



**KINGDOM EAST SCHOOL DISTRICT  
LUNENBURG SCHOOL**  
“Pride and Excellence”



**FAMILY HANDBOOK/POLICY MANUAL 2021-2022**

Cheryl McVetty, Principal

Lauren Shover, Guidance Counselor

**Lunenburg Elementary, K-5**

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Lunenburg, Vt 05906

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NVM= No Voice Mail

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## **A. INTRODUCTION**

### KINGDOM EAST SHARED VISION

The Kingdom East School District Learning Community will ensure a rigorous, safe, healthy and creative learning environment. Children will leave 8th grade with solid growth and progress toward standards in literacy, mathematical content and practices, scientific inquiry and content knowledge, global citizenship, physical and health education, artistic expression and transferable skills.

Through high-quality instruction aligned to teacher professional growth, our 8th graders will be launched into high school prepared to continue to achieve a range of academic successes that will allow them to be positive contributors in our democratic society.

#### Prioritized Goals:

1. CONTENT- All teachers will provide high quality core instruction and/or intervention, aligned to a written curriculum with standards and assessment.
2. PEDAGOGY- Teachers engage in PLCs to design and deliver highly engaging units and lessons that are aligned with standards and unit outcomes, and differentiate instructional practices to improve student learning.
3. CULTURE-
  - 1.MTSS- District-wide structure that consistently implements responses that are aligned to MTSS principles and standards-based instruction.
  - 2.Social / Emotional Health- Establish systems for student data and communication that promote strong relationships with families and foster partnerships that result in high student achievement. Students also have access to therapeutic and counseling services as needed.
  - 3.Physical Well-being- All students will be provided a learning environment that is welcoming, respectful, appreciates diversity and emphasizes empathy.
  - 4.Physical Environment- Kingdom East buildings and grounds will provide a safe and secure environment that is conducive to learning.

### KINGDOM EAST BASIC INFORMATION

#### **Mailing Address:**

Kingdom East School District  
P.O. Box 129  
Lyndon Center, VT 05850-0129

**Physical Address:**

Kingdom East School District  
Hilton Dormitory  
64 Campus Lane  
Lyndon Center, VT 05850

802-626-6100  
www.kingdomeast.org

**LUNENBURG SCHOOL MISSION STATEMENT**

At the Lunenburg School, our mission is to challenge each child to reach his or her full intellectual, creative and physical potential through a fully integrated curriculum. We foster a positive growth mindset where every child can succeed, feel safe, respected, and valued as a lifelong learner.

**All teachers will provide high quality core instruction and/or intervention, aligned to a written curriculum with standards and assessment.**

**LUNENBURG SCHOOL REPRESENTATIVE MEMBERS OF THE KINGDOM EAST SCHOOL BOARD**

Cory Cantin and Jim Peyton

**SCHOOL BOARD MEETINGS**

The Kingdom East School Board holds regularly [scheduled meetings](#) each month at 6:00pm. The public is encouraged to attend these meetings. Please check the link or the Kingdom East website for meeting dates and locations.

**SCHOOL BOARD RESPONSIBILITIES**

The school board is charged with the responsibility of developing and writing policies that govern the operation of the school. New policies must be warned before adoption. Any pending changes in existing policies must also be warned. Copies of the [policies](#) are available from the school office and are also located on the Kingdom East School District website.

**BASIC INFORMATION**

The Lunenburg School is a K through 5<sup>th</sup> grade school serving approximately 65 students. For more detailed information, please visit the school's website or call the school's office.

Lunenburg School  
49 Bobbin Mill Road  
Lunenburg, VT 05906

Telephone: 802-892-5955  
Fax: 802-892-7734  
website: <https://kingdomeast.org/>

Office staff will be available to answer the phone between 7:00 AM – 4:00 PM on school days. When the office is closed, voicemail or email may be used to leave a message for any staff member.

**SCHOOL HOURS** 8:00-3:00

STUDENT ARRIVAL (Early Drop Off 7:15) 7:45-7:55

EARLY RELEASE DAYS DISMISSAL - 12:00 PM

**PLEASE NOTE:** Student supervision begins at 7:15 AM. Students *should not arrive before this time*. Students are dismissed at 3:00 PM. There will be staff on duty for students waiting for the bus. Walker car riders are dismissed at 3:00. Students are not supervised after 3:30 PM unless participating in the Afterschool (KEAP) Program or in an after school activity. KEAP runs Monday through Thursday 2:50-5:15. Students must be registered with the KEAP in order to attend. The After School program is not running as of now. We will update you when it begins.

### **REQUIRED TITLE I PARENTAL NOTIFICATIONS**

**Adequate Yearly Progress Report:** The Lunenburg School have developed a school improvement plan called the **Lunenburg School Continuous Improvement Plan**. The Lunenburg School CIP is a working document and will be available at the school office. More information on student SBAC scores is available on the state web site or by contacting the school.

### **PARENTAL RIGHTS NOTICE FOR TEACHER/INSTRUCTIONAL ASSISTANTS**

**QUALIFICATIONS:** Parents have the right to request information as to whether their child's teacher has met the state qualification and licensing criteria. Parents may also request whether the teacher is teaching under a waiver or provisional license. The request can also include what the designated major of the teacher was in his/her bachelor degree. If the child receives services from an instructional assistant (IA) or behavioral interventionist (BI), their qualifications may also be requested. Please call Principal Cheryl McVetty at 892-5955 if you would like to request any of this information.

**PARENTAL INVOLVEMENT POLICY AND HEARING COMPLAINTS POLICY:** These policies were developed jointly with parents in April 2009, and updated and adopted in June 2010, February 2014, and most recently in 2018. These policies ([Parental Involvement](#) & [Public Complaints About Personnel](#)) are available on the [kingdomeast.org](http://kingdomeast.org) website.

### **PARENTAL NOTICE FOR STUDENTS WHO ARE LIMITED ENGLISH**

#### **PROFICIENCY:**

20 U.S.C. §6312(g)(1) provides that parents of students who are of limited English proficiency are to be notified not later than 30 days after the beginning of the school year that their child has been identified as in need of services.

## **ASBESTOS MANAGEMENT**

Notification of Management Plan Availability:

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

LEA/SCHOOL	Lunenburg School
DESIGNATED PERSON	Jen Botzjorns
ADDRESS	Kingdom East School District P.O. Box 129 Lyndon Center, VT 05850-0129
TELEPHONE	802-626-6100

## **B. EMERGENCY INFORMATION**

### **STUDENT / FAMILY EMERGENCY INFORMATION**

The school *MUST HAVE CURRENT EMERGENCY INFORMATION FOR EVERY CHILD*. The school will send home a student emergency information sheet for you to fill out or make changes. Forms are also available on the school's website. The school must have on record your current address, home and work telephone numbers, along with the names and phone numbers of family or friends. This information is the basis for the school's emergency contact system, and ensures the school has a contact in the event that you cannot be reached. *Parents/guardians are responsible for notifying the school office immediately if changes occur.*

### **CUSTODY / LEGAL DECISIONS**

Court documentation is needed for all custodial and/or binding legal decisions. Please update your child's file when any changes occur. It is the parties' responsibility to provide written documentation to the school.

### **EMERGENCY SCHOOL CLOSING**

When inclement weather or an emergency situation occurs school may close early. The changes will be broadcast using our School Messenger system and VT Broadcasting system and will notify the primary contacts as outlined in the emergency information form.

### **SCHOOL CANCELLATION / DELAY**

Families will be notified through the School Messenger system and VT Broadcasting system regarding school cancellations or delayed openings. Information from any of the above sources will be available by 6:30 AM. If school opening is delayed by 2 hours, school opening activities will begin 2 hours later than their original schedule. *This refers to bus transportation and parent drop off times.* If school is delayed, please continue to



listen to reports in case we are forced to do a full cancellation. *It is possible that breakfast will not be served when school is operating on a delayed schedule. Busses and morning activities will be delayed for the same amount of time that school is delayed. MORNING PRESCHOOL WILL BE CANCELLED ON DAYS WHEN THERE IS A DELAYED OPENING.*

## **STUDENT ALCOHOL AND DRUGS**

It is the policy of the Kingdom East 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. It is further the policy of the District to make appropriate referrals in cases of substance abuse.

## **STUDENT PHONE CALLS AND USE OF ELECTRONIC DEVICES**

Student phone calls and messaging: School telephones are to be used by students *only* in emergencies. Parents/Guardians should call the main office to leave a message for the student's teacher or administrative assistant to deliver. Students are allowed to use the classroom telephones with permission from school staff. Parents and guardians should avoid communicating with their child using electronic devices while students are in school. **Students are advised to leave their cell phones at home. If they are brought to school, they will be turned off and stored in their totes in their homeroom. Parents/Guardians may be required to pick up the device from the main office if these protocols are not followed.**

Fidgets have become a distraction to students and teachers. We ask that fidgets be left at home. If a student requires a fidget as a request/recommendation from the educational team, the school will supply the fidget, or make arrangements with the child's parents.

## **Student Dress Code: Guidelines and Procedures**

The primary responsibility for a student's attire resides with the student and parents or guardians. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

### **Values**

-All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.

-All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.

-School staff, students and families should have explicit guidelines on school dress codes and the consequences of such guideline violations in schools

-Students should not face unnecessary barriers to school attendance. Every effort shall be made by administration, the student and family so that students do not miss instructional time.

## Basic Principle

Certain body parts must be covered for ALL students

## Students Must Wear

-Shirt.

-Bottoms: pants/sweatpants/shorts/skirt/dress/leggings

-Shoes: activity-specific shoes requirements are permitted (for example for sports/PE)

-Regardless of age, gender, grade, all clothes must be worn in a way that from the shoulders to the thighs are covered with opaque material. Specifically, from



three finger widths below the collar bone to the hand extended on the thigh. See picture.

-Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff (on occasion, students will need to respect and follow the tradition of removing hats for example for the National Anthem)

-Rubber or hard soled footwear must be worn at all times.

-Clothing must be suitable for all scheduled classroom activities including physical education, and outdoor activities.

## Students Cannot Wear

(See KESD POLICY [KESD Student Self Expression and Student Distribution of Literature Policy](#))

- Violent language or images
- Images or language depicting drugs or alcohol or any illegal item or activity or the use of the same.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Visible underwear. \*Visible straps or waistbands on undergarments worn under clothing are NOT a violation

If a clothing item follows the basic principle and does not conflict with any of the listed “cannot wear” guidelines, it is allowed.

### Important considerations for Administrators

- Administration provides education for the staff related to these Dress Code guidelines, poverty and implicit gender bias
- Nurse/PE/school counselors have a readily available supply of clothing for students
- Administration considers referral to the school’s CARES team

### Response to student violations

- Administration follows a Behavior Matrix- all administrators are on the same page for *minor* and *major* 1st, 2nd, 3rd offense. Administrators add this language to the behavior matrix:

**Definitions:** Minor- violation of the dress code guidelines; Major- 3 minor dress code violations

#### MINOR

1st offense- classroom problem solving ; prompt, reminder

2nd offense- teacher notifies parent / change of clothing

3rd offense- teacher notifies parent, teacher meets with administration / student call home

**MAJOR**

1st offense- change clothes, notify parent

2nd offense- change clothes, notify parent, ½ lunch/recess\* detention

3rd offense- change clothes, notify parent, Meeting with parent, 1hour lunch/recess\* or after school detention

\*recess detention does not mean a student does not get recess that day. It means they do not get recess with their peer group that day. They have recess at an alternative time (per KESD wellness/health policies and EQS).

## **Additional Resources**

Resources from which this document was developed from:

[https://noworegon.org/wp-content/uploads/sites/12/2018/01/or\\_now\\_model\\_student\\_dress\\_code\\_feb\\_2016\\_\\_1\\_.pdf](https://noworegon.org/wp-content/uploads/sites/12/2018/01/or_now_model_student_dress_code_feb_2016__1_.pdf)

[Decoded Youtube video](#)

[Youtube video # 2](#)

### **( Top ten things to consider when creating a dress code)**

<https://www.rethinkingschools.org/articles/girls-against-dress-codes>

### **When Dress Codes Discriminate**

By: Kira Barrett

<https://www.nea.org/advocating-for-change/new-from-nea/when-school-dress-codes-discriminate>

“Targeting styles of clothing that are mostly associated with a particular minority group is discriminatory. When styles such as ‘sagging pants’ are the issue, we are putting a burden predominantly on black males,”

### **How School Dress Codes Shame Girls and Perpetuate Rape Culture**

BY LAURA BATES

<https://time.com/3892965/everydaysexism-school-dress-codes-rape-culture/>

“The very act of teachers calling young girls out for their attire projects an adult sexual perception onto an outfit or body part that may not have been intended or perceived as such by the student herself. It can be disturbing and distressing for students to be perceived in this way and there is often a strong element of shame involved.”

“At this point it starts to feel like such ‘codes’ are less about protecting children and more about protecting strict social norms and hierarchies that refuse to tolerate difference or diversity.”

### **‘Dress Coded’ highlights harmful effects of school dress codes**

By Susan Dunne The Hartford Courant

[-https://www.timesnews.net/living/arts-entertainment/dress-coded-highlights-harmful-effects-of-school-dress-codes/article\\_89fa5348-c2cc-11ea-98c3-b76d7cd3c57d.html](https://www.timesnews.net/living/arts-entertainment/dress-coded-highlights-harmful-effects-of-school-dress-codes/article_89fa5348-c2cc-11ea-98c3-b76d7cd3c57d.html)

“Girls’ self-esteem and school performance are affected and family budgets strained. The practice promotes body shaming, slut shaming, period shaming and even racism, Firestone said, and plants the seeds of rape culture, in which girls are blamed for boys’ reactions to their clothes.”

“It is as girls that most women are taught subtle but consistent lessons about not challenging bigger, more credible and more powerful people when they tell us what they want us to do with our bodies” - Washington post

“Girls are disproportionately negatively affected by these policies that often reflect the assumption that they are, by default, sexual objects. Girls don’t start off experiencing their own bodies as sexual objects, we teach them to self-objectify in interactions like these. A girl’s shoulder, for example, only becomes an issue when other people, almost always adults, inappropriately sexualize her.”

“Dress codes that rely on words such as “distracting” almost always centralize heterosexual cisgender boys. Administrators and teachers rarely seem to consider what might be distracting to heterosexual girls and LGBTQ kids.”

“Words like “distracting,” and the implied “cover yourself up,” teach children that girls are responsible for controlling how boys think and behave because they can’t be held responsible. This is a particular problem in the United States where parents are more likely to hold the almost always self-fulfilling belief that boys are less capable of controlling themselves.”

## **What school dress codes have to do with Harvey Weinstein**

By, SORAYA CHEMALY DIRECTOR, WMC SPEECH PROJECT, ACTIVIST, WRITER

[-Washington post article](#)

“Dress code enforcement easily reproduces exactly the types of behaviors that adults are seeking to prevent. They involve a pattern of silence, shame and obedience in situations where someone bigger and more powerful tells a girl what to do with her body.”

“School dress-code policy enforcement provides an ideal example of how socialization encourages silence, shame and deference. Codes can serve an important function, but rules that are highly gendered and that rely on subjective interpretations of words like “inappropriate,” “professional” and “immodest,” lend themselves to damaging outcomes.

**The sexualized messages DRESS CODES are sending to students**

-Amber Thomas

<https://pudding.cool/2019/02/dress-code-sexualization/>

“Compounding the issue, some argue, is that by telling students that these body parts are important to others, schools reinforce the idea that those parts should be important to them too. And when things are important to us, we tend to be highly aware of them. Unfortunately, studies have shown that when people are consciously thinking about their appearance, they perform worse on various cognitive tasks like math tests and are more likely to experience eating disorders, low self-esteem, and depression.”

“Some suggest that dress codes that use words like these send a complex message to all students: girls are responsible for the way that others see them (and continuing that line of logic, what others do to them) and it relays to boys that they are not in control of their own actions and that others’ bodies are theirs to judge. If these are the lessons that students learn at an early age, it’s not a far leap to see why victims of sexual assault are often asked “what were you wearing?” as if their clothing choices excuse the violence they endured.”

### **C. SAFETY INFORMATION**

#### **VISITORS**

In order to be proactive in maintaining student safety, the Lunenburg School requires all visitors to enter and report through the Main Entrance. **All visitors must sign-in.**

The Lunenburg School welcomes parents and community members to visit the school and observe the academic setting. Any visitors wishing to observe the academic setting, are required to receive approval from administration prior to the day of the visit. Visitors are expected to abide by school rules, policies, regulations and emergency procedures. Please review the policies ([Visits by Parents, Community Members, or Media](#), [Volunteers and Work Study Students](#)) for further information.

#### **PARKING**

Students who are riding in cars should be dropped off in front of the building. Students may enter their classroom from the classroom door before 8:00 am. After 8:00 am they need to check in at the office. In order to ensure student safety, all families and visitors shall follow the traffic flow patterns. *Do not park in the traffic flow patterns at any time during the regular school day.*

#### **BICYCLES, SKATEBOARDS AND WALKERS**

Students riding their bikes, skateboards to school or walking are expected to walk their bikes, skateboards onto and off the school grounds at entrance and exits. *Wearing a bicycle helmet and locking bicycles is strongly recommended.* Bikes must be left in the bike racks. The school will not be responsible for any damages to or theft of a bicycle or personal property left on a bicycle. *Students riding bicycles or skateboards should not*

*arrive before 7:45 AM.* Bikers, skateboarders are dismissed at approximately 3:00 PM and are expected to leave promptly once busses have departed. Once students arrive at school, bicycles and skateboards should not be ridden.

### **BOOKS AND EQUIPMENT**

Classroom materials, computers, library books, and equipment must be treated with respect at all times. If books or equipment are not returned in good condition, a parent will need to pay to replace them. If school items are continually damaged, the student will not be able to take items home or be restricted from using them in class.

## **Bus Transportation Guidelines - COVID 2021-2022 School Year**

### **Steps for Accessing Busses (COVID):**

- **Driver must wear a mask**
- **Students must wear a mask**
- **Students will have assigned seats**

### **Please Note Important Information:**

- **Students must have a mask--if no mask, we will have a limited amount of disposable masks available on the bus. Parents will receive a call/email reminder about wearing masks if a student does not come with one or will not wear one on the bus.**
- **Bus will be cleaned/sanitized after every run.**
- **Bus will have assigned seats, morning and afternoon**

### **BUS BEHAVIOR**

Riding the school bus is a privilege, not a right. In order to ride the bus, it is expected that students will follow certain rules.

1. Students must be at their bus stop at least 5 minutes before the bus arrives.
2. Students must sit in their assigned seats.
3. Students must remain facing forward and seated while the bus is moving.
4. Students must keep their hands and feet to themselves at all times.
5. Students must use appropriate language and tone of voices.
6. Students must listen to the directions given by the driver.
7. Students may eat or drink at the discretion of the driver
8. Students may not push, shove, or fight at any time.
9. Electronics are allowed at the discretion of the driver; students are responsible for keeping track of their possessions.



Consequences for repeated offenses of these regulations are at the discretion of the school and driver; negative behaviors will not be tolerated.

### **LOST AND FOUND**

Clothes, books, etc. should be clearly marked to ensure prompt return to their rightful owners. Lost articles found at school are turned into the lost and found. Personal items will be disposed of at the end of each year. Clothing items not claimed will be cleaned and donated to a clothing collection agency. The school cannot assume responsibility for valuables or personal property belonging to a student or adult under any circumstances.

### **SURVEILLANCE CAMERAS**

All Kingdom East schools use surveillance cameras to monitor the campus; outside, the parking lot, and several hallways and egresses in the buildings. Any recordings made with these cameras become the property of the school.

### **EMERGENCY DRILLS**

By state statute §§ 1481 – 1483, each school is required to conduct an emergency drill each month, to ensure the safety of all our children. Drills are held at the discretion of the administration or designee with consideration given to program, weather, and health. If families or other visitors are on campus during one of these drills, they will follow the same procedures as the students.

## **D. SCHOOL EXPECTATIONS FOR PREVENTING AND RESPONDING TO STUDENT MISBEHAVIOR**

### **Discipline**

Teachers will use the following guidelines to insure consistency among classrooms. Teachers are responsible for the majority of issues that occur in the classroom.

- **Take a break** – when a student needs to step away from the general classroom population in order to be redirected. This is not punitive in nature; it is simply a reminder that we all need breaks.

**If take a break is not effective:**

**Elementary:**

- **Buddy break** – students will be asked to leave the classroom and report to their buddy classroom, which is the adjoining room. Students will sit silently in the alternative space and reflect on their behavior, students return to their classroom when they feel they are ready and in control. The teacher will process with the students, and brainstorm ways to make better choices.

**If buddy break is not effective:**

- **The principal is called** – students will leave the classroom with the principal in order to review the behaviors that have led to this point. The student and the principal will process what happened and discuss possible solutions to make better choices.
- Teachers will fill out a discipline referral if a student gets to this step. The student will call home to inform the parent(s) of the incident.

**POSSIBLE DISCIPLINARY PROCEDURES:  
ALL DISCIPLINARY ACTIONS ARE TO THE PRINCIPAL'S DISCRETION;  
DEPENDING ON AGE AND NUMBER OF OFFENCES.**

### **DETENTION**

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

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

At the discretion of the principal, students may be assigned alternative service in lieu of detention.

On occasion, students may stay after school for extra help, the afterschool program, to meet with teachers or for other co-curricular activities. When this occurs the following procedures shall be followed:

1. Parents/guardians will be notified that their child is staying afterschool prior to the event
2. Parents/guardians will be notified of the end time, and when their child needs to be picked up.
3. Parents/guardians will share with school personnel whom they will have pick up their child from school.
4. Students will remain in the supervision of the school faculty and/or staff, until they are picked up by a parent/guardian or person designated by the parent/guardian to pick up.
5. In situations where children are riding their bicycle or walking home, prior permission shall be granted by the parent/guardian for the student departing school. This can be a general permission (my child can ride their bike home

every day following the afterschool program) or on an individual basis (today my child can walk home). The details of students transporting themselves home will include the approximate time the school event ends.

### **IN-SCHOOL SUSPENSION**

Students who are placed in in-school suspension will be allowed to study and are expected to make up any work missed by their absence from class. Students may perform community service during their time in suspension.

**Students in in-school suspension will not be allowed to participate in co-curricular activities that afternoon and are responsible for any detention they are required to serve.**

### **SUSPENSION**

Students who act in a way that seriously disrupts our school community may be sent home in the custody of their parents or guardians. Prior to a student re-entering the building, the parent, student, and administrators must meet together.

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

- Fighting;
- Refusing to report to the office when asked to do so;
- Repeated use of profanity towards any staff person;
- Harassment;
- Bullying;
- Hazing;
- Theft;
- Threats of physical harm;
- Bringing a weapon to school;
- Repeated insubordination to staff/faculty/substitute teachers;
- Smoking on school grounds;
- Failure to follow the rules regarding the use or distribution of an illegal drug or drug related paraphernalia;

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

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

**Definition:** Discontinuance of attendance of a student by the school board for a

period in excess of 25 school days. The school board has the power to expel students for sufficient cause and/or repeated instances of inappropriate behaviors.

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

Behavior	Step One	Step Two	Step Three	Step Four
Physical Altercations	1 Day In-School Suspension	One Day Out of School Suspension	Two Days Out of School Suspension	Meeting with School Board
Bus Behavior	Warning	Detention	Removed from bus	
Dress Code	Warning	Office Detention		
Failure to Comply	Warning	Office Detention	Office Detention	In-School Suspension
Profanity at Staff	Office Detention	Office Detention	In-School Suspension	Out of School Suspension
Removal from Class	Office Detention	Office Detention	In-School Suspension	Out of School Suspension
Bullying/Harassment *Depending on grade level/severity	In-School Suspension	Out of School suspension	Meeting with School Board	
Theft	In-School Suspension	Out of School Suspension	Two Days Out of School Suspension	Meeting with School Board
Vandalism	In-School Suspension	Out of School Suspension	Meeting with School Board	
Drugs/Alcohol	Suspension pending meeting with School Board			

## **HARASSMENT, HAZING & BULLYING**

On May 29, 2015, former Secretary Holcombe announced a new single Model Harassment, Hazing and Bullying Policy/Procedures (<http://education.vermont.gov/documents/edu-memo-holcombe-regarding-hhb-model-policies-2015.pdf>). VSBIT was proud to assist the AOE, and other educational stakeholders, in this endeavor. We agree with the Secretary that this “unified document should make it easier for school leaders and designated reporters to appropriately address allegations of harassment, hazing or bullying”. The KESD school boards have adopted this policy. Please see the [Policy on Prevention of Harassment, Hazing, and Bullying of Students](#), and [Model Procedures on the Prevention of Harassment, Hazing, and Bullying of Students](#))

## **BULLYING**

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

- Occurs during the school day, on school property, on a school bus, or at a school-sponsored activity.
- Is intended to ridicule, humiliate, or intimidate the student; and
- Is repeated over time.

## **CYBERBULLYING**

Definition: Cyberbullying refers to bullying through information and communication technologies. If cyberbullying occurs, meets the definitions of bullying or harassment, and is brought into the educational environment, the same reporting, investigation, consequences and prevention will occur.

## **BULLYING PREVENTION PLAN**

Introduction: The Kingdom East School District policy, which states that the District is committed to provide a safe and supportive school environment in which all students are treated with respect. This commitment involves incident(s) and/or conduct that occur on school property, on a school bus, at a school-sponsored activity, or misconduct not on school property, on a school bus, or at a school sponsored activity where direct harm to the welfare of the school can be demonstrated. Bullying is a form of dangerous, disrespectful behavior. It will not be permitted or tolerated. Bullying may involve a range of misconduct that will warrant a measured response of corrective action and/or discipline. Behaviors that are inappropriate but do not rise to the level of bullying will be subject to corrective action and/or discipline.

1. Definition: Bullying means any overt act or combination of such acts directed against a student by another student or group of students which:
  - a. Occurs during the school day, on school property, on a school bus, or at a school-sponsored activity.
  - b. Is intended to ridicule, humiliate, or intimidate the student; and
  - c. Is repeated over time.

1. Notice of Prohibition Against Bullying and Anti-Bullying Interventions: The Kingdom East School District recognizes that students should have a safe, orderly, civil and positive learning environment. Bullying will not be tolerated. The Kingdom East School District shall:
  - a. Include the prohibition against bullying in the Student Handbook
  - b. Make students aware of prohibition against bullying, the penalties for engaging in bullying, and the procedure for reporting bullying, at assemblies, workshops specifically designed for bullying, during Morning Meetings, and/or classroom meetings and information provided to students by the school counseling department.
  - c. Develop strategies for school staff to prevent and intervene in bullying
1. Reporting, Investigating, and Notifying Parents of Bullying Reports. To address bullying, the Lunenburg School shall:
  - a. Provide information to students on how and why to report bullying.
  - b. Encourage students to report acts of bullying to teachers and school administrator. The school has established the following methods for such reporting:
    - Anonymous Reporting: written message to be left for principal, or the school counselor, Lauren Shover.
    - Personal Reporting: speak in person with any staff member, or principal, Cheryl McVetty.

**You may call 892-5955 and speak with any of the above.**
  - c. Encourage parents/guardians of students to file written reports of suspected bullying or personally contact the school principal, school counselor, or homeschool coordinator.
  - d. Require school staff that witness acts of bullying or receive student reports of bullying to promptly notify the principal, or the school counselor, Lauren Shover
  - e. Require the principal or her designee to accept and review all reports of bullying, including anonymous reports. If after initial inquiry, further investigation appears warranted, an investigation will continue.
  - f. As with any other disciplinary action, the parent/guardian of both the bully and the victim will be notified as soon as possible if investigation appears warranted.
  - g. To the extent permitted under the Family Educational Rights and Privacy Act, (FERPA), the parent/guardian of a student who is a target of bullying will be notified of actions taken to prevent further acts of bullying.
1. Data Gathering
  - a. The Kingdom East School District delegates the responsibility of data collection to the school principal. He/she shall collect data on the number of reported incidents of bullying and the number of incidents verified and report them as required by law to the Commissioner of the Vermont Department of Education and the public.

*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.
- Establish an anonymous reporting system.
- Encourage parent and community involvement in bullying prevention.
- Use appropriate discipline and classroom management techniques for response to classroom behavior when needed.
- As warranted, refer 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 teachers, administrators, and staff members to alert them to the problem and to get a better understanding of it.
- If the situation does not change, remove the bully – not the victim – from the classroom.

Education World citing The Centre for Children and Families in the Justice System of the London Family Court Clinic. [www.education-world.com/a\\_issues/issues103.shtml](http://www.education-world.com/a_issues/issues103.shtml)

*For bullying prevention and intervention, see also:*

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

7. Bully Free Classroom, Allan L. Bean, PH.D. (Over 100 Tips and Strategies for Teachers K-8), this source is located in the School Counselor's Office.

Please refer to the following policies for more information: KESD [Policy on the Prevention of Harassment, Hazing, and Bullying of Students](#), KESD [Procedures on the Prevention of Harassment, Hazing, and Bullying of Students](#).

## HAZING

The definition of hazing is similar to that of harassment. The key difference is that hazing is identified in connection with being a member of a team, club, or organization affiliated with the school.

## HARASSMENT

Definition: Harassment means an incident or incidents of verbal, written, visual or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

### *Prevention of Harassment of Students Purpose:*

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

### *Definition of Harassment:*

1. Harassment means an incident or incidents of verbal, written, visual or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.
2. Harassment includes conduct which violates subsection (1) of this definition and constitutes one or more of the following:
  - a. Sexual Harassment, which means conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual, or physical conduct of a sexual nature when one or both of the following occur:
    - I. Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education.
    - II. Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.



- b. Racial Harassment, which means conduct directed at the characteristics of a student's or a student's family member's, actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to racial customs.
- a. Harassment of members of other protected categories, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, sex, sexual orientation, or disability and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display or circulation of written or visual materials, taunts on manner of speech, and negative reference to customs related to any of these protected categories.

#### *Reporting of Student Harassment Complaints:*

A student who believes that he or she has been harassed, or who witnesses conduct that he or she believes might constitute harassment, should report the conduct to the designated employee at school who are the principal, or the home/school coordinator. The student may report to any other school employee who should then report it to a designated employee. An Administrator or designee will investigate the complaint. Upon completion of the investigation, an Administrator or designee will meet with all concerned parties and present options for formal or informal resolution. Please refer to the Harassment policy in the Appendix for further information.

### **REPORTING OF BULLYING, HARASSMENT AND HAZING**

Students and parents are to report acts of bullying to teachers and school administrators. The school has established the following methods for such reporting:  
 Anonymous Reporting: written message to be left for principal-Cheryl McVetty or the school counselor, Lauren Shover or any school staff. Personal Reporting: speak in person with any staff member, principal-Cheryl McVetty, school counselor, Lauren Shover or any school staff. *You may call (802) 892-5955 and speak with any of the above.*

### **DESIGNATED EMPLOYEES**

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

See appendix A, [Policy on the Prevention of Harassment, Hazing, and Bullying of Students](#).

Name: Cheryl McVetty  
 Title: Principal  
 Contact information: 892-5955

Name: Lauren Shover  
 Title: School Counselor  
 Contact information: 892-5955

### **Transgender and Gender Nonconforming Students**

All students need a safe and supportive school environment to progress academically and developmentally. Many questions arise for students and school staff when considering the best supports for transgender and gender nonconforming students. The Continuing Best Practices for Schools Regarding Transgender and Gender Nonconforming Students are designed to provide direction for schools to address issues that may arise concerning the needs of transgender and gender nonconforming students. Please refer to the [Transgender and Gender Nonconforming Students policy](#).

### **New Americans**

We have a responsibility to ensure that all of our students feel safe and supported. This occurs when we create school cultures that are responsive to the needs of the children in our care, and our families. Under Federal law, undocumented children and young adults have the same right to attend public primary and secondary schools as do U.S. citizens and permanent residents (*Plyler vs. Doe*, 457 U.S. 202 (1982.)). And, under state law, all Vermont children, including undocumented children are required to attend school until the mandated age of 16. Meeting this obligation means going beyond telling families to enroll their student(s). It includes working proactively to ensure they feel safe, supported and welcomed.

Public schools may not:

1. Deny or terminate a student's enrollment on the basis of actual or perceived immigration status.
2. Treat a student differently to verify legal residency in the United States.
3. Engage in any practices that have the effect of discouraging students from enrolling or attending school based on their immigration status.
4. Require students or their parents to disclose their immigration status or inquire of students or parents in ways that may expose their undocumented status.
5. Deny or terminate a student's enrollment due to the student's or parent's failure to provide a social security number.

### **Seclusion and Restraint**

State Board Rule 4500 defines the appropriate use of seclusion and restraint. Rule 4500 also sets forth the reporting requirements that flow from any use of seclusion or restraint in school (e.g. – teacher to administrator, administrator to superintendent, and school to parent/guardian of affected student). Here is a link to a "Q & A" about Rule 4500: [http://education.vermont.gov/documents/EDU-Questions\\_and\\_Answers\\_on\\_Rule\\_4500.pdf](http://education.vermont.gov/documents/EDU-Questions_and_Answers_on_Rule_4500.pdf) . Please refer to the [Use of Restraint and Seclusion policy](#).

## **E. ACADEMIC INFORMATION**

## **ACADEMIC HONESTY**

A learning environment is often about collaboration. However, there is a delicate balance between collaboration and cheating. Incidences of cheating will be handled differently depending on the grade the child is in. In the lower grades, for example, cheating will most likely be handled by the classroom teacher to educate the student on how to collaborate properly. Plagiarism, the taking, using, and passing off as your own work, the ideas or words or work of another, will be handled with education. However, if students willfully plagiarize, the consequence can involve redoing the assignment, community service, or detention.

## **CLASS PREPARATION**

The students are expected to come to school prepared and ready to be involved in their learning. Being prepared includes: being well rested and fed, homework completed, having supplies and needed materials (i.e. pencils, paper, books, electronic devices, classwork, etc.).

## **HOMEWORK**

Becoming a lifelong learner is a process that involves teachers, students and parents. Homework provides valuable practice in the skills of the previous school day and can keep parents abreast of the sequence of their child's learning. As our students progress through school you will see an increased amount of homework. We ask for your help and involvement in seeing that homework is completed. Homework is an effective way to practice organization and study skills which are important to people throughout their lives. It is an integral part of your child's education. If homework is not completed at home, your child will be asked to complete the work the next day at school. This could be during morning meeting, recess, or through a working lunch. If lack of homework completion is a chronic issue, you will be asked to meet with the teaching team to discuss how we can work together to resolve the matter.

Your role in helping your child complete homework assignments productively might include the following:

- Ask to see an assignment planner so that you know what is to be done.
- Help your child plan a regular time and place to do homework. As your family's schedule changes, be sure to restructure this homework time period.
- Provide a quiet space in which to work. Try a family "quiet-time" when TV & music are off to provide a peaceful atmosphere for thinking.
- Students are expected to write down assignments and bring home the proper materials.
- Parents are asked to review their child's assignment nightly. Please initial that you have done this crucial step in the process.
- Assignments are given daily except on evenings when students are expected to return to school in the evening for a specific curricular event such as a musical concert or Open House.

Offer help and encouragement. Take time to sit with your child, even for a brief period. Remember, your ability to "help" with the homework content is not the most important issue. Showing interest and support of the homework practice and sharing

your adult experience with time management and strategies for “finding the answers” will be a valuable contribution to your child’s homework success.

### **MISSED ASSIGNMENTS**

It is the student’s responsibility to see his/her teacher for any assignments missed.

### **PROGRESS REPORTS / REPORT CARDS**

Families shall be notified regarding their progress and may receive reports mid-way through each trimester. This will provide parents/guardians with a written assessment of their child’s progress.

Report cards are standards-based and are prepared at the end of each trimester. Please review the report cards and progress notes carefully with your child. Feel free to contact teachers for information or to request a conference.

### **ASSESSMENTS**

Throughout the school year, students in all grades are given a variety of assessments to measure learning progress. Scores are used by all Kingdom East Schools to adjust and adapt instruction. SBAC is the most recent statewide test. These scores are used by all Kingdom East Schools to inform their instructional practices and are used by the Vermont Agency of Education to help measure school AYP progress. Once the scores are received they are available to parents/guardians.

## **GRADE ADVANCEMENT: RETENTION, PROMOTION & ACCELERATION OF STUDENTS**

### **Policy**

A goal of the Kingdom East School District is for each student to progress in his or her educational program by reaching a standard of achievement necessary to progress from grade to grade.

### **Definitions**

1. **Acceleration** is the advancement of a student by more than one grade beyond the current grade level.
2. **Promotion** is the single grade step most students take from year to year.
3. **Retention** allows a student to repeat all or part of a grade in order to more fully prepare for the work of the next grade.

Promotion, retention and acceleration decisions will be based on the extent to which a student is meeting the standards established by the Vermont Framework of Standards and Learning Opportunities as well as other relevant factors, including social, emotional, physical and mental growth, past academic performance, behavior, motivation, and attendance.

## **Implementation**

The Superintendent or designee will develop rules to implement this policy. The rules will specify a process for determining the promotion, retention or acceleration of individual students.

## **PARENT/GUARDIAN ESS INPUT AND STUDENT CLASS PLACEMENT**

The Lunenburg/Gilman Schools have an Educational Support System (ESS). The role of the ESS is described below. To access your school's ESS simply call your child's teacher.

The Educational Support System (ESS) is a school-based system designed to help all students improve their school performance and help them grow academically, socially, emotionally and physically. The ESS provides a way for school staff to address students' varying needs in school. Each school is required, by law, to develop an Educational Support System (ESS) and Educational Support Team (EST).

The Educational Support Team is a group of school staff who meet to review individual student referrals to recommend needed changes in the student's program. The EST will develop a plan to assist your child. In order to do this effectively, parents are considered active partners with the school. Your child's teacher may invite you to attend an EST implementation meeting to discuss the concerns you or the school may have. At the meeting, the EST will discuss services or accommodations that might assist your child in the school setting. Examples include extended time to complete tasks, an after school homework group, a behavior plan, tutoring, and/or a peer buddy. If you or the EST feel it would be helpful, a referral may be made for a comprehensive evaluation, which is part of the special education process.

## **CURRICULUM**

All Kingdom East schools support a variety of learning styles, and classrooms may vary in the routines, materials, and methods used. However, we also support the need for consistency in the scope and sequence of learning for all students. The common links that hold the curriculum and learning programs together are the National Common Core Standards and the KESD curriculum guides. Through parent conferences, our assessment program, progress reports, and report cards, you should have a clear picture of the milestones of learning for your child. If you have any questions about the standards, curriculum guides or assessments, ask your child's teacher for more information.

Speak directly to your child's teachers to see the details of what your child is expected to learn this year. This is usually done at regularly scheduled conferences in October, but you can arrange a meeting with your child's teacher at a mutually convenient time by calling the school or by emailing your child's teacher.

## HEALTH SERVICES and WELLNESS PROGRAMS

Health services will be provided to all students. The health services will be provided by a school nurse who will demonstrate medical knowledge and skill in nursing techniques, demonstrate knowledge of child and adolescent development, establish goals for a school-wide nursing program, and demonstrate knowledge of the Vermont Department of Health Standards of Practice in addition to government, community, and district laws and regulations. The school nurse will ensure school wellness programs are shared with the community. A link to the list of school and community wellness programs can be found at: <http://education.vermont.gov/health-education/linking-health-and-learning> For a hard copy of this information, please contact the main office. Please refer to the [Federal Child Nutrition Act Wellness policy](#).

The school nurse will take preventative steps needed to control communicable diseases and conduct health screenings. Periodic hearing and vision screening—16 V.S.A. §1422 requires schools to test the hearing and vision of students pursuant to research-based guidelines, which can be found at this link:

<http://education.vermont.gov/documents/edu-memo-aoe-vdh-school-health-screenings.pdf> Parents or guardians choosing to opt out of screening must contact the school nurse prior to September 1st, or within one week of the official enrollment date.

Policies and services are provided which will cover all aspects of a child's cumulative health history and are recorded in confidential health files. Each student will gradually assume more knowledge and responsibility for their own health and wellness by means of direct and indirect health teaching. The school nurse will facilitate, assess, plan, evaluate, refer, and serve as the direct link between the doctor, family, and the community services to assure a continuity of care for each student. The school nurse will follow the laws and regulations outlined in student immunization and student medication. The school nurse will be an integral member of the crisis team and managing emergency situations. In the event of diverse medical needs or 504 plans, the school nurse will be an integral member of this team.

If a child is in school, he/she is expected to attend all scheduled classes for that day beginning at 8:00am and ending at 2:55pm. If unable to participate in the activity, a note from the parent/guardian may allow the child to observe while remaining with the class.

## IMMUNIZATION

Effective July 1<sup>st</sup>, 2016, there was a change to The Vermont Immunization Law. After much debate and passionate testimony on both sides of the issue, the House and Senate passed [H.98](#), eliminating the philosophical exemption to the requirement (per 18 V.S.A. 1121) for children to be vaccinated in order to attend schools (public and independent) and child-care facilities in Vermont. After eliminating the philosophical exemption, the sole exemptions to the vaccination requirement are for health-related reasons and religious beliefs. The effective date for the elimination of the exemption

is July 1, 2016. The current Immunization Law requires all students be immunized before school entry unless exempted for immunization for health-related and religious reasons. Please see *Vermont Immunization Law in accordance with 2012 Act 157* for more information or contact the L/G nurse for assistance.

## **MEDICATION**

If you want your child to receive either Tylenol or Non-Aspirin non-prescription medication without a call from the nurse, please fill out a “Parent Permission for Administration of Non-Prescription Medication” form. The medical community is very responsive to scheduling prescription drugs for students during non-school hours, however, if your child’s Dr. deems it necessary to prescribe doses during school hours, **all prescription and non-prescription drugs must be given to the school nurse and must be in the original container(s) and include the Dr.’s directions for administering it.** With non-prescription drugs (cough medicine, etc.), please send in a note signed by a parent or guardian. No non-prescription drugs will be given without a signed Parental Permission Form or note from a parent/guardian. This saves time and ensures accurate delivery of medications. Please refer to the [Student Medication policy](#) for more information.

## **CONCUSSIONS AND OTHER HEAD INJURIES**

Please refer to the following link for specific information regarding concussions and head injuries: <http://education.vermont.gov/documents/edu-concussion-guidelines.pdf> Hard copies of the information are available per your request.

## **GUIDANCE**

Guidance services will be provided to all students. Guidance services include the counselor coming into the classroom to deliver a developmental guidance program. The developmental guidance program focuses on academic development, personal and social development, and career development. The program is based on the American Association of School Counselor Standards. The expectation is that the guidance counselor also works with small groups or individual children for more specific supports.

## **SPECIAL EDUCATION & SECTION (504) REHABILITATION ACT**

Some students in our school have special needs that require individual education plans. Services are provided to these students in a variety of ways. Special education is designed instruction for students who have been identified as needing an individualized program. This individualized education plan (IEP) is designed in collaboration with an educational team consisting of parents, teachers, case managers, administration, related service providers, students, and any other supports requested by the family. It includes school programs, services, and related activities that are necessary in order to ensure that the students make realistic progress and have a successful school experience. A special education case manager oversees and coordinates these plans. There

are special education services available for qualifying students with disabilities from birth to age 21. Some students require specialized plans to insure access to their education, section 504. If you feel your child needs specialized services or needs section 504 accommodations or if you have any questions concerning these, please call the principal or the special education personnel at 892-5955. The Kingdom East School District does not discriminate on the basis of handicap. Lunenburg School Section 504 case manager is Lauren Shover. Parents have the right to contact administration in the event of a complaint or grievance. (34 C.F.R. §§104.7 and 104.8)

**K-5 SPECIAL EDUCATION** Jennifer Amadon  
**504 CASE MANAGER** Lauren Shover

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

Parents who believe their child may need support through the Educational Support System, Section 504, or Special Education are encouraged to contact their child's classroom teacher or the principal.

**EMERGENCY INFORMATION**

The school must have current emergency information for all students. Forms are issued in the summer mailing and must be returned completed during the first week of school. The school maintains the information on telephone numbers and persons to be contacted in case of an emergency. **Any change in this information must be reported to the school immediately. Please call if you have a new phone number.**

**EVACUATIONS/FIRE DRILLS**

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

Directions are posted on a flip chart in each room for all emergency situations. Visitors are to follow the requirements for students during all drills.

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

**STUDENT MENTAL HEALTH SUPPORTS**



The School Counselor, and District Therapeutic Case Manager are individuals who provide school services for students at the Lunenburg Schools. All of these services are coordinated with the school's instructional program and work to promote family and student support.

### **BREAKFAST / LUNCH / FRESH FRUIT AND VEGGIE SNACK / EXPANDED AFTER SCHOOL SNACK PROGRAMS**

The Kingdom East School District provides several opportunities for students to access healthy and nutrition food before, during and after school. Dependent on federal grant funding, pre K-8<sup>th</sup> grade students receive fresh fruit and veggie snacks during the week, and students up to age 18 who stay after school receive a free after school expanded snack. You will receive an application describing the guidelines for free and reduced student breakfast and lunch meals. We strongly encourage you to take advantage of this opportunity, as it will benefit your child and our school. Information is kept strictly confidential. Breakfasts and lunches are required to be paid in advance or on a daily basis. Students *Lunch \$3.05 Breakfast \$1.25. Adults Lunch \$3.85 Breakfast \$2.50. The school meals program is a contracted service.* The Abbey Food Service Group currently provides delicious, nutritious, and high quality meals to students and staff. They utilize the Meals Plus online payment feature to ensure a sound fiscal program. Visit their website [www.abbeygroup.net](http://www.abbeygroup.net) for more information on how the system works, visit the [kingdomeast.org](http://kingdomeast.org) website or call the main office. Please refer to the [Food Charge Procedure for Kingdom East School District](#).

Beverage items not permitted during the School Day:

**Sports drinks** - Powerade, Gatorade, etc. **Energy drinks** - Red Bull, Monster, RockStar, etc. Soda

## **F. ATTENDING SCHOOL**

### **STUDENT ATTENDANCE**

#### **Policy**

It is the policy of the Kingdom East School District to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning. Legal pupils between the ages of 6 and 16 and who are residents of the District and non-resident pupils who enroll in District schools are required to attend school for the full number of days that school is held unless they are excused from attendance as provided in state law. Students who are over the age of 16 are required to attend school continually for the full number of school days for which

they are enrolled, unless they are mentally or physically unable to continue, or are excused by the Superintendent in writing.

Annually, the Superintendent shall ensure that the Board appoints individuals for each school to serve as the truant officer, and shall ensure that appointment is recorded with the clerk of the District.

The Superintendent shall develop administrative rules and procedures to ensure the implementation of this policy.

### **Administrative Rules and Procedures**

The procedures will address the following issues and may include others as well:

1. written excuses;
2. tardiness;
3. notification of parents/guardian;
4. signing out of school;
5. excessive absenteeism;
6. homebound and hospitalized students;
7. early dismissals;
8. homework assignments;
9. making up work

### **Administrative Responsibilities**

1. The principal is responsible for maintaining accurate and up-to-date records of student attendance.
  2. The principal is responsible for assuring that the school has the appropriate family information that allows the school to contact the parent(s) or guardian(s) of all students whenever necessary.
- **Absence is defined as not being present during normal school operating times of 8:00am to 3:00pm on regular school days and 8:00 am to 12:00pm on early release days.** Absences must be communicated to Karl Goulding and may need to be confirmed in writing by the parent or guardian. The responsibility for a child's regular attendance lies with the parent or guardian. A truant student is one who is subject to compulsory school attendance and who is absent without valid cause.
  - Parents/guardians are required to notify the school prior to 8:15 A.M. if their child will be absent.
  - When a student returns to school following an absence, they need to provide a written excuse from his/her parent or guardian explaining the reasons for the absence. This excuse should be given to the main office upon returning to school. A student who has been absent for 3 or more consecutive days may be required to provide third party documentation.
  - Students who are absent without valid cause shall not be eligible to participate in extracurricular activities that day, i.e., games, practices, rehearsals. A student who

has an excessive number of unexcused absences and/or whose absences of any kind significantly interfere with his/her educational progress shall be dealt with in the following manner with the parents/guardians involved at all levels:

1. Counseling by guidance, principal and/or teaching staff
2. Investigation and action by the school administration
3. Referral to the designated Truancy Officer
4. Referral to the Superintendent
5. Referral to the state's attorney

Please make every effort to schedule appointments when school is not in session. For any extended absences please contact the office or notify your child's classroom teacher.

Parents/guardians have the responsibility to ensure that their children attend school daily and on time. Parents will be notified when total student absences reach a designated threshold of concern (5 days). Absence is defined as not being present during normal school operating times of 8:00am to 3:00pm on regular school days and 8:00am to 12:00pm on early release days. This notification is meant to help parents be aware of the number of absences, and may require a meeting between the administration and the parents. Depending on the individual situation, cases of truancy may be referred to DCF or the State's Attorney's Office. Please reference: [Student Attendance Policy](#) and Vermont State Statute 16 VSA § 1121 for more information.

### **EARLY DEPARTURE, LATE ARRIVAL**

If it is necessary for a student to leave before the end of the day, a note must be sent with the child *that morning*, giving the teachers and office notice of the early departure. *All students must be signed in when arriving at school after 8:00 am and for early dismissal, signed out by an adult or a person identified by the parent/guardian allowed to dismiss the student. Students must be dismissed by the office.* For safety reasons the person picking up the student is required to sign the student sign-out log and may be asked to provide identification.

### **G. TRANSPORTATION**

#### **BUS TRANSPORTATION PROCEDURES**

Bus transportation is a privilege. For the safety and well being of all children, certain rules of conduct must be observed. Standing, throwing things, running, undue noise, vandalism, fighting and vulgar language will not be tolerated. Assigned seats may be given at the discretion of the bus driver. School bus drivers are responsible for pupil discipline on the school bus in the same manner that teachers are responsible for pupil discipline in the classroom. The operator is expected to uphold on the school bus the same standard of conduct that has been established in the Lunenburg School Rules of Conduct section of the student handbook. The bus driver shall determine whether to issue school bus *minor* or *major* office discipline referral (ODR) to administration or if the situation could be handled in another manner. In the event of 3 minor behaviors within 2 weeks or a major behavior, administration or designee will follow the guidelines

represented in the Lunenburg School Consequence Matrix. The guidelines will also pertain to re-occurring or non-conforming behaviors and will follow the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> offense consequences or restorative process as outlined in the Lunenburg School Consequence Matrix. All other general transportation policy information can be found in policy [KESD transportation](#).

## **AUTHORIZED DRIVERS**

**Parents/guardians are required to sign a release as part of the Kingdom East registration process:** *By my signature on the Lunenburg School Handbook & Compact for Learning form, I understand that I waive the right to hold the school responsible for the actions of the authorized drivers listed on the emergency form.*

## **H. FIELD TRIPS**

**FIELD TRIP INFORMATION** **Field Trips will be virtual during COVID. We will revisit this as the year progresses.**

Field trips are scheduled throughout the school year to enhance the curriculum and to introduce students to area resources. Participation on a field trip is a privilege, not a right. Any student who does not meet the school standard for conduct may be excluded from a field trip. Parents will receive notification of field trips and will be asked to sign the Field Trip Permission Form and Medication Authorization Form.

Students will not be allowed to attend field trips without a written permission slip. Verbal permission will be allowed in extreme situations. When a bus is used to transport students, all students must ride the bus to the location of the field trip. The only exception will be for a student to ride with his or her own parent or guardian on the way home. No exceptions will be made. The supervising teacher must be notified in writing by the parent or guardian that the student will be riding home with the parent.

Students who do not meet the school standard for appropriate behavior may be excluded from a field trip. The principal will determine exclusion from a field trip, after consultation with the classroom teacher(s). Parents will be notified in writing if their child is considered ineligible for participation on a field trip.

Students who do not attend field trips must attend school on the day(s) of the field trip, otherwise it is considered an unexcused absence. Arrangements will be made for alternative instruction to be provided.

If medication must be administered during a field trip or other school activity off campus, you must deliver an original labeled container with the appropriate dosage for the day (your pharmacy can provide you with the appropriate container). If we do not receive medication in the original container with the appropriate dose, your child will not receive medication while attending the school activity.

## **GUIDELINES STUDENT ELIGIBILITY**

Any serious student misconduct in the month leading up to a field trip may result in a student being determined ineligible to participate. The school principal or designee will make the final determination regarding student eligibility to attend field trips. Please refer to the KE [field trips](#) policy.

## **HIGH SCHOOL CHOICE**

Students have a choice of high schools. Eighth grade students and their parents/guardians will receive information about the high school application process throughout the year. The principal and the middle school teachers work together in assisting students and parents in this transition. All students need to complete a voucher with their choice for the Supervisory Union Office.

## **CONFERENCES**

There will be two student-led conferences during the school year. One will be held in December and the second in March.

Students conduct formal conferences with their parents to display their work and discuss their learning goals and strategies for meeting those goals. Students collect samples of their work throughout the term to showcase their learning and progress.

## **PHYSICAL EDUCATION**

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

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

## **PLAYGROUND**

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

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

- Treat each other with respect
- Respect the space of others
- Use equipment safely

This includes, but is not limited to:

- Sit on bottoms to swing and do not jump off
- Walk on the climber at all times
- Go up the ladders and stairs, and go down the slides
- Remain in the designated playground area
- Line up quickly and quietly when directed to do so
- Follow playground supervisors' requests and directions
- Do not leave the playground without permission
- Report any problems or injuries to the teacher or instruction assistant on duty.

## **PRESCHOOL, HEADSTART, EARLY HEAD START**

Early Head Start offers quality home-based services for expectant families and children aged birth to three years. Infant/toddler playgroups are also offered. The program operates from 2720 River Road in Gilman, at a **5 STARS** state accredited early care and education program. More information is available at **892-5997**.

## **PROFICIENCY BASED LEARNING**

**Proficiency Based Learning** refers to instruction, assessment, grading, and academic reporting that are based on students demonstrating they have learned knowledge and skills they are expected to learn.

Proficiency-based learning uses state standards to determine academic expectations and define "proficiency" in subject areas, and grade levels.

The general goal of proficiency-based learning is to ensure that students are acquiring the knowledge and skills that are deemed to be essential to success in school, careers, and adult life.

If a student fails to meet the expected standards, the student receives additional instruction, practice time, and/or academic support to achieve proficiency or meet the expected standards.

The process will take several years to implement. You will receive information about our progress over the next few years. Student Led Conferences and Habits of Work are components we are adding this year toward our goal of implementation of Proficiency Based Learning.

## **RETENTION**

The Educational Support Team will be utilized in order to aid academic achievement and social development. A child must be brought before EST a minimum of two times in a year before the child can be retained.

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

Retention of a pupil on an IEP will follow procedures required by federal and state regulations. This is regarded as a “change in placement” and as such will involve an IEP meeting.

### **SCHOOL SECURITY AND BUILDING ACCESS**

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

- Exterior doors are locked when school is in session
- Visitors must enter through the front doors and check in at the office
- Emergency drills, including lockdowns, are executed periodically
- Students should not arrive prior to 7:15 AM.
- Students must leave the school grounds by 3:00 PM unless they are involved in school sponsored activities, extracurricular activity, an extra help session or waiting for their bus.

## **I. STATE/FEDERAL LAWS AND SCHOOL POLICIES**

### **MANDATORY REPORTING FOR CHILD ABUSE AND NEGLECT**

As educators and mandated reporters, it is our duty to help protect students from abuse and neglect. Act 60 of 2015 provides that any mandated reporter who reasonably suspects abuse or neglect of a child shall report in accordance with the provisions of Section 4914 of this Title within 24 hours of the time information regarding the suspected abuse or neglect was first received or observed. 33 V.S.A. § 4913(c). Lunenburg *employees do not investigate* any abuse or neglect but are mandated to cause a report to be filed when there is reasonable cause for concern.

### **PROTECTION OF PUPIL RIGHTS ACT**

The following information serves as parent annual notification and your rights related to Vermont state law 20 U.S.C. §1232h (PPRA). Parents have the right to inspect surveys created by third parties before it is administered, inspect any instructional materials used as part of the educational curriculum and be notified prior to any physical examinations or screenings disclosure of student information for marketing purposes. Parents have the right to opt out of certain screenings, surveys containing sensitive questions, collection of personal information for marketing purposes and non-emergency physical examinations or screenings. All students participate in academic and physical education screenings regularly. Some students participate in behavioral and social emotional screenings. Periodic vision and hearing screenings are conducted according to the guidelines developed by the Vermont Agency of Education and Department of Health. In order to inspect or opt out of certain activities, surveys and non-emergency physical examinations or screenings, you must submit your request in writing to the Principal of the school. The principal will obtain access or respond to such requests in a timely fashion. For detailed description see [Kingdom East Pupil Privacy Policy](#).

### **FERPA (Family Educational Rights and Privacy Act)**

P.L. 93-380 (34 CFR 99) Notice to Parents Regarding Directory Information as Required by the Family Educational Rights & Privacy Act. Parents have a right to: Inspect and review your children's records, seek amendment of the record if it is inaccurate or misleading, consent to disclosure of personally identifiable student information except as provided in 34 C.F.R. §99.31, and if you believe the Act has been violated, file a complaint with the Family Policy Compliance Office of the United States Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202. To request inspection and/or review of your child's educational records, please submit your request in writing to the principal. If you wish to amend your child's records, please submit your request in writing to the principal. The school follows the [KESD Student Records Policy](#) when disclosing student records to persons within the school and when disclosing "directory information". "Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Often information of this nature is included in school publications such as websites, newsletters and yearbooks, in press releases and on some emergency closing lists. A parent has the right to refuse to let the school designate any or all of those types of information about his/her child as directory information. If you wish to exercise this right, please notify the principal in writing within five school days of your child's first day of school for that school year. The principal will respond to your request in a timely fashion.

### **§ 1753. FALSE PUBLIC ALARMS**

Under current law: Sec. 4. 13 V.S.A. § 1753 is amended to read:

A person who initiates or willfully circulates or transmits a report of warning of an impending bombing or other offense or catastrophe, knowing that the report or warning is false or baseless and that it is likely to cause evacuation of a building, place of assembly, or facility of public transport, or to cause public inconvenience or alarm, shall, for the first offense, be imprisoned for not more than two years or fined not more than \$5,000.00, or both. For the second or subsequent offense, the person shall be imprisoned for not more than five years or fined not more than \$10,000.00, or both. In addition, the court may order the person to perform community service. Any community service ordered under this section shall be supervised by the department of corrections.

## **5. Kingdom East School District Policies**

### **CIVIL RIGHT ACT PROVISIONS AND TITLE IX GRIEVANCE PROCEDURES AND POLICY**

KINGDOM EAST AND ITS SCHOOLS PROVIDE EDUCATIONAL OPPORTUNITIES WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, RELIGION, SEXUAL ORIENTATION, GENDER IDENTITY, MARITAL/CIVIL UNION STATUS, OR ANY OTHER CHARACTERISTIC PROTECTED BY FEDERAL OR STATE LAW. KINGDOM EAST AND ITS SCHOOLS PROVIDE EQUAL ACCESS TO THE BOY SCOUTS AND ANY OTHER YOUTH GROUPS. ALL KINGDOM EAST



SCHOOLS FOLLOW THE REQUIREMENTS OF THE CIVIL RIGHTS ACT PROVISIONS- 34 C.F.R. §100.6 AND TITLE IX GRIEVANCE PROCEDURES WITH RESPECT TO DISCRIMINATION ON THE BASIS OF SEX -34 C.F.R §§106.9B AND 106.9A1. PLEASE CONTACT CNSU AT 626-6100 FOR MORE PROCEDURAL INFORMATION AND STEPS TO TAKE.

## **School Reports to Parents and Communities**

### **Required Annual Student Performance Results:**

### **Required Financial and Other Information: please refer to the copy of Annual Kingdom East Report.**

### **Required proposed budget for FY21 is a function of the Kingdom East School District**

## **POLICY TITLE: WEAPONS**

It is the intent of the Board to comply with the Federal Gun Free Schools Act of 1994, and Act No. 35 of the 1995 session of the Vermont General Assembly requiring school districts to provide for the possible expulsion of students who bring weapons to school or possesses weapons at school. It is further the intent of the Board to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.

### **1. Definitions**

For the purposes of this policy, the terms “weapon” and “to school”, “at school”, and “expelled” shall have the following meanings:

- a. Under Section 921 of Title 18 of the United States Code, the following are considered weapons:
  - i.any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosion
  - ii.the frame or receiver of any weapon described above
  - iii.any firearm muffler or firearm silencer
  - iv.any explosive, incendiary or poison gas
    1. bomb
    2. grenade
    3. rocket having a propellant charge of more than four ounces
    4. missile having an explosive or incendiary charge of more than one-quarter ounce
    5. mine, or
    6. similar device
  - v. any weapon which will, or which may be readily converted to expel a projectile with or without the action of an explosive or other propellant and which has any barrel with a bore of more than one-half inch in diameter

i. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled.

b. In addition, the following are considered weapons for the purpose of this policy:

- i. an antique firearm or primitive weapon
- ii. a rifle which the owner intends to use solely for sporting, recreational, or cultural purposes
- iii. knives
- iv. other objects manufactured for the sole purpose of causing injury to another, such as but not limited to brass knuckles, throwing stars, nunchucks
- v. any facsimile weapon manufactured or altered to replicate a weapon as described above.

c. "To school" and "At school" mean any setting which is under the control and supervision of the school district. It includes school grounds, facilities and vehicles used to transport students to and from schools or school activities.

d. "Expelled" means the termination for at least a calendar year of educational services to a student. At the discretion of the Board and Administration, an expelled student may be afforded limited educational services at a site other than the school during the period of expulsion under this policy.

## **2. Policy Statement**

Any student who brings a firearm to school or possesses a firearm at school shall be brought by the Superintendent to the Board for an expulsion hearing. Any student who brings a weapon to school or possesses a weapon at school shall be brought by the Principal to the Superintendent or designee for a formal disciplinary hearing, and the incident may be recommended to the Board for expulsion. EXCEPTION: The Principal or designee may permit a student to bring a weapon to school when the weapon will be used for a school sanctioned demonstration of an educational or cultural purpose. Such weapon will be locked in the Principal's office when not in use for this purpose. A student found by the Board after a hearing to have brought a firearm to school or to have possessed a firearm at school shall be expelled for at least a calendar year. However, the Board may modify the expulsion on a case by case basis when it finds circumstances such as, but not limited to:

- a. The student was unaware that he or she had brought a weapon to school or possessed a weapon at school.
- b. The student did not intend to use the firearm or threaten or endanger others.
- c. The student is disabled and the misconduct is related to the disability.
- d. The student does not present an ongoing threat to others and a lengthy expulsion would not serve the best interest of the student.

An expulsion hearing conducted under this policy shall afford due process as required by law:

In addition, any student who brings a weapon to school or possesses a weapon at school may be referred to a law enforcement agency.

As required by state law, the Superintendent shall annually provide the Secretary of Education with descriptions of the circumstances surrounding expulsions imposed under this policy, the number of students expelled and the type of weapons involved.

## **POLICY TITLE: FIREARMS**

### **Policy**

It is the policy of the Kingdom East School District to comply with the federal Gun Free Schools Act of 1994 and state law requiring school districts to provide for the possible expulsion of students who bring firearms to or possess firearms at school. It is further the intent of the board to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.

### **Definitions**

For the purposes of this policy, the terms “firearm” “school” and “expelled” shall be defined consistent with the definitions required by state and federal law.

### **Sanctions**

Any student who brings a firearm to school, or who possesses a firearm at school shall be brought by the Superintendent to the school board for an expulsion hearing.

At the discretion of the Board and administration, an expelled student may be afforded limited educational services at a site other than the school during the period of expulsion under this policy.

### **Policy Implementation**

An expulsion hearing conducted under this policy shall afford due process as required by law and as developed by the Superintendent or his or her designee.

The Superintendent shall refer to appropriate law enforcement agency any student who brings a firearm to a school under the control and supervision of the District. The Superintendent may also report any incident subject to this policy to the Department of Social and Rehabilitative Services.

The Superintendent shall annually provide the Commissioner of Education with descriptions of the circumstances surrounding expulsions imposed under this policy, the number of students expelled and the type of firearms involved.

## **Kingdom East School District**

PO Box 107, 119 Park Avenue  
Lyndonville, Vermont 05851

Phone: 802-626-6100      Email: [info@kingdomeast.org](mailto:info@kingdomeast.org)      Fax: 802-626-3423  
Burke   Concord   Lyndon   Lunenburg   Miller's Run   Newark   Sutton

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CODE B8  
(Required Policy)

## **ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS**

### **I. Statement of Policy**

The Kingdom East School District recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and employees communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between employees and students. However, the Kingdom East School District recognizes employees and students can be vulnerable in electronic communications.

In accordance with Act 5 of 2018 this model policy is adopted to provide guidance and direction to Kingdom East School District employees to prevent improper electronic communications between employees and students.

### **II. Definitions. For purposes of this policy, the following definitions apply:**

A. **Electronic communication.** Electronic communication is any computer-mediated communication in which individuals exchange messages with others, either individually or in groups. Examples of electronic communication include, but are not limited to, email, text messages, instant messaging, voicemail, and image sharing and communications made by means of an internet site, including social media and social networking websites.

B. **Social media.** Social media is any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, websites and internet forums. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, YouTube, and Google+.

C. **Employee.** Employee includes any person employed directly by or retained through a contract of employment the district, an agent of the school, a school board member, and including supervisory union employees.

D. **Student.** Student means any person who attends school in any of the grades Prekindergarten through 8 operated by the Kingdom East district.

### **III. Policy on Electronic Communication Between Students and Employees.**

All communication between employees and students shall be professional and appropriate. The use of electronic communication that is inappropriate in content is prohibited.

**A. Inappropriate content of electronic communication.** Inappropriate content of electronic communication between an Employee and a Student includes, but is not limited to:

1. Communications of a sexual nature, sexual oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the employees' or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or demeaning;
6. Communications requesting or trying to establish a personal relationship with a student beyond the employees' professional responsibilities;
7. Communications related to personal or confidential information regarding employee or student that isn't academically focused; and
8. Communications between an employee and a student between the hours of 10 p.m. and 6 a.m. An Employee may, however, make public posts to a social network site, blog or similar application at any time.

**B. Procedures.** The superintendent shall develop procedures for both the receipt and handling of reports filed under this policy (see IV.A. and B. below).

#### **IV. Enforcement Responsibilities**

**A. Student communications violation of this policy.** In the event a student sends an electronic communication, that is inappropriate as defined in this policy or that violates the procedures governing inappropriate forms of electronic communication to an employee, the employee shall submit a written report of the inappropriate communication ("Report") to the principal or designee by the end of the next school day following actual receipt by the Employee of such communication. The principal or designee will take appropriate action to have the student discontinue such improper electronic communications.

While the school district will seek to use such improper electronic communications by a student as a teaching and learning opportunity, student communications violation of this policy may subject a student to discipline. Any discipline imposed shall take into account the relevant surrounding facts and circumstances.

**B. Employee communications violation of this policy.** In the event an employee sends an electronic communication that is inappropriate as defined in this policy or that violates the procedures governing inappropriate forms of electronic communication to a student, the student shall or the student's parent or guardian may submit a written report of the inappropriate communication ("Report") to the principal and/or the person designated by the principal to

receive complaints under this policy promptly. The report shall specify what type of inappropriate communication was sent by the employee with a copy of the communication, if possible.

Inappropriate electronic communications by an employee may result in appropriate disciplinary action.

- C. **Applicability.** The provisions of this policy shall be applicable at all times while the employee is employed by the district and at all times the student is enrolled in the school district, including holiday and summer breaks. An employee is not subject to these provisions to the extent the employee has a family relationship with a student (i.e. parent/child, nieces, nephews, grandchildren, etc.) and is using a personal email account.
- D. **Other district policies.** Improper electronic communications that may also constitute violations of other policies of the district, i.e. unwelcome sexual conduct may also constitute a violation of the school's separate policy on the Prevention of Harassment, Hazing, and Bullying of Students. Complaints regarding such behavior should be directed as set forth in the school's Procedures on the Prevention of Harassment, Hazing, and Bullying of Students.

## V. Reporting to Other Agencies

A. **Reports to Department of Children and Families [DCF].** When behaviors violative of this policy include allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. §4911, et seq., must report the allegations to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. §6901 et seq.

B. **Reports to Vermont Agency of Education [AOE].** Accordingly, if behaviors violative of this policy in a public school involve conduct by a licensed educator that might be grounds under Vermont law for licensing action, the principal shall report the alleged conduct to the superintendent and the superintendent shall report the alleged conduct to the AOE.

- C. **Reporting Incidents to the Police.** Nothing in this policy shall preclude persons from reporting to law enforcement any incidents and/or conduct that may be a criminal act.
- D. **Continuing Obligation to Investigate.** Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this or any other policy, such as the Policy on the Prevention of Harassment, Hazing and Bullying, to pursue and complete an

investigation upon receipt of notice of conduct which may constitute a policy violation.

Committee Reviewed and Edited:

Date Warned: 9/7/20

Date Adopted: 9/15/20

Full Board Review:

VSBA required

## **RESPONSIBLE COMPUTER, NETWORK & INTERNET USE**

Students and staff are responsible for good behavior on school electronic equipment, network, and the Internet. General school rules for behavior and communications apply.

The Kingdom East School District recognizes that information technology (IT) is integral to learning and educating today's children for success in the global community and fully supports the access of these electronic resources by students and staff. However, with the privilege of access comes the responsibility of students, teachers, staff, and the public to exercise responsible use of these resources. The use by students, staff, or others of District IT resources is a privilege, not a right.

See complete policies([Responsible Computer, Network, & Internet Use](#) and [Electronic Communications Between Employees and Students Policy](#)) in the policy section at the end of this Handbook.

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## **RESPONSIBLE COMPUTER, NETWORK & INTERNET USE**

### **Purpose**

The Kingdom East School District recognizes that information technology (IT) is integral to learning and educating today's children for success in the global community and fully supports the access of these electronic resources by students and staff. The purpose of this policy is to:

1. Create an environment that fosters the use of information technology in a manner that supports and enriches the curriculum, provides opportunities for collaboration and enhances staff professional development.
2. Ensure the District takes appropriate measures to maintain the safety of everyone that accesses the District's information technology devices, network, and web resources.
3. Comply with the requirements of applicable federal and state laws that regulate the provision of access to the internet and other electronic resources by school Districts.

### **Policy**

It is the policy of the Kingdom East School District to provide students and staff access to a multitude of information technology (IT) resources including the Internet. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond. However, with the privilege of access comes the responsibility of students, teachers, staff, and the public to exercise responsible use of these resources. The use by students, staff, or others of District IT resources is a privilege, not a right.

The same rules and expectations govern student use of IT resources as apply to other student conduct and communications, including but not limited to the District's harassment and bullying policies.

The District's computer and network resources are the property of the District. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the District's computers or network resources, including personal files and electronic communications.

The Superintendent is responsible for establishing procedures governing the use of IT resources consistent with the provisions of this policy. These procedures must include:

1. An annual process for educating students about responsible digital citizenship. As defined in this policy, a responsible digital citizen is one who:
  - **Respects One's Self.** Users will maintain appropriate standards of language and behavior when sharing information and images on social networking websites and elsewhere online. Users refrain from distributing personally identifiable information about themselves and others.
  - **Respects Others.** Users refrain from using technologies to bully, tease or harass other people. Users will report incidents of cyberbullying and harassment in accordance with the District's policies on bullying and harassment. Users will also refrain from using another person's system account or password or from presenting themselves as another person.



- **Protects One's Self and Others.** Users protect themselves and others by reporting abuse and not forwarding inappropriate materials and communications. They are responsible at all times for the proper use of their account by not sharing their system account password.
- **Respects Intellectual Property.** Users suitably cite any and all use of websites, books, media, etc.
- **Protects Intellectual Property.** Users request to use the software and media others produce.

1. Provisions necessary to ensure that Internet service providers and other contractors comply with applicable restrictions on the collection and disclosure of student data and any other confidential information stored in District electronic resources.

1. Technology protection measures that provide for the monitoring and filtering of online activities by all users of District IT equipment, including measures that protect against access to content that is obscene, child pornography, or harmful to minors.

1. Methods to address the following:

- Control of access by minors to sites on the Internet that include inappropriate content, such as content that is:
  - Lewd, vulgar, or profane
  - Threatening
  - Harassing or discriminatory
  - Bullying
  - Terroristic
  - Obscene or pornographic
- The safety and security of minors when using electronic mail, social media sites, and other forms of direct electronic communications.
- Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
- Unauthorized disclosure, use, dissemination of personal information regarding minors.
- Restriction of minors' access to materials harmful to them.

1. A process whereby authorized persons may temporarily disable the District's Internet filtering measures during use by an adult to enable access for bona fide research or other lawful purposes.

### **Policy Application**

This policy applies to anyone who accesses the District's network, collaboration and communication tools, and/or student information systems either on-site or via a remote location, and anyone who uses the District's IT devices either on or off-site.

### **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.

### **Enforcement**

The District reserves the right to revoke access privileges and/or administer appropriate disciplinary action for misuse of its IT resources. In the event there is an allegation that a user has violated this policy, the school district will handle the allegation consistent with the student disciplinary policy.

Allegations of staff member violations of this policy will be processed in accord with contractual agreements and legal requirements.

Committee Reviewed and edited: 10/12/17

Full Board Review: 12/14/17

Date Warned: 2/5/18

Date Adopted: 3/22/18

VSBA required

***As the parent or legal guardian of the minor student signing the Lunenburg Handbook & Compact for Learning, you are granting permission for your child to access networked computer services and the Internet. You understand that some materials on the Internet may be objectionable, but accept responsibility for providing guidance to your child on Internet use both inside and outside the school setting, and for explaining the requirements listed above for your child to follow when selecting, sharing, or exploring information and media.***

## **POLICY TITLE: THE PREVENTION OF HARASSMENT, HAZING, AND BULLYING OF STUDENTS**

### **I. Statement of Policy**

The Kingdom East School District (hereinafter "District") is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

It is the policy of the District to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Harassment may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

It is also the policy of the District to prohibit the unlawful hazing and bullying of students. Conduct which constitutes hazing may be subject to civil penalties.

The District shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person - subject to the jurisdiction of the Board - who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, or hazing as defined herein, otherwise violates one or more of the Board's disciplinary policies or the school's code of conduct.

The Model Procedures are expressly incorporated by reference as though fully included within this Model Policy. The Model Procedures are separated from the policy for ease of use as may be required.

## **II. Implementation**

The Superintendent or designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy. (See Model Procedures on the Prevention of Harassment, Hazing and Bullying of Students)
2. Annually, select two or more designated employees to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the District that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
3. Designate an Equity Coordinator to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may also be assigned to one or both of the Designated Employees.

4. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying.
5. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the District shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the District's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

### III. Constitutionally Protected Speech

It is the intent of the District to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this policy is to (1) prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that has the purpose or effect of substantially disrupting the educational learning process and/or access to educational resources or creates a hostile learning environment; (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

**IV. Definitions.** For the purposes of this policy and the accompanying procedures, the following definitions apply:

- A. **"Bullying"** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
  - a. Is repeated over time;
  - b. Is intended to ridicule, humiliate, or intimidate the student; and
  - c. (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or  
(ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.
- B. **"Complaint"** means an oral or written report information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment or bullying.

- C. **“Complainant”** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or bullying.
- D. **“Designated employee”** means an employee who has been designated by the school to receive complaints of hazing, harassment and bullying pursuant to subdivision 16 V.S.A. 570a (a)(7). The designated employees for each school building are identified in Appendix A of this policy.
- E. **“Employee”** includes any person employed directly by or retained through a contract with the District, an agent of the school, a school Board member, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes school district staff.
- F. **“Equity Coordinator”** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race-based discrimination) for the District and for coordinating the District’s compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the District’s *Preventing and Responding to Harassment of Students and Harassment of Employees* policies. This role may also be assigned to Designated Employees.
- G. **“Harassment”** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment. Harassment includes conduct as defined above and may also constitute one or more of the following:
- (1) Sexual harassment, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations when one or both of the following occur:
- (i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education, academic status, or progress; or
  - (ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment. A hostile environment exists where the harassing conduct is severe, persistent or

pervasive so as to deny or limit the student's ability to participate in or benefit from the educational program on the basis of sex.

- (2) Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.
- (3) Harassment of members of other protected categories, means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.
- H. **"Hazing"** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and
- (1) Which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.

Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals, provided that:

- (1) The goals are approved by the educational institution; and
- (2) The activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions.

With respect to Hazing, **"Student"** means any person who:

- (A) is registered in or in attendance at an educational institution;
- (B) has been accepted for admission at the educational institution where the hazing incident occurs; or
- (C) intends to attend an educational institution during any of its regular sessions after an official academic break.

- I. **"Notice"** means a written complaint or oral information that hazing, harassment or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment or bullying, another student, a parent or guardian, or any other individual who has

reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment or bullying through other means, for example, if information about hazing, harassment or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school's response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the district, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful harassment or bullying.

- J. **“Organization”** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.
- K. **“Pledging”** means any action or activity related to becoming a member of an organization.
- L. **“Retaliation”** is any adverse action by any person against a person who has filed a complaint of harassment, hazing or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint.

Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, intimidation, and reprisal.

- M. **“School administrator”** means a Superintendent, Principal or designee, Assistant Principal//technical center director or designee and/or the District's Equity Coordinator.
- N. **“Student Conduct Form”** is a form used by students, staff, or parents, to provide, in written form, information about inappropriate student behaviors that may constitute hazing, harassment and/or bullying.

### **III. Constitutionally Protected Speech**

It is the intent of the District to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the

U.S. Constitution. The purpose of this policy is to (1) prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that has the purpose or effect of substantially disrupting the educational learning process and/or access to educational resources or creates a hostile learning environment; (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

## **POLICY TITLE: SEARCH AND SEIZURE OF STUDENTS BY SCHOOL PERSONNEL**

### **Searches of School Property**

The school retains the right to examine its property at any time. Desks, lockers, textbooks, computers, and other materials or supplies loaned by the school to students remain the property of the school, and may be opened and inspected by school employees at any time.

### **Search and Seizure of Student and Student Property**

Searches of students' persons, personal effects and vehicles may be conducted where there are reasonable grounds for suspecting at the time of initiating the search that the search will reveal evidence of a violation of law or of school rules. The Superintendent or designee may consult with legal counsel when considering whether or how to conduct a search of a student's person, personal effects or vehicle.

The Superintendent shall develop procedures to ensure that all searches and seizures of students and student property are conducted in a manner that complies with state and federal constitutional protections against unreasonable searches and seizures of students and student property in schools.

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.

## **POLICY TITLE: EDUCATION RECORDS**

### **Policy**

The Kingdom East 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 records for educational purposes to serve the best interests of its students.

The principles of accuracy and confidentiality underlie all policies and procedures for the collection, maintenance, disclosure or release and destruction of education records. It is the policy of the district to protect the confidentiality of education records and release information only as permitted by law. Annually or when the student enrolls, the district will inform parents, guardians, and eligible students of their right to inspect, review, and



seek amendment of the student's education records. The district will inform parents/guardians, and students eighteen years and older of items considered directory information through notices distributed at the beginning of each school year or when a student enrolls.

The building principal will be the custodian of all education records in a given school. The superintendent has overall responsibility for education records throughout the district and for assuring that adequate systems are in place to maintain such records and to provide parents/guardians and eligible students with access to them in accordance with state and federal law. 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 access to and the collection, maintenance, disclosure or release and destruction of education records.

### **Definitions**

All terms used in this policy, and the procedures developed for the implementation of this policy, shall be defined, where applicable, as those terms are defined in the Family Educational Rights and Privacy Act and in the federal regulations promulgated pursuant to that Act.

## **POLICY TITLE: STUDENT MEDICATION**

### **Policy**

The Kingdom East School District shall have procedures in place to ensure compliance with laws and regulations governing the possession, administration and storage of prescription and non-prescription medications needed by students at school or during school sponsored activities.

### **Implementation**

The Superintendent or designee will develop procedures governing the possession, administration and storage of medication needed by any student during the regular school day or during school sponsored activities. The procedures will comply with the following:

1. Medication may be given by the school nurse, or a person designated and trained by the school nurse, upon written orders from a physician, and upon written request of a student's parent or guardian that the District comply with the physician's order. The physician's orders must detail the name of the drug, dosage, time interval the medication is to be taken, diagnosis and reason for giving.
1. Medication must be brought to school in a container labeled by the pharmacy or physician and stored by the school nurse or designee in a secure storage place.

1. Students with life threatening allergies or with asthma, whose parents or guardians comply with all of the requirements of Act 175 of 2008, shall be permitted to possess and self-administer emergency medication at school, on school grounds, at school-sponsored activities, on school-provided transportation, and during school-related programs.

Non-prescription medication must be accompanied by a written request from the parent or guardian of a student bringing such medication to school. The request must contain assurances that the student has suffered no previous ill effects from the use of medication. Medication must be left in the custody of the school nurse.

The school shall provide an opportunity for communication with the pupil, parent or guardian, and physician regarding the efficacy of the medication administered during school hours. In the case of medication possessed by students with life threatening allergies or with asthma, the school shall provide forms for parents to submit authorizing possession of the medication and releasing the school from liability as a result of any injury arising from the student's self-administration of the emergency medication.

## **POLICY TITLE: STUDENT ALCOHOL AND DRUGS**

It is the policy of the Kingdom East 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. It is further the policy of the District to make appropriate referrals in cases of substance abuse.

### **Definitions**

***Substance Abuse*** is the ingestion of drugs and or alcohol 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.

**Educational Program.** The (Superintendent, Principal, other) shall work with appropriate staff members to develop and conduct an alcohol and drug abuse educational program. The program shall be consistent with the Vermont Alcohol and Drug Education Curriculum Plan. If the District is a recipient of federal Safe and Drug-Free Schools and Communities Act funds, the Act will be considered in the development of the alcohol and drug abuse educational program.

**Support and Referral System.** In each school, the Principal or his or her designee shall develop a support and referral system for screening students who refer themselves and students who are referred by staff for suspected drug and/or alcohol use and/or abuse problems. The support and referral system will include processes to

determine the need for further screening, education, counseling or referral for treatment in each referred case. In addition, the Principal shall establish procedures for administering emergency first aid related to alcohol and drug abuse.

**Cooperative Agreements.** The (Superintendent, Principal, other) shall annually designate an individual to be responsible for providing information to students and parents or guardians about outside agencies that provide substance abuse prevention services and to encourage the use of their services and programs when appropriate.

**Staff Training.** The (Superintendent, Principal, other) will work with appropriate staff to provide training for teachers and health and guidance personnel who teach or provide other services in the school's alcohol and drug abuse prevention education program. The training provided will meet the requirements of State Board Rules related to staff training.

**Community Involvement.** The (Superintendent, Principal, other) will work with school staff and community members to implement a program to inform the community about substance abuse issues in accord with State Board of Education rules.

**Annual Report.** In a standard format provided by the Agency of Education, the (Superintendent, Principal, other) will submit an annual report to the Secretary of Education describing substance abuse education programs and their effectiveness.

**Notification.** The (Superintendent, Principal, other) shall ensure that parents and students are given copies of the standards of conduct and disciplinary sanctions contained in the procedures related to this policy, and are notified that compliance with the standards of conduct is mandatory. Notice to students will, at a minimum, be provided through inclusion of these standards and sanctions in the student handbook distributed to all students at the beginning of each school year or when a student enrolls in the school.

## **POLICY TITLE: USE OF RESTRAINT AND SECLUSION**

### **Section 1. Statement of Purpose**

1.1 It is the policy of this District that students not be subjected to inappropriate restraint or seclusion as defined by Vermont State Board of Education Rule 4500. It is the District's intent to create and maintain a positive and safe learning environment, and promote positive behavioral interventions and supports in District schools. This policy is further intended to assist in creating a common understanding within the District of appropriate interventions by district staff.

**Section 2. Definitions.** The following terms, as defined in State Board Rule 4500.3, shall apply to this policy.

2.1 **Behavioral Intervention Plan** means a plan that details strategies to address behaviors that impede learning, or are ongoing, and do not readily respond to general

intervention or classroom management techniques, by teaching pro-social skills and other positive replacement behaviors. The plan may include positive strategies, program or curricular modifications, and supplementary aids and supports required to address problem behaviors.

**2.2 Chemical Restraint** means a drug, medication or chemical used on a student to control behavior or restrict movement that is not:

- a. Prescribed by a student's licensed physician for the standard treatment of a student's medical or psychiatric condition; and
- b. Administered as prescribed by the licensed physician.

**2.3 Functional Behavioral Assessment** means the analysis of a student's behavior patterns before, during, and after rule-breaking or other inappropriate behavior for the purpose of guiding the development of a behavioral intervention plan.

**2.4 Mechanical Restraint** means the use of any device or object that restricts a student's movement or limits a student's sensory or motor functions unless under the direction of a healthcare professional for medical or therapeutic purposes. The term does not include devices implemented by trained school personnel, or utilized by a student for the specific and approved therapeutic and safety purposes for which such devices were designed including:

- a. Restraints for medical immobilization,
- b. Adaptive devices or mechanical supports used to achieve proper body position, balance or alignment;
- c. Vehicle safety restraints including a seat belt or harness used for balance or safety on a car or bus; or
- d. Seat belts in wheelchairs or on toilets.

**2.5 Parent** means:

- a. A biological or adoptive parent of the child;
- b. A legal guardian of the child;
- c. A person acting in place of a biological or adoptive parent, including a grandparent, stepparent or other relative with whom the child lives, or a person legally responsible for the child's welfare;
- d. A foster parent or developmental home provider who has been appointed the educational surrogate parent by the Educational surrogate Parent Program; or
- e. An educational surrogate parent.

**2.6 Physical Escort** means the temporary touching or holding, without the use of force, of the hand, wrist, arm, or back of a student who is exhibiting minimal resistance for the purpose of directing movement from one place to another.

**2.7 Physical Restraint** means the use of physical force to prevent an imminent and substantial risk of bodily harm to the student or others. Physical restraint does not include:

- a. Momentary periods of physical restriction by direct person-to-person contact, accomplished with limited force and designed either
  - i. to prevent a student from completing an act that would result in potential physical harm to himself/herself or another person; or
  - ii. to remove a disruptive student who is unwilling to leave the area voluntarily;
- b. The minimum contact necessary to physically escort a student from one place to another;
- c. Hand-over-hand assistance with feeding or task completion; or
- d. Techniques prescribed by a qualified medical professional for reason of safety or for therapeutic or medical treatment.

**2.8 Positive Behavioral Interventions and Supports** means an approach to preventing and responding to targeted behavior that:

- a. Is based on evidence-based practices;
- b. Is proactive and instructional, rather than reactive;
- c. Can operate on individual, group, classroom, or school wide levels;
- d. Includes a system of continual data collection; and
- e. Relies on data-driven decisions.

**2.9 Prone Physical Restraint** means holding a student face down on his or her stomach using physical force for the purpose of controlling the student's movement.

**2.10 School** means a learning environment receiving public funds or over which the Vermont Department of Education has regulatory authority.

**2.11 School Personnel** means individuals working in schools as defined in 4500.3(10) who are employed by the school or who perform services for the school on a contractual basis, and school resource officers, while acting in that capacity.

**2.12. Seclusion** means the confinement of a student alone in a room or area from which the student is prevented or reasonably believes he or she will be prevented from leaving. Seclusion does not include time-out where a student is not left alone and is under adult supervision.

**2.13 Substantial Risk** means an imminent threat of bodily harm where there is an ability to enact such harm. Substantial risk shall exist only if all other less restrictive alternatives to defuse the situation have been exhausted or failed or the level of risk prohibits exhausting other means.

**2.14 Supine Physical Restraint** means holding a student on his or her back using physical force for the purpose of controlling the student's movement.

**2.15 Student** means a student enrolled in a school as defined in paragraph 10.

### **Section 3. Policy**

3.1 The superintendent or his or her designee shall develop administrative procedures to ensure district/supervisory union compliance with the requirements of Vermont State Board of Education Rule 4500. The administrative procedures shall include at least the following components.

3.2 Prohibitions against the imposition on students of mechanical or chemical restraints by school personnel and contract service providers.

3.3 Prohibitions against the imposition on students of physical restraint in circumstances designated as impermissible by State Board of Education rules.

3.4 Restrictions on the use of physical restraint and seclusion to circumstances allowed by State Board of Education rules, including provisions that allow the inclusion of restraint or seclusion as part of a student's individual safety plan only when that plan meets the conditions set forth in State Board of Education rules, and provisions that require the termination of restraint or seclusion, and the monitoring of students subjected to restraint or seclusion, as established by State Board of Education rules.

3.5 Procedures to ensure that only school personnel or contract service providers who are trained in the use of restraint and seclusion are authorized to impose restraint or seclusion unless, due to the unforeseeable nature of the danger of a particular circumstance, trained personnel are not immediately available.

3.6 Processes to ensure that impositions of restraint or seclusion are reported to school administrators, parents, superintendents and the Commissioner of the Vermont Department of Education under circumstances and within the time limitations required by State Board of Education rules.

3.7 Processes to ensure that each school in the district/supervisory union maintains written records of each use of restraint and seclusion in accordance with the requirements of State Board of Education rules.

3.8 Procedures to ensure that each school in the district/supervisory union implements follow-up procedures that are consistent with the requirements of State Board of Education rules.

3.9 Annual notification procedures to ensure that each school in the district/supervisory union informs school personnel and parents of students enrolled in the school of the policies and procedures pertaining to the use of physical restraint and seclusion, and the intent of the school to emphasize the use of positive behavioral interventions as well as supports and its intention to avoid the use of physical restraint or seclusion to address targeted student behavior.

3.10 Processes for the filing, investigation and resolution of complaints by school personnel or parents regarding the use of restraint or seclusion, including the designation of school officials who are authorized to receive complaints. The procedures for resolving complaints shall require that any complaint regarding the use

of restraint or seclusion is investigated and written findings are issued within thirty (30) days of the complaint's receipt. If a complaint regarding the use of restraint or seclusion is unresolved at the school building level, it shall be directed to the Superintendent in accordance with the complaint processes established by the Board in Policy (insert reference to board policy on complaints).

#### **Section 4. Implementation**

The Superintendent shall ensure that appropriate staff are provided training by programs recommended by the Vermont Department of Education unless he or she submits a plan to the Commissioner of Education demonstrating how a training program not recommended by the Department of Education contains the elements required of recommended programs and meets the purposes of the State Board of Education rules on restraint and seclusion.

The Superintendent shall report annually to the Board on the implementation of the administrative procedures required by this policy, and shall include in his or her report recommendations for changes, if any, to related District policies or procedures.

## **POLICY TITLE: INTERSCHOLASTIC SPORTS**

#### **Policy**

Under Title IX compliance It is the policy of the Board to provide an interscholastic athletic program for students to complement and supplement their educational programs. All school sponsored activities will be under the ultimate control of the district and will comply with all policies and procedures of the school.

#### **Implementation**

Athletic programs should meet the following criteria:

1. Programs should provide a wide basis of participation in both team and individual sports in interscholastic competition.
2. Programs should provide athletic facilities and opportunities for participation on an equitable basis.
3. Programs should employ qualified personnel in coaching and supervision positions.
4. Programs should stress the educational as well as recreational benefits derived from participation in interscholastic sports.
5. Programs should conform fully with the rules and regulations of the Vermont Principals' Association.

The Board will make determinations related to individual activities to be included in the athletic program of the District based on the following considerations:

- The level of student interest in participating in an activity;
- The level of community interest in an activity'
- The impact of adding or eliminating an activity on the balance of opportunities for students to participate in the total athletic program;

- The potential of the activity to remain competitive with other participating schools; and
- The availability of qualified personnel to coach and supervise the activity.

The following criteria for eligibility for participation in interscholastic sports are intended to set standards for academic eligibility:

1. Students should have good academic standing,
2. Students should be in good disciplinary standing as determined by the Principal or designee.
3. Students should be in regular attendance and should be in attendance on the day of the event unless excused by the Principal.
4. Students will also meet the criteria set forth in the guidelines of the Vermont Principals' Association.

## **POLICY TITLE: STUDENT SELF-EXPRESSION AND STUDENT DISTRIBUTION OF LITERATURE**

### **Student Distribution of Non-School Sponsored Literature**

It is the policy of the Kingdom East School District to allow limited distribution of non-school sponsored literature on school grounds or at school events by students. Accordingly, the Superintendent/Principal may allow students to distribute these materials so long as they are in compliance with this policy.

**Non-school sponsored literature means** any printed, written, or electronic materials prepared by non-school organizations or individuals that are not made as a part of the curricular or approved extracurricular programs of the district. They include such things as fliers, invitations, announcements, pamphlets, posters, photographs, pictures, audio recordings, digital recordings, and electronic messages. Materials prepared under the supervision of school staff as part of classroom instruction or classroom activities are not restricted by this policy.

**Distribution means** circulating non-school sponsored literature in ways that include: handing to others on school property or during school-sponsored events; posting on school property such as walls, bulletin boards, and district web-sites; placing upon desks, tables, on or in lockers; or making available in the Principal's office.

This policy prohibits the distribution of literature that:

- A. Is obscene, vulgar, or profane, or harms the reputation of others;
- B. Violates federal, state or local laws;
- C. Advocates the use or availability of tobacco, alcohol or illegal drugs;
- D. Incites violence;



- E. Interferes with or advocates interference with the orderly operation of the schools;
- F. Primarily seeks to advertise for sale products or services; or
- G. Has fundraising as its primary purpose.

When a student wishes to distribute copies of non-school sponsored literature, the materials must include the name of the person or organization sponsoring the literature, and shall be submitted to the Superintendent/Principal to review ahead of time in order to confirm that the literature does not fall in one of the prohibited categories listed above.

The Superintendent/Principal does not need to review the literature ahead of time when the materials will be distributed by a student to other attendees of a student group meeting at school during non-instructional time. However, even in these cases, students must ensure that the materials do not fall into one of the prohibited categories.

**The Superintendent/Principal may place reasonable time, place, and manner restrictions on the distribution of non-school sponsored literature.** However, the administrator cannot use these restrictions or others to discriminate as to the point of view reflected in the materials.

### **Student Self-Expression**

Students have a right to express themselves on school property and at school functions through speech or expressive actions, provided they do not materially and substantially interfere with the orderly operation of the school and the rights of others.

This policy prohibits student self-expression that:

- A. Is obscene, vulgar, or profane, or harms the reputation of others;
- B. Violates federal, state or local laws;
- C. Advocates the use or availability of tobacco, alcohol or illegal drugs;
- D. Incites violence; or
- E. Interferes with or advocates interference with the orderly operation of the schools.

The situation in which students express themselves may affect the amount of freedom they are given in their speech. If the speech is part of a school-sponsored publication, when a reasonable person would think that the speech is endorsed by the District, the District may exercise more control. District representatives may have editorial control over the style and content of student speech in school-sponsored activities, such as class work or a school newspaper, so long as their edits are reasonably related to legitimate school-related concerns.

## **POLICY TITLE: STUDENT ATTENDANCE**

### **Policy**

It is the policy of the Kingdom East School District to set high expectations for consistent student school attendance in accordance with Vermont law in order to

facilitate and enhance student learning. Legal pupils between the ages of 6 and 16 and who are residents of the District and non-resident pupils who enroll in District schools are required to attend school for the full number of days that school is held unless they are excused from attendance as provided in state law. Students who are over the age of 16 are required to attend school continually for the full number of the school days for which they are enrolled, unless they are mentally or physically unable to continue, or are excused by the Superintendent in writing.

Annually, the Superintendent shall ensure that the Board appoints individuals for each school to serve as the truant officer, and shall ensure that appointment is recorded with the clerk of the District.

The Superintendent shall develop administrative rules and procedures to ensure the implementation of this policy.

**August 12, 2021**

## **KINGDOM EAST PROCEDURES: STUDENT ATTENDANCE AND TRUANCY**

### **Purpose**

In accordance with the District's policy on Student Attendance and Truancy, these rules have been developed to ensure effective implementation of that policy. Our goal is for students and families in our District to have support in obtaining the maximum benefit from public education through regular attendance.

### **Notification of Parents/Guardians**

It is expected that parents/guardians ensure that students attend school every day the school is in attendance and that they arrive at school promptly. In the event that a child will be absent, parents/guardians should notify the school of this absence by calling the school between 7:00 AM and the start of the school day on the day of the student's absence.

The school will contact the parent/guardian whenever a student is absent from school, without excuse, to be sure every child is safe and accounted for on every school day.

### **Written Excuses for Absences**

When a student returns to school after an absence, parents must provide written documentation (text, email, or note) stating days of absence and reasons for the absence, unless it is a case where the child has been sent home by the school. If the parent calls or is called, on the day of the absence that clearly states the reason for the absence will be accepted in lieu of this documentation. If a student is absent three consecutive days or more due to illness, parents must provide a doctor's statement regarding the absence.

If no notice is received, the school shall contact parents, and document this call. If no notice is received the absence will be considered unexcused.

The following constitute acceptable excused absences:

1. Illness (physical or mental) when attendance at school would endanger his/her health and the health of others.
2. Medical or dental appointments which cannot be scheduled outside of school hours.
3. A legal or court obligation.
4. Participating in religious observance of his/her faith.
5. Family emergencies and/or death in the immediate family.
6. Significant events approved by the principal.
7. Pre-approved college, military or other educational institution visits/obligations.
8. Participation in school-sponsored events
9. Out of school suspension.

Parents are encouraged to contact a school counselor, home-school coordinator, or nurse if they have a concern or need help supporting their child's attendance at school.

In cases where the student has multiple, accumulated excused absences, the school may contact social supports and/or refer to NEKYS (Northeast Kingdom Youth Services) if a pattern of absence occurs that is impacting a student's academic or social progress.

### **Tardiness**

Tardiness is a disruption to the educational process. Students are tardy if they arrive in their homerooms after the published school day start time. Significant tardiness is excused only under circumstances approved by the Principal. Students who are late must report to the school office for a pass before going to their classrooms. The student must then present this pass to the classroom teacher.

If a student displays a pattern of tardiness, the school is responsible for determining whether tardiness is impacting the child's education. If impact is shown, the school may respond to chronic tardiness as an attendance concern. Patterns of excessive tardiness may count towards accumulated absences for the purposes of truancy or educational neglect filings.

### **Early Dismissals or Appointments During the School Day**

The school will honor early dismissals for family emergencies, family trips or professional appointments that cannot be made outside the school day. Parents/guardians must notify the teacher or office of an early dismissal (depending on school-based rules) by sending a note or making a call that morning, including the reason for the early dismissal. The child will be sent to the office at the appointed time. All students must sign out of the building, and age appropriate required parent sign out may be required (based on school guidelines). Students will be responsible for making up academic school work missed due to an early dismissal.

Parents are encouraged to schedule all dental, doctor, and mental health appointments outside of school hours. If there are more than three dismissals for such reasons, the school requires verification of the appointment from the dentist, doctor, or therapist's office.

If a student displays a pattern of early dismissals, the school is responsible for determining whether multiple early dismissals are impacting the child's education. If impact is shown, the

school may respond to chronic early dismissals as an attendance concern. Patterns of excessive early dismissals may count towards accumulated absences for the purposes of truancy or educational neglect filings.

Parents should contact the school as soon as is practicable to notify of early dismissals.

### **Chronic Illness, Homebound and Hospitalized Students**

For students who are absent because of chronic illnesses, a disability, or because of need for homebound services or hospitalization, the parent must submit written notification to the Principal. Documentation from a physician will be required. A medical 504 plan may be appropriate for a school to consider with chronically ill, homebound and hospitalized students

### **Absences for Personal Reasons and Vacations**

On those occasions when parents/guardians feel a child needs to be out of school for personal reasons, parents must contact the school Principal for pre-approval. A written request is required. Extensive vacations while school is in session are not encouraged. Vacation days taken during scheduled school time that are not pre-approved will be unexcused.

### **Excessive Absence**

The following steps must be taken in cases of excessive absence:

#### **Five (5) days cumulative excused and unexcused absences during the school year**

Vermont State law states that the primary responsibility for children's attendance belongs to the parent/guardian. Please provide a written note to us for absences with the current date, date of the absence, reason for absence, and the parent/guardian signature for any absences if you have not done so already. It is important to call the school the day of the absence but this does not replace the written note of the absence. Without documentation the absence becomes unexcused.

We want to work with you to provide the best education possible for your child. We urge you to partner with us in this by ensuring your child arrives on time and is in attendance regularly. The development of good habits in these areas will be invaluable to school success and future job performance. If you are having difficulty getting your child to school there may be services and support available to help the situation.

Please call us if you have any questions. Thank you for your help in making sure that your child gets to school on time every day.

After 5 days, a follow-up 5-day absence form letter will be sent.

#### **Five (5) consecutive days of absence for a chronic condition/illness**

A student absent 5 days or more for an illness must have administrative approval, including a verification form of a chronic condition/illness and a note from the physician specifying how long the student needs to be absent. Without this verification, the student will be considered truant and will receive notification from the school.

### **Ten (10) days cumulative excused and unexcused absences during the school year**

Vermont State law states that the primary responsibility for children's attendance belongs to the parent/guardian. Please provide a written note to us for absences with the current date, date of the absence, reason for absence, and the parent/guardian signature for any absences if you have not done so already. It is important to call the school the day of the absence but this does not replace the written note of the absence. Without documentation the absence becomes unexcused.

We want to work with you to provide the best education possible for your child. We urge you to partner with us in this by ensuring your child arrives on time and is in attendance regularly. If absences should accumulate to 10 days, notification will be made to the Vermont Department for Children and Families. The development of good habits in these areas will be invaluable to school success and future job performance. If you are having difficulty getting your child to school there may be services and support available to help the situation.

Please call us if you have any questions. Thank you for your help in making sure that your child gets to school on time every day.

A letter will be sent to the parent/guardian and the Superintendent of Schools. A meeting can be held with parents if deemed necessary.

### **Ten (10) days unexcused absences during the school year**

The school requires the parent/guardian to attend a conference with representatives from the school and/or appropriate community agencies. A written plan will be developed to improve attendance, set guidelines for appropriate absences, to document the impact of absences on academics and behavior, and to make referrals to support services, and shared with relevant parties.

If the parent fails to attend the conference, the school truant officer or other school personnel will make a home visit (or welfare check will be requested) to determine if there was a valid reason for missing the conference. If parent connection is not made within 10 school days, the school will submit documentation to the State's Attorney for possible petition to family court.

The State's Attorney's Office will determine whether to pursue the matter as truancy or as a child in need of care and supervision. The parent shall be notified of the filing and the possibility of criminal prosecution for truancy or a petition to determine if the student is a child in need of care and supervision.

CONSULT WITH DCF/STATE'S ATTORNEY for any clarification

### **Twenty (20) days cumulative excused and unexcused absences during the school year**

Vermont State law states that the primary responsibility for children's attendance belongs to the parent/guardian. Please provide a written note to us for absences with the current date, date of the absence, reason for absence, and the parent/guardian signature for any absences if you have not done so already. It is important to call the school the day of the absence but this does not replace the written note of the absence. Without documentation the absence becomes unexcused.

We want to work with you to provide the best education possible for your child. We urge you to partner with us in this by ensuring your child arrives on time and is in attendance regularly. If absences should accumulate to 20 days, notification will be made to the Vermont Department for Children and Families. The development of good habits in these areas will be invaluable to school success and future job performance. If you are having difficulty getting your child to school there may be services and support available to help the situation.

Please call us if you have any questions. Thank you for your help in making sure that your child gets to school on time every day.

#### CONSULT WITH DCF/STATE'S ATTORNEY for any clarification

After twenty days of absence, the absence will be referred to the Department of Children and Families and truancy will be filed with the State's attorney.

The Principal or designee will make reasonable attempts to contact the parent/guardian by phone or in person to inquire about excessive absences. The school will also work with community agencies such as DCF, Northeast Kingdom Youth Services, Northeast Kingdom Human Services, the State's Attorney's Offices in Caledonia and Essex Counties and state and local law enforcement agencies to provide support to the school and families in resolving attendance issues. Documentation of all oral and written steps taken will be maintained by the school and may be used when filing truancy reports.

The State's Attorney's Office will determine whether to pursue the matter as truancy or as a child in need of care and supervision. The parent shall be notified of the filing and the possibility of criminal prosecution for truancy or a petition to determine if the student is a child in need of care and supervision.

#### **Homework and Make-Up Work**

Students will be responsible for making up all classwork and homework assignments missed during their absence within an agreed upon timeframe. Parents are encouraged to call and request assignments to be completed at home. You may request homework by calling the school by 9:00AM to be picked up by 4:00PM. Teachers will provide work for students to make-up.

#### **Dissemination**

These procedures will be reviewed yearly by the Superintendent and school principals, and they will be reviewed by Superintendents who have adopted this common procedure. This procedure will be shared with all staff involved in the attendance process at the beginning of the school year. It will also be made available to parents on the school website and included in the school handbook.

Questions concerning truancy versus educational neglect- administration shall contact DCF to seek support for children under 6 and over 16.

This is a collaboratively formed procedure created for the following supervisory unions/districts: Caledonia Central, Blue Mountain (Orange East), Kingdom East, St. Johnsbury, and Northeast Kingdom Choice.

Codes to use

5 Day letter

10 Day letter

20 Day letter

Reviewed by regional superintendents in 2018. reviewed by KESD August 2021

## Student Device and Technology Use Agreement

This form must be completed prior to the access to and/or distribution of an iPad and/or MacBook Air to students.

### Student Responsibilities:

- I will take good care of my assigned iPad and/or Macbook Air.
- I will use my iPad and/or Macbook Air with adult supervision and/or permission.
- I will never leave my iPad and/or Macbook Air unattended.
- I will never loan my iPad and/or Macbook Air to other individuals.
- I will know where my iPad and/or Macbook Air are at all times.
- I will charge my iPad and/or Macbook Air's battery daily.
- I will bring my iPad and/or Macbook Air back to school daily if sent home.
- I will keep food and beverages away from my iPad and/or Macbook Air.
- I will keep my iPad and/or Macbook Air out of extreme hot or cold temperatures.
- I will not disassemble any part of my iPad and/or Macbook Air or attempt any repairs.
- I will protect my iPad and/or Macbook Air by only carrying it while in the case provided.
- I will use my iPad and/or Macbook Air in ways that are appropriate and educational and meet Lunenburg Schools' expectations.
- I will not place decorations (such as stickers, markers, etc.) on the iPad and/or Macbook Air.
- I understand that my iPad and/or Macbook Air is subject to inspection at any time without notice and remains the property of the school district.
- I will follow the expectations outlined in the Lunenburg School Handbook and district educational technology policies while at school, and outside the school day.
- I will contact the principal immediately in case of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I understand that the full replacement cost for a Macbook Air is \$1000 and an iPad is \$350.
- I agree to return the school's iPad and/or Macbook Air's case and power cords in good working condition.
- I understand that I am responsible for backing up the data on my iPad and/or Macbook Air and Lunenburg School is not responsible for lost data.
- I understand the school system assumes no responsibility for any unauthorized charges or copyright violations.
- I understand that authorized computer technicians at the Lunenburg School will assist in hardware and software support and installation.
- I will not delete my internet browsing history.
- I understand that I will not alter, remove or add any software settings or hardware components to my Macbook Air.

I understand the student responsibilities above and agree to abide by them.

Student Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form is to be completed by the student and parent/guardian after reviewing the Kingdom East School District [Responsible Computer, Network, & Internet Use](#) and [Electronic Communications Between Employees and Students Policy](#), 2021-2022 Lunenburg School Student Handbook.

The completion of this form indicates that the student and the parent/guardian have read and understood the stipulations set forth and agree to abide by them. This form must be completed prior to the access to and/or distribution of Lunenburg School's iPad and/or MacBook Air to students.

**Student:** I understand that I must follow the [Responsible Computer, Network, & Internet Use](#) and [Electronic Communications Between Employees and Students Policy](#). Further, I understand that if I fail to follow this policy, I am subject to discipline per the Lunenburg School's [Student Conduct and Discipline Policy](#).

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

**Parent/Guardian:** As a parent/guardian of the above student, I hereby give my permission for my child to use iPad and/or Macbook Air to access the Internet and pre-loaded applications for educational purposes. I understand that my child is expected to abide by [the Responsible Computer, Network, & Internet Use](#) and [Electronic Communications Between Employees and Students Policy](#).

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Initial all of the following (Parent/Guardian):**

\_\_\_\_\_ I understand that filtering software will be installed on my child's iPad and/or Macbook Air, however; when my child is accessing the Internet outside of school, I am responsible for providing appropriate supervision.

\_\_\_\_\_ I give permission for the iPad and/or Macbook Air webcam to be enabled to support educational purposes.



\_\_\_\_\_ I have viewed the parent device and technology orientation slideshow.

\_\_\_\_\_ I give permission for my student to bring the device home.

**KINGDOM EAST SCHOOL DISTRICT  
LUNENBURG SCHOOL  
“Pride and Excellence”**



**We have read and understand the 2021-2022 Student Handbook (found on the Kingdom East Website under the Lunenburg tab in [www.kingdomeast.org](http://www.kingdomeast.org)).**

Parent \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_