office, but if your child is, it is a matter of concern that we hope you will work with us on to avoid repeated problems. On rare occasion a teacher will keep a student in for part of recess or lunch to make up unfinished work or missed time for inappropriate behavior.

We also have a system which allows students the opportunity to take a break either in another classroom or the office. Below is a copy of this form:

-repeated inappropriate behavior

-non-compliance

___ student may return in 10 minutes

___ keep student until teacher is in contact with the office

I would like this student to journal _____

Procedures for Dealing With Severe Behaviors -Severe behavior results in an immediate referral to the office. Procedures are consistent in terms of consequences, with some flexibility built into the system to deal with each child's particular circumstances and the seriousness of the behavior. Examples of severe behavior include: physical assault; inappropriate language; extreme disrespect of another person; bullying or harassing behavior; extreme disrespect of school property. Response to severe behavior is done by the principal and can include: a phone call home, parent meeting, in school detention; or out of school suspension. The intention is always to support the student at risk as well as the other students in the school, and to provide positive ways for everyone to move forward and participate in building programs.

WINDHAM NORTHEAST SUPERVISORY UNION
BULLYING PREVENTION PLAN
2011-12

Bullying Prevention Plan

1. Introduction

As a result of Act 117 of 2004, An Act Relating to Bullying Prevention Policies, the following plan is intended as an insert to all discipline plans within the Windham Northeast Supervisory Union for use in addressing bullying in our schools. Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined below, still may be subject to intervention and/or discipline under another section of the discipline plan or a discipline policy.

The schools within the WNESU, by name, are:

Bellows Falls Union High School
Bellows Falls Middle School
Central Elementary School
Saxtons River School
Westminster Center School
Westminster West School
Grafton Elementary School
WNESU Early Education Program

2. Definition of Bullying

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

- (a) occurs during the school day on school property, on a school bus, or at a school-sponsored activity;
- (b) is intended to ridicule, humiliate, or intimidate the student; and
- (c) is repeated over time.¹

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

All schools within the WNESU recognize that students should have a safe, orderly, civil and positive learning environment and that bullying has no place and will not be tolerated in its schools. All schools within the WNESU shall:

- (a) Include the prohibition against bullying in the student or school handbook and in other ways make students aware of the prohibition against bullying, the penalties for engaging in bullying, and the procedures for reporting bullying.
- (b) Develop strategies for school staff to prevent and intervene in bullying. All schools within the WNESU will refer to information on the Vermont Department of Education Web site, for prevention and intervention strategies.

(See Appendix A)

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

To address bullying all schools within the WNESU:

(a) encourage students to report personally or anonymously to teachers and school administrators acts of bullying.² All schools within the WNESU have established the following methods for such reporting:

-anonymous reporting.

-a drop off box for reporting incidents of bullying will be placed in the Administrative Offices and the Guidance Office within every school in the WNESU.

-personal reporting.

Personal Reports can be made to:

Christopher Hodsdon, Principal
Bellows Falls Union High School
Route 5
PO Box 429
Bellows Falls, VT 05101
463-3944

Heidi Lucas-Moccia, Principal
15 School Street
Bellows Falls Middle School
Bellows Falls, VT 05101
463-4366

Bruce Downer, Principal
Central Elementary School
50 School Street
Bellows Falls, VT 05101
463-4346

David Lesser, Principal
Saxtons River School
15 School Street
PO Box 308
Saxtons River, VT
869-2637

Beth Ann Drinker, Principal
Grafton Elementary School
58 School Street
PO Box 266

Grafton, VT 05146
843-2495

Steven Tullar, Principal
Westminster Schools
301 School Street
Westminster, VT
722-3241

Jennifer Wolfe, Principal
WNESU Early Education Program
25 Cherry Street
Bellows Falls, VT 05101

Chris Kibbe, Superintendent
25 Cherry Street
Bellows Falls, VT 05101
463-9958

Sharon Reynolds, Director of Instructional Support Services
25 Cherry Street
Bellows Falls, VT 05101
463-9958

(b) encourage parents or guardians of students to file written reports of suspected bullying. See (a) above.

(c) require teachers and other school staff who witness acts of bullying or receive student reports of bullying to promptly notify the School Principal or designated employee.

(d) require the school principal or designated employee to accept and review all reports of bullying, including anonymous reports. If after initial inquiry, an anonymous or oral report appears to warrant further investigation, school districts shall promptly continue with an investigation. School administrators shall investigate any written reports.

(e) as with any other disciplinary action, require school staff to notify the parent or guardian of a student who commits a verified act of bullying of the response of the school staff and consequences that may result from further acts of bullying.

(f) to the extent permitted under the Family Educational Rights and Privacy Act, (FERPA), require school staff to notify the parent or guardian of a student who is a target of bullying of the action taken to prevent any further acts of bullying.³

5. Data Gathering

All schools within the WNESU delegate the responsibility of data collection to the school principal or his or her designee. He/she shall collect data on the number of reported incidents of bullying and the number of incidents that have been verified and to make such data available to the Commissioner of the Vermont Department of Education and to the public. For further information on data gathering see the Department's Safe Schools Web page

(www.state.vt.us/educ/new/html/pgm_safeschools.html#data)

Footnotes:

1. Conduct that might otherwise be considered bullying but *does not* occur during the school day, on school property, on a school bus, or at a school-sponsored event still may be subject to disciplinary action pursuant to 16 V.S.A. §§1161(a) and 1162; however, such misconduct would not meet the definition of bullying.
2. Any student who knowingly makes false accusation regarding bullying may be subject to disciplinary action.
3. FERPA is a federal law designed to protect the confidentiality of student records and the school district must comply with this law, as well as a similar state law. When the school administrator contacts a parent about the school district's response to a bullying incident, he/she may discuss information about an investigation and corrective action taken, but only to the extent that it may be done without disclosing information about any students other than the student subjected to the bullying.

Appendix A: Quick Reference on Bullying Prevention & Intervention

Possible Strategies for Prevention

- Assess the school environment.
- Adopt a comprehensive approach that considers the bully, the target and bystanders.
- Provide bullying prevention and intervention training to all faculty and staff.
- Closely supervise all areas of the school.
- Update discipline plan and procedures; adopt all legally required related policies.
- Utilize multiple means for publicizing clear behavioral standards/rules.
- Enforce, consistently and fairly, standards/rules.
- Establish an anonymous reporting system.
- Encourage parent and community involvement in bullying prevention.
- Use classroom management techniques for response to classroom behavior and when needed, use appropriate discipline.
- Refer, as warranted, victims and bullies to school counselors or mental health professionals.

Possible Steps for Intervening in Bullying Situations

- Intervene immediately to stop the bullying.
- Talk to the bully and the victim separately. If more than one student is involved in bullying behavior, talk to each separately, in quick succession. (Expect bullies to minimize [or] deny their actions.)
- Remind the bully about school and classroom rules, reiterate what behavior is expected, and discuss sanctions that will be imposed for future bullying behavior.
- Reassure the victim that everything possible will be done to prevent a recurrence.
- Make other students aware of the consequences of the bullying behavior. Reiterate the school's policy of zero tolerance toward bullying.
- Phone the parents of both the bully and the victim as soon as possible. If possible, involve the parents in designing a plan of action.
- Continue to monitor the behavior of the bully and the safety of the victim.
- Consult administrators, teachers, and staff members to alert them to the problem and to get a better understanding of it.
- Remove the bully if the situation does not change, not the victim, from the classroom.

For bullying prevention and intervention, see also:

1. BEST: Building Effective Supports for Teaching Students with Behavioral Challenges. Call Anne Dubie, (802) 656-5775 or visit <http://www.uvm.edu/~cdci/best/>.
2. Bullying Strategies That Work, Education World. www.education-world.com/a_issues/issues103.shtml
3. Blueprints for Violence Prevention. www.colorado.edu/cspv/blueprints/
4. Think You Know What A Bully Looks Like? Think Again... National PTA. www.pta.org/bullying/
5. Project on Teasing and Bullying, Wellesley Centers for Women, www.wcwoonline.org/bullying/
6. A World of Difference Institute. www.adl.org/education/edu_awod/awod_classroom.asp

ROCKINGHAM SCHOOL BOARD POLICIES

TOBACCO PROHIBITION

(Code E8)

Policy

It is the policy of the Rockingham School District to prohibit the use of tobacco on school grounds in accordance with state law. This ban extends to any student, employee or visitor to the school, and applies at all times, whether or not school is in session. Students are, furthermore, prohibited from possessing tobacco products at all times while under the supervision of school staff or at school sponsored activities.

Administrative Responsibility

The Superintendent or his or her designee is directed to take reasonable steps to inform students and employees of this policy, to post signs on school property and to provide notice to visitors and those who are invited to attend school activities in bulletins, programs and announcements related to school events.

Violations of Policy

Students who violate this policy will be disciplined under the school's disciplinary policy and procedures, and tobacco products may be confiscated.

Employees who violate this policy will be subject to disciplinary action in accord with applicable employee policies, employment contracts and requirements of law.

Others who use tobacco on school grounds will be informed of this policy and asked to comply. A person failing to comply will be asked to leave school grounds. A person who refuses to comply or to leave school grounds when requested to do so under this policy may be referred for prosecution as a trespasser.

For purposes of this policy, "school grounds" means any property and facilities owned or leased by the school and used at any time for school related activities, including but not limited to school buildings, areas adjacent to school buildings, athletic fields and parking lots.

Date Warned:	20 March 2006
Date Adopted:	3 April 2006
Legal Reference(s):	16 V.S.A. §140 (Tobacco on school grounds) 18 V.S.A. §§1422 et seq. (Smoking in the workplace) 13 V.S.A. §3705 (Unlawful Trespass) 20 U.S.C. §§6083 et seq. (Goals 2000 Educate America Act, Title X)

Cross Reference: 42 U.S.C. §§5119a et seq. (Children Protection Act of 1995)
Student Conduct and Discipline (F1)
Bus Discipline (F2)

STUDENT CONDUCT AND DISCIPLINE

(Code F1)

Policy

It is the policy of the Rockingham School District to maintain a safe, orderly, civil and positive learning environment. In order to ensure that the school is free from hazing, harassment, bullying and other disruptive misconduct, a system of classroom and school management practices, supported by consistent, clear and fair disciplinary procedures, will be utilized.

The goal of this policy is to create an environment where the rules for student behavior are clearly stated, are understood and accepted by students and staff, and are applied in compliance with due process requirements. This policy is to be applied in conjunction with the school's overall discipline plan developed pursuant to 16 V.S.A. § 1161a.

Student Responsibilities

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

Administrative Responsibilities

The Principal, in consultation with the educational staff will develop an overall discipline plan pursuant to 16 V.S.A. § 1161a. The plan will include clear guidelines for student behavior. Behavioral expectations, and the consequences of misconduct, will be stated in the student handbook and other publications distributed to students and parents/guardians.

The rules of conduct will be distributed to, and discussed with, all students at the beginning of each school year in accord with procedures stated in the school discipline plan. Students will be instructed to share the student handbook with their parents. Copies of the handbook will be provided to parents or guardians in a manner determined by the Principal. The Principal may ask that parents sign a form indicating that they have reviewed the rules of conduct with their children. When new students enroll during the school year, they and their parents will be given copies of the rules of conduct as part of the pre-enrollment process.

The Principal or his or her designee shall be responsible for carrying out discipline procedures conforming to the following guidelines.

1. A student may request a meeting with the Principal or his or her designee to review any disciplinary action, other than a suspension or expulsion, affecting the student. If requested, the Principal or designee shall hold an informal meeting to review the incident and to hear the views of the student and any other persons who may have information that the Principal or designee believes to be relevant in the circumstances. The Principal or designee shall issue a prompt decision to the student, which may be oral or written. Except as otherwise provided in this policy, the decision of the Principal will be final.
2. Suspension or expulsion of students shall be imposed in accordance with state and federal law and regulations, due process requirements, and the following rules and procedures:
 - A. The Principal or his or her designee may assign a student to in-school detention for up to 10 consecutive school days for any infraction of school rules. As provided in the school's

overall discipline plan, students assigned to in-school detention will be provided with reasonable opportunities to complete academic assignments and to benefit from counseling or other activities designed to bring about improvements in their behavior.

- B. A student who poses an immediate danger to persons or property or a significant threat of disrupting the academic process of the school shall be removed from the school or to a place within the school determined by the Principal, Superintendent or their designee to be sufficiently secure to ensure the safety of students and school personnel and the continuation of the academic process. The Superintendent or Principal or their designee shall notify a parent or guardian of a student who is removed from school without undue delay. If the parent, guardian or other responsible person designated as an emergency contact by the parent or guardian cannot be notified, the student will be detained at school or at another safe and secure setting for the remainder of the school day.
- C. No student will be removed from school for more than the remainder of a school day unless the student and his or her parents are given an opportunity for an informal hearing pursuant to paragraph “D” of this policy. When immediate removal of a student is necessary prior to a hearing, the hearing shall be held as soon as possible following the removal.
- D. The Superintendent or Principal may suspend a student from school for a period of 10 days or less for misconduct occurring on or off school grounds. Except as provided in paragraph b above, prior to such a suspension, the student and his or her parent or guardian shall be given an opportunity for an informal hearing with the Principal or his or her designee. The student and his or her parent or guardian must be given notice of the charges, an explanation of the evidence against the student, an opportunity for the student to tell his or her side of the story, and a decision in writing to the parent or guardian.
- E. The Superintendent or Principal may, with the approval of the Board and in accordance with 16 V.S.A. §1162(a), impose a long-term suspension or expulsion of a student (for longer than ten days and up to 90 school days or the remainder of the school year, whichever is longer) for misconduct on school property, on a school bus or at a school-sponsored activity when the misconduct makes the continued presence of the student harmful to the welfare of the school.
- F. In accord with the overall discipline plan developed under 16 V.S.A. § 1161a, short-term (ten days or less) or long-term suspension or expulsion may be imposed for misconduct not on school property, on a school bus or at a school-sponsored activity where direct harm to the welfare of the school can be demonstrated.
- G. Long-term suspension or expulsion must be preceded by notice and formal due process procedures, including the opportunity for a hearing before the School Board. The Superintendent shall notify the student and his or her parents in writing of the nature of the charges, the date, time and place of the hearing, the right to legal representation, and the disciplinary action to be recommended to the board. This notice shall be provided in sufficient time to allow the student and his or her parents to prepare for the hearing. At the hearing, the student and parent/guardian shall be given an opportunity to present evidence and to cross-examine witnesses. The Board shall issue a written decision within two (2) days of the conclusion of the hearing.

3. Notwithstanding the above provisions, a legal pupil who has a disability or is suspected of having a disability, and is eligible for special education services or Section 504 services may be removed from his or her current educational placement for disciplinary reasons for more than 10 consecutive days, or for more than 10 cumulative days in a school year only in accordance with Vermont State Board of Education Rules 4313 or 4312. The school Principal, with the agreement of a special education administrator, may impose short-term disciplinary sanctions on special education students as provided in Vermont State Board of Education Rule 4313. The Superintendent and coordinator of special education will develop additional procedures as needed to govern the discipline of students with disabilities.
4. In the event a student brings a weapon to school, the procedures set forth in the District's Weapons policy (F21) shall apply.

SUMMARY OF PARENT/STUDENT RIGHTS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a summary of the rights granted under federal law to qualified students with disabilities and their parents. The full provisions of the federal law creating these rights can be found at 29 U.S.C. Section 794 (Section 504 of the Rehabilitation Act of 1973) and 34 C.F.R. Part 104 *et seq.* Copies of the full regulations and/or District procedures are available from the District's non-Discrimination Coordinator.

A. Qualified Students with Disabilities:

1. May not, on the basis of disability, be excluded from participation in, or denied the benefits of, programs or activities offered by the District;
2. May not be discriminated against on the basis of their disability in connection with any program or activity of the district;
3. Have a right to be educated in facilities and receive services comparable to those provided for students who are not individuals with disabilities;
4. Have a right to be educated with students who are not individuals with disabilities to the maximum extent appropriate;
5. Have a right to receive a free appropriate public education. (For purposes of Section 504 of the Rehabilitation Act, a "free appropriate public education" means the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of the qualified student with a disability as adequately as the needs of the students who are not individuals with disabilities are met);
6. Have a right to an equal opportunity to participate with students who are not individuals with disabilities in non-academic and extracurricular services and activities offered by the district;
7. Have a right to have evaluation, educational, and placement decisions made based upon a variety of information sources; to periodic re-evaluations and an evaluation before any significant change in placement in a regular or special education program; and to have placement decisions made by a group of persons, including persons knowledgeable about the student, meaning of the evaluation data and the placement options;

8. Have a right to be placed in a regular educational environment operated by the District unless the District demonstrates that the education of the student in the regular education environment with the use of supplementary aids and services cannot be achieved satisfactorily;

9. **and their parents**: Have a right to be advised by the District regarding the District's duties under Section 504 regulations.

B. **Parents of a Qualified Individual With a Disability Have a Right:**

1. To examine all relevant education records relating to their child;
2. To receive notice with respect to identification, evaluation, or placement of their child {such notice to be in parent's native language and primary mode of communication};
3. To file a local grievance;
4. To request mediation through the State Department of Education, and/or to request an impartial hearing before a State hearing officer and/or any other means available through state or federal law, in the event that they disagree with an action regarding identification, evaluation, services or placement of the child; and a right to review such decision. ¹ In such a hearing a parent shall have the opportunity to participate and be represented by counsel.

*****Time for Filing Claims*****

An action and/or due process proceeding seeking to enforce Section 504 and/or the ADA against this school district **must be commenced within two years of the alleged violations, and not after, pursuant to Vermont Law, 16 VSA '2957 and VDE Rule 1253.

** An action or due process claim for reimbursement for the costs of a unilateral placement **must be filed with the Commissioner of Education within 90 days** of the unilateral placement, and not after.

This notice shall not be construed to create any right or any claim or cause of action not otherwise provided by law.

The person who is responsible for assuring that the _____ Supervisory Union and its member school districts comply with Section 504 of the rehabilitation Act and the Americans with Disabilities Act is:

(Name)	_____
(Title)	Non-Discrimination Coordinator
(Address)	_____

(Phone)	_____

¹ NOTE: Mediation requests should be addressed to, and due process hearing requests should be filed with, the Commissioner of the Vermont Department of Education, 120 State Street, Montpelier, Vermont 05602.

SEARCH AND SEIZURE

(Code F3)

Policy

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

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

Guidelines for Searches and Seizure

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

STUDENT RECORDS

(Code F5)

Policy

The Rockingham School District recognizes the importance of keeping accurate and appropriate education records for students as part of a sound educational program and is committed to act as trustee of this information, maintaining these records for educational purposes to serve the best interests of its students. The information contained in students' education records belongs primarily to the students and/or their parent(s), or guardians.

The principle of confidentiality underlies all policies and procedures for the collection, maintenance, disclosure and destruction of educational records. The building Principal will be the legal custodian of all student records in a given school. The Superintendent has overall

responsibility for school records throughout the District and for assuring that adequate systems are in place to maintain such records.

Definitions

1. ***Other school official determined to have legitimate educational interests*** means a person who needs to review a student's education record or receive information there from in order to fulfill his or her employment or official responsibilities and who is:
 - A person employed by the Rockingham School District as an administrator, supervisor, educator or substitute therefore, paraprofessional or support staff member, including tutorial, health, law enforcement, custodial, transportation, nutrition, athletic, extra-or co-curricular, clerical or other support staff;
 - A member of the Rockingham School Board;
 - A person or company with whom the Rockingham School District has contracted to perform a special task, including an attorney, auditor, medical consultant, therapist, evaluator;
 - A volunteer assisting another school official in the performance of his or her tasks; and
 - Any other person designated by the Rockingham School Board or Principal of any school within the Rockingham School District to have legitimate educational interests.

Directory information. The school will release directory information without prior written consent unless the parent or guardian or eligible student informs the Principal in writing that any or all of the information designated below should not be released without prior consent.

- Student's name, address, date of birth, dates of enrollment;
- Parent or guardian's name and address;
- Student's grade level classification;
- Student's participation in recognized school activities and sports;
- Weight and height of member of athletic teams;
- Student's diplomas, certificates, awards and honors received.

NOTE: FERPA regulations permit the identification as directory information any "information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed." The above list is, therefore, suggestive.

Implementation

The Superintendent is responsible for developing procedures to assure the consistent implementation of this policy. The procedures shall comply with all federal and state laws and regulations governing the collection, maintenance, disclosure and destruction of education records.

1. **Parental Notification.** Annually, the school will notify parents or guardians of students currently in attendance and eligible students (age 18 and over) currently in attendance of their rights under the Family Educational Rights and Privacy Act (FERPA) of 1974. Notice will be given in a manner outlined by the Superintendent and likely to inform

parents or guardians and eligible students of their rights. The notice will include a statement that the parent or guardian or eligible student has a right to:

- Inspect and review the student's education records;
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act authorizes disclosure without consent;
- File with the U.S. Department of Education a complaint concerning alleged failures by the school to comply with requirements of the Act; and
- Obtain a copy of the school's policy and written procedures or protocols related to student records.

2. Notification to Parents Required by the No Child Left Behind Act

- Parents of students attending grades 9-12 and eligible students shall be notified annually that the No Child Left Behind Act requires the release of a student's name, address and telephone listing to military recruiters and institutions of higher learning upon request. In accord with the Act, parents or eligible students will further be notified that they may request that the district not release this information, and the district will comply with the request.
- Parents shall be notified annually if the district has or adopts a policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy in the event of such collection, disclosure or use.

3. Release/Review of Student Information

- Disclosure of student information will be made only with the written consent of the parent or guardian or eligible student subject to the following exceptions:
 - Information may be disclosed to officials of the school in which the student is enrolled who have a legitimate educational interest in the records and require the information to adequately carry out their jobs;
 - Information may be disclosed upon request to officials of a school in which the student seeks or intends to enroll;
 - Under court order or subpoena;
 - To individuals seeking Directory Information: see definitions
 - In connection with a student's request for financial aid;
 - To appropriate parties in a health or safety emergency.
- Parents or guardians of students or eligible students may inspect and review the student's records upon request. Parents or guardians should submit requests to the Principal in writing specifying as precisely as possible the information he or she wishes to inspect. The Principal will make appropriate arrangements to meet with the parent(s) or guardian(s) for such inspection according to procedures developed by the school's administration.

If an eligible student or parent or guardian believes the education records contain information that is inaccurate, misleading or in violation of any of

the student's rights, s/he may request the building Principal to amend the record. If the building Principal decides not to amend the record as requested, the student or parent or guardian may appeal using the District's general appeal process.

- Non-custodial Parents: Access to a student's school records shall not be denied to a parent solely because that parent has not been awarded parental rights and responsibilities by a court. However, access will be denied where a court order or other legally binding document specifically revokes a parent's right of access to such records.
 - Each contract entered into between the Rockingham School District and persons or entities who may either receive a student's education records or personally identifiable information shall contain a provision setting forth the restrictions on redisclosure of information from education records.
 - School District will maintain a record of all requests for and/or disclosures of information from a student's records according to the school's procedures. The District will record, also, all requests for amendment of the record and the disposition of the request(s).
4. **Juvenile Court Records.** The Family Court is required to inform in writing the Superintendent of the District in which a student is enrolled within seven days of a court finding that the student has committed a delinquent act requiring notice.
- Sharing of Information. The Superintendent shall inform only those for whom the information is necessary for the rehabilitation program of the child or for the protection of staff or students, and only after first evaluating rehabilitation and protection measures that do not involve informing staff or students. "Need to know" should be narrowly and strictly interpreted. Persons receiving this information shall not discuss the information with anyone except the Superintendent, the child, the child's parent or guardian, law enforcement personnel, the student's probation officer or others who have been similarly informed.
 - Maintenance of Records. The notice from the Family Court shall be maintained by the Superintendent in a file separate from the student's education record. Upon the graduation of the student or when the student turns 18, the Superintendent shall destroy the record. If a student transfers to another public or private school, the Superintendent shall forward the written notice in the original marked envelope to the Superintendent or headmaster of the school to which the student is transferring.
 - Transfer of Records. When a student transfers to another school or school district, all student records shall be forwarded.
 - Staff Training. Annually, the Superintendent shall ensure that training is provided to each member of the School Board and staff concerning his or her responsibilities to maintain the confidentiality of information from student education records consistent with the Family Educational Rights and Privacy Act.

Such training shall be tailored to the scope of the staff or Board member's duties and, as appropriate, include presentation of information on:

- The maintenance and storage of education records;
- Record keeping requirements regarding disclosure of a student's education records;
- The potential penalties both to the staff member and the school for inappropriate disclosure of a student's education record or personally identifiable information there from.
- The definitions of "record," "education record," "directory of information," and "personally identifiable information" under federal law;
- Where to receive advice and direction in circumstances where the Board or staff member's responsibilities in this regard are unclear; and
- The penalties for violation of the rules of confidentiality set forth in Vermont law.

ALCOHOL AND DRUGS

(Code F7)

Policy

It is the policy of this School District that no student 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.

Philosophy

This policy is concerned with the health and well-being of all students and the policy takes into consideration the individual needs of students with alcohol and substance abuse problems as well as the right of all students 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.

Chemical abuse and dependency are treatable health problems that are primarily the responsibility of the home and the community. The school shares this responsibility in the areas of prevention (education) and intervention (identification and referral).

Community and schools share in this responsibility because chemical problems often interfere with behavior, learning, and the fullest possible development of each student.

Definitions

Alcohol and drug (substance) abuse is the ingestion of a substance in such a way that it interferes with a person's ability to perform physically, intellectually, emotionally, or socially.

Drug means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal regulation or statute.

Implementation

The Superintendent (or designee) is responsible for implementing procedures to see that the following requirements are met:

1. **Educational Program.** The District shall conduct an alcohol and drug abuse educational program on a sequential basis from early childhood through grade 12 in accordance with the mandates of 16 V.S.A. §909, the Vermont Alcohol and Drug Education Curriculum Plan, and the federal Safe and Drug-Free Schools and Communities Act (20 U.S.C. §§7101 et seq.).
2. **Cooperative Agreements.** In dealing with substance abuse cases, every effort will be made to promote responsible decision-making by the student involved and other students who are aware of another student's use or abuse. The focus will be to encourage appropriate medical and/or psychological intervention by trained professionals. Students and parents or guardians will be given information about outside agencies and will be encouraged to take advantage of their services and programs.

The Rockingham School District has established a Student Assistance Program. Students, under the age of eighteen, who have been referred or who refer themselves to the Student Assistance Program counselor may be seen individually by the counselor for purposes of substance abuse screening and consultation. It will be the goal of the Student Assistance Program to encourage the student to involve his/her parents or guardians at the earliest point in time.

No student under the age of eighteen will be referred to an outside agency for substance abuse treatment without parental consent unless, in accord with 18 V.S.A. §4226, the student is 12 or over and found by a licensed physician to be dependent upon regulated drugs or an alcoholic.

Parental consent is not required for student participation in group programs conducted within the schools which are educational in nature and designed to impart information and/or assist students in improving their sense of self-esteem. Such groups may be conducted only by trained professionals contracted by the schools to perform such service or by trained school staff who have been approved by the school administration to conduct such groups.

3. **Substance Abuse Team.** In each school the Principal shall form a Substance Abuse Team which shall screen students who refer themselves and students who are referred by staff for suspected drug and/or alcohol use and/or abuse problems. The membership of the team and the procedures to be used by the team will be developed by the Principal and disseminated in writing to the building faculty and staff.
4. **Staff Training.** The District will provide school staff with training such that teachers and health and guidance personnel can competently teach or provide other services required in the school's alcohol and drug abuse prevention education program. Such training is outlined in State Board Rule 4213.2.
5. **Community Involvement.** The District will provide for a program to inform the community about substance abuse issues and about how schools are handling such issues.
6. **Annual Report.** In a standard format provided by the Department of Education, schools will submit an annual report to the Commissioner of Education describing substance abuse education programs and their effectiveness.
7. **Notification.** Parents and students will be given a copy of the standards of conduct and disciplinary sanctions contained in this policy and accompanying procedures, and will be notified that compliance with the standards of conduct is mandatory.

HARASSMENT OF STUDENTS

(Code F20)

Policy

The Rockingham School District is committed to providing all students with a safe and supportive school environment in which all members of the school community are treated with respect. Harassment is a form of unlawful discrimination which will not be tolerated.

General Information

It is the intent of the District to apply and enforce this policy in a manner that is consistent with and protects students' rights to free expression under the First Amendment of the U.S. Constitution. The District respects and promotes the rights of students and others to speak freely and to express their ideas, including ideas that may offend the sensibilities of others. The purpose of this harassment policy is to prevent conduct or communication that is directed at a person's particular characteristics as defined and that is likely to substantially disrupt the educational environment or interfere with the rights of others.

Nothing in this policy shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment as defined here, otherwise violates one or more of the Board's disciplinary policies or the District's code of conduct

Definitions

1. **Adverse Action:** Includes any form of intimidation, reprisal or harassment such as 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.
2. **Employee:** For purposes of this policy, an employee includes any person employed directly or through a contract with another company by the school district, agents of the school, school board members and any student teacher, intern or school volunteer.
3. **Harassment:** Under Vermont law, harassment is defined as verbal, written or physical conduct based on a student's race, religion (creed), color, national origin, marital status, sex, sexual orientation, or disability which has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile or offensive learning environment.
4. **School Community:** Includes but is not limited to all students, school employees, contractors, unpaid volunteers, work study students, interns, student teachers, and visitors.
5. **Sexual Harassment:** A form of unlawful harassment which means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a school employee to a student or by a student to another student when:
 - A. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress; or
 - B. Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student; or
 - C. The conduct has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.

Reporting

1. **Voluntary:** It is the express policy of the Rockingham School District to encourage student targets of harassment and students who have first-hand knowledge of such harassment to report such claims. Students should report incident(s) to any teacher, guidance counselor or school administrator. Students may choose to report to a person of the student's same sex.
2. **Mandatory:** Any adult school employees who witness, overhear, or receive a report, formal or informal, written or oral, of harassment shall take action to stop the conduct and to prevent its recurrence and report it in accordance with procedures developed under this policy.

Under certain circumstances, alleged harassment may constitute child abuse under Vermont law. The statutory obligation to report suspected abuse, therefore, may be applicable.

3. **Privacy:** Complaints will be kept confidential to the extent possible given the need to investigate and act on investigative results.
4. **Retaliation:** There will be no adverse action taken against a person for reporting a complaint of harassment when the complainant honestly believes harassment has occurred or is occurring or for participating in or cooperating with an investigation. Any individual who retaliates against any employee or student who reports, testifies, assists or participates in an investigation or hearing relating to a harassment complaint will be subject to appropriate action and/or discipline by the School District.

Administrative Responsibility and Action

1. **Administrative Reporting:** A staff member who receives a complaint of harassment shall promptly inform the Principal (or designee) or another administrator who is not the subject of the complaint.
2. **Investigation:** The School District is responsible for acting on any information regarding harassment of which it is aware. The Superintendent shall provide for a thorough, prompt investigation of the incident and the investigation and written report shall be completed in a timely fashion in accordance with school procedures after a report or complaint, formal or informal, written or oral, has been received. No person who is the subject of a complaint shall conduct such an investigation.

In determining whether conduct constitutes a violation of this policy, the investigating official shall consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

3. **Final Action on Complaint:** The district shall take disciplinary or remedial action as appropriate in order to ensure that further harassment does not occur. Such action may include, but is not limited to, education, training and counseling, transfer, suspension and/or expulsion of a student, and education, training and counseling, transfer, suspension and/or termination of an employee.
4. **False Complaint:** Any person who knowingly makes a false accusation regarding harassment will be subject to disciplinary action up to and including suspension and expulsion with regard to students or discharge with regard to employees.
5. **Appeal:** A person judged to be in violation of this policy and subjected to action under it may appeal the determination and/or the action taken in accordance with procedures adopted under this policy. The procedures shall be consistent with the provisions of any applicable collective bargaining agreement.
6. **Dissemination:** The Superintendent shall use all reasonable means to inform students, staff members, and the community that the District will not tolerate harassment. A copy of this policy and its implementation procedures shall be provided to students, staff and parents each year and shall be included in the appropriate materials that are disseminated to the school and community.

7. **Training:** The Superintendent (or designee) will develop age-appropriate methods of discussing the meaning and substance of this policy with students and staff in order to help prevent harassment. Training may be implemented within the context of professional development and the school curriculum to develop broad awareness and understanding among all members of the school community. Staff training will enable staff to recognize, prevent and respond to harassment.
- 8 The Superintendent is responsible for developing procedures that will guide the implementation of this policy.

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 in the procedures accompanying this policy.

EXAMPLES OF SPECIFIC TYPES OF PROHIBITED HARASSMENT

Sexual Harassment

Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may constitute sexual harassment.

Racial and Color Harassment

Racial or color harassment can include unwelcome verbal, written or physical conduct directed at the characteristics of a person's actual or perceived race or color such as nicknames emphasizing stereotypes, racial slurs, comments, insults or taunts on manner of speaking, and negative references to racial customs.

Religious or Creed Harassment

Harassment on the basis of religion or creed includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's religion or creed such as derogatory comments, insults or taunts regarding surnames, religious tradition, or religious clothing, or religious slurs or graffiti.

National Origin Harassment

Harassment on the basis of national origin includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's national origin such as negative comments, insults or taunts regarding surnames, manner of speaking, customs, language or ethnic slurs.

Marital Status Harassment

Harassment on the basis of marital status includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's marital status, such as comments, insults or taunts regarding pregnancy or being an unwed mother or father.

Sexual Orientation Harassment

Harassment on the basis of sexual orientation is unwelcome verbal, written or physical conduct directed at the characteristics of a person's sexual orientation such as ridicule, taunts, slurs, negative name calling and imitating mannerisms.

Disability Harassment

Harassment on the basis of a person's disabling mental or physical condition includes any unwelcome verbal, written or physical conduct directed at the characteristics of a person's disabling condition such as imitating manner of speech or movement, ridicule or insults based on manner of speech or movement or interference with necessary equipment

HAZING

(Code F24)

Policy

It is the policy of the Rockingham School District that all its schools provide safe, orderly, civil and positive learning environments. Hazing has no place in the District's schools and will not be tolerated. Accordingly, the District adopts the following policy and procedures to prohibit hazing and will ensure the enforcement thereof.

Definitions

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

Examples of hazing include:

- A. 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
- B. 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
- C. 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
- D. Activity that induces, causes, or requires a student to perform a duty or task, which involves the commission of a crime or an act of hazing.

Hazing shall not include any activity or conduct that furthers the legitimate curricular, extracurricular, or military training program goals provided that the goals are approved by the School Board of the District and provided that the activity or conduct furthers those goals in a manner that is appropriate, contemplated by the School Board, and normal and customary for similar public school programs. An example of this exception might be reasonable athletic training exercises.

2. **Organization** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students of the District, and which is affiliated with the District.
3. **Pledging** means any action or activity related to becoming a member of an organization.
4. **Principal** means the Principal of a school or the director of a technical center or any person designated by them to carry out a particular function.
5. **Student** means any person who: (1) is enrolled in any school or program operated by the 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.

Notification of Hazing Policy

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

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

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

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

Reporting of Hazing

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

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

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

Investigation of Reports of Hazing

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

Disciplinary Action

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

1. If the investigation concludes a student committed an act of hazing or otherwise violated this policy, that student shall be subject to appropriate disciplinary action, including but not limited to suspension or expulsion from co- or extra-curricular activities or from school. Any disciplinary action against a student shall be subject to the procedures set forth in policy (F1) of this Policy Manual.
2. If the investigation concludes that a staff person committed an act of hazing or otherwise violated this policy, that person shall be subject to appropriate disciplinary action in accordance with applicable law and the provisions of any applicable collective bargaining agreement or other contract.
3. If the investigation concludes that an athletic team or other co- or extra-curricular activity or organization knowingly permitted, authorized, or condoned hazing, disciplinary action may be imposed against the team, activity or organization, including cancellation of one or more athletic contests or the entire athletic season, or revocation or suspension of an organization's permission to operate or exist within the District's purview.
4. Acts of hazing may also be illegal and may be prosecuted under 16 V.S.A. §§140b-140d or other state law.
5. Nothing in this policy shall limit or preclude the District from disciplining a student or other person affiliated with the District under any other District policy as well as under the terms of this policy.

Training of Staff

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

Reporting Incidents of Hazing to Law Enforcement Officials

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

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

Pupil Privacy Rights: Student Surveys

(Code 27)

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

Definitions

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

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

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

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

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

Student Rights

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

Policy

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

- political affiliations or beliefs of a student or a student’s parents;
- mental or psychological problems of a student or student’s family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom student respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians or members of the clergy;
- income (other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such program; or
- religious practices, affiliations, or beliefs of the student or the student’s parents.

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

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

- the collection, disclosure and use of personal information gathered from students for purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational services for, or to students such as:
 - college or other postsecondary education recruitment, or military recruitment;
 - book clubs, magazines and programs providing access to low cost literary products;

- curriculum and instructional materials used in schools;
- tests and assessments;
- student recognition programs; and
- the sale by students of products or services to raise funds for school-related activities.
- the administration of any survey that includes the subject areas listed above; or
- the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of a student or other students and not otherwise permitted or required by state law.

Parents shall be notified, through U.S. Mail., e-mail or other direct means, at least annually at the start of each school year of the specific or approximate dates of any activities described in subparagraphs 1-3 above, and shall be provided an opportunity to opt out of participation in those activities.

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

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

ACCEPTABLE USE OF ELECTRONIC RESOURCES Code G11 & THE INTERNET

Policy

It is the policy of the Rockingham School District to use electronic resources including the Internet to support and enrich the curriculum. The Board believes that the benefit to students from access to electronic information resources and opportunities for collaboration far exceed the disadvantages.

General Information

The Board supports access to rich information resources by students and staff as well as the development of staff instructional skills to analyze, evaluate and incorporate electronic resources within the curriculum. This policy complies with the statutory requirements of the Children’s Internet Protection Act (CIPA) and promotes the safe, ethical, responsible, and legal use of District electronic resources including the Internet to support the effective use of these resources for educational purposes. CIPA requires the installation and use of filtering software or services on all computers with access to the Internet to prevent access to visual depictions of obscenity, child pornography or other materials harmful to minors.

Access to District electronic resources including the Internet will be available to students and staff who agree to act in a considerate and responsible manner and abide by the requirements of this policy.

Violation of this policy and the procedures developed in accordance with this policy may result in disciplinary action or referral to local, state or federal law enforcement officials.

Administrative Responsibilities

The Superintendent or designee will coordinate and oversee the use of District electronic resources including the Internet. The Principal or designee will serve as the building-level coordinator for use of the electronic resources including the Internet and will develop building-level procedures necessary to implement this policy. The procedures will include provision for educators to receive proper training,

guidelines for the supervision of students using the system, monitoring the use of the system, and overseeing management of the “acceptable use procedures” agreement process.

The District will stipulate in any agreement or contract that Internet service providers will not collect, analyze, and/or sell individual or anonymous student use data for the purpose of commercial advertising and marketing research activities. The collection and analysis of student use data strictly for the purpose of educational evaluation is acceptable, provided that student confidentiality standards are maintained.

The Principal or designee will conduct an annual analysis of the effectiveness of the selected filtering product or service and make recommendations to the Superintendent and Board regarding current and future use of the product or service.

Staff Responsibilities

School staff members are responsible for assuring that students are instructed and supervised in a manner that is appropriate to the age of the students and circumstances regarding the safe, ethical, legal, and responsible use of electronic resources including the Internet. The Principal or designee will develop and disseminate staff supervision guidelines for their respective schools.

Student electronic records are confidential and should be treated like all other student records.

User Responsibilities

During school hours, users may access electronic resources including the Internet for educational purposes only. The term "educational purpose" includes use of the system for classroom activities, which may involve e-mail communication, career development, and curriculum driven research.

The District may provide e-mail access for students and staff. Students and staff may use real-time electronic communication, such as chat or instant messaging (only for specifically organized educational activities).

Students will not post personal contact information about themselves or other people and agree to follow communication safety requirements outlined in administrative procedures when using electronic communications including the Internet.

Students and staff may access the District’s electronic resources for limited personal use. Limited personal use of the District’s electronic resources including the Internet shall be allowed if permission is granted in advance, and the use:

- A. imposes no tangible cost to the District;
- B. does not unduly burden the District’s electronic resources;
- C. occurs during non-instructional time and does not impede other student or staff access for educational purposes; and
- D. does not violate this policy.

Users will respect the rights of copyright owners and will not plagiarize works they find on the District electronic network including the Internet by presenting them as their own.

Users should not expect that any files and records of their online activity created on the District’s system are private. Users will be fully and regularly informed about the District’s supervision and monitoring activities and the limitations on their privacy.

Students and staff may not access materials for any purpose that the District deems to be potentially harmful, inappropriate, illegal, and non-educational. This includes materials that are obscene or child pornography.

Parental Notification and Responsibility

Each school will provide written (annually) notice to parents/guardians about student use of District electronic resources including the Internet, the policies and procedures governing their use, and the limitation of liability of the District. Parents/guardians must sign an agreement to allow their child(ren) (all students 18 years of age or older must sign their own agreement) to access District electronic resources including the Internet and return this agreement to the school before access will be granted.

Limitation/Disclaimer of Liability

The District is not liable for unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The District is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the District's electronic resources network including the Internet.

The District is not responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of information obtained through or stored on the electronic resources system including the Internet, or for financial obligations arising through their unauthorized use.

Due Process

In the event there is an allegation that a user has violated this policy, a student will be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary policy. Staff member infractions will be dealt with in accordance with contractual agreements.

Notice of violations of this policy shall be forwarded to the Principal to evaluate compliance with this policy and the appropriate implementation procedures.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to illegal activities conducted through the use of the District's electronic resources including the Internet.

COMMITMENT TO NON-DISCRIMINATION

(Code C6)

Policy

The Board will not unlawfully discriminate against any person or group on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, or marital status

Notice of Non-Discrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Rockingham School District are hereby notified that this District does not discriminate on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, or marital status in admission or access to, or treatment or employment in, its programs and activities.

A person has been designated by the Rockingham School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, and other non-discrimination laws or regulations. The designated coordinator is identified in the procedure accompanying this policy along with information on how that person may be contacted.

Any person having inquiries concerning the Rockingham School District's compliance with the regulations implementing Title VI, Title IX, Section 504 or other state or federal non-discrimination laws or regulations is directed to contact the non-discrimination coordinator described above.

Grievance Procedure

In the absence of a controlling grievance procedure outlined in a collective bargaining agreement the procedure accompanying this policy will be in effect.

PARENTAL INVOLVEMENT

(Code H2)

Policy

It is the policy of the Rockingham School District to encourage and support the involvement of parents in their children's education.

Background

Research has shown that parent involvement is a key factor in the academic and social success of students. The Board believes it is important that parents are involved in their child's education at home, in school, and within the larger community. New educational initiatives mandate or encourage the strengthening of the parent/school/community relationship.

Implementation

The Principal shall develop and implement programs and procedures to accomplish the following objectives:

1. Parents should be informed about their children's educational programs, instructional methods and objectives, and notified directly of any significant changes.
2. Parents should be provided with opportunities to become informed about program design, operation and evaluation, and to communicate with educators on these subjects.
3. Parents should be encouraged to observe instructional activities, attend program meetings, discuss concerns with educators, participate in program evaluation and improvement efforts, and give recommendations to school staff, administration, and Board members.
4. Parents should be provided with information and opportunities intended to improve their abilities to work with their children at home and in school, and to build partnerships between homes and schools.
5. Professional and non-professional staff members, administrators, School Board members, and school-community partners should be provided with training opportunities intended to improve their abilities to build more effective relationships with parents.

Rockingham Schools Animal Dissection Procedure

It is the intent of the Rockingham School District to comply with the requirements of Act 154 of 2008 regarding the right of students to be excused from participating in or observing activities involving the dissection or vivisection of animals. Students enrolled in District schools shall have the right to be excused from participating in any lesson, exercise or assessment requiring the student to dissect, vivisect

or otherwise harm or destroy an animal or any part of an animal, or to observe any of these activities, as part of a course of instruction.

As used in this procedure, the word “animal” means any organism of the kingdom animalia and includes an animal’s cadaver or the severed parts of an animal’s cadaver.

Teachers will provide prior notice to parents before an animal dissection is performed in class or on any school field trip or other school-sponsored activity.

A student who is excused under this policy shall be provided with alternative methods through which he or she can learn and be assessed on material required by the course. The alternative methods shall be developed by the teacher of the course, in consultation with the principal if necessary.

No student shall be discriminated against based on his or her decision to exercise the right to be excused afforded by this policy.

This procedure will be provided to parents at the beginning of school year and will also be distributed to teachers on a yearly basis. Parents will be provided a form with this notice which allows their child to opt out of the dissection.

Adoption Date: 8/2008

Title 16: Education
Chapter 33: Fire and Emergency Preparedness Drills and Safety
1481. Fire and emergency preparedness drills

§ 1481. Fire and emergency preparedness drills

(a) The principal or person in charge of a public or independent school or educational institution, other than a university or college, shall drill the pupils so that they may be able to leave the school building or perform other procedures described in the school's emergency preparedness plan, or both in the shortest possible time and without panic or confusion.

(b) A drill shall be held at least once in each month during the school year and a record of the date and time of such drill together with the time consumed in completing the procedure, shall be kept in the official school register, and such register shall be open at all times for inspection by representatives from the fire safety division of the department of public safety or the department of education.

(c) A school district, independent school, or educational institution whose administrative personnel neglect to comply with the provisions of this section shall be fined not more than \$500.00. (Amended 1973, No. 214 (Adj. Sess.), § 5; 1991, No. 24, § 11; 2003, No. 16, § 2; 2003, No. 141 (Adj. Sess.), § 1, eff. April 1, 2005.)