

FAMILY HANDBOOK 2011-2012



**Be Safe
Be Respectful
Be Ready to Learn**



Porters Point School MISSION STATEMENT

We believe in a shared learning environment that involves the collaboration of the entire community. Our instruction respects and addresses the needs of all students according to their readiness, learning style and interests to cultivate high levels of achievement. We value and promote the physical, social and emotional well-being of all to create a positive and effective learning community.

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COLCHESTER SCHOOL DISTRICT SCHOOL BOARD MEMBERS

Chair	Dirk Reith	879-6547
Vice Chair	Dick Pecor	878-1212
Clerk	Paul Smith	879-9537
	Steve Cormier	862-5422
	Christine Shepard	652-2101

CENTRAL OFFICE STAFF

Superintendent	Larry Waters	264-5986
Business Manager	George Trieb	264-5979
Director of Curriculum & Instruction	Gwen Carmolli	264-5987
Special Education Director	Carrie Lutz	264-5983

PORTER'S POINT OFFICE STAFF

Principal	James Marshall	264-5920
Administrative Assistant	Marjorie Troia	264-5921
School Nurse	Mary Axworthy	264-5923
Guidance	Fred Moses	264-5927
Social Worker	Sarah Normandin	264-5918

TO REACH ALL STAFF TELEPHONE 264-5920

Kindergarten	David Allbee Maureen Belaski Jenn Purinton
First Grade	Diane Trombley Jordanna Silverberg Claudia O'Neill Kerry Plunkett Dan Shepherd
Second Grade	Cheryl Benjamin Dawn Bissonnette Susan Hooper Connie Cummings
Art	Colleen Derry
Music	Martie Mutz
Physical Education	Paul Pecor
Library	Mary Ann Kadish
Technology	Tammi Tandy
Instructional Support Services	Maegan Chevrefils (Special Educator) Deborah Kalamasz (Speech Pathologist) Jennifer Gamache (Special Educator) Kerry Connor (Speech Language Pathology Assistant) Marie Hayes (Title 1/Reading Teacher) Anne Campbell & Wendy Rogers (Title 1 Tutors)
Special Education Support Team	Donna LaBonte, Cheryl Callahan, Deb Churchill, Danielle Hammond, Ann Marie Machia, Doreen Snelling, Heidi Echo, Lynn Place, Cindyl Verge & Kourtney Gordon
Crossing Guard	Sally Desautels & Kourtney Gordon
Instructional Assistants	Sally Desautels
Food Service	Bunny Ploof & Erin Briggs
Custodians	Mike Trainque & Steve Alger
Kindergarten Instructional Assistants	Tricia Reynolds, Laurie Collins, Pamela Whitten & Priscilla Hammond

PORTER'S POINT SCHOOL DAILY SCHEDULE

Entrance/Late Bell	8:15 A.M.
Lunches	11:30 A.M. and 12:00 P.M.
Dismissal	2:45 P.M.

**Student supervision begins at 8:00 A.M. and ends at 3:00P.M.
All visitors and volunteers are required to sign in and out at the office and wear a badge.**

USE OF SCHOOL BUILDING

The community is invited to use the school facility for non-school groups and activities. Porters Point School is a smoke-free and drug-free environment.

The principal and building supervisor are directly responsible for the maintenance and care of the school, which includes acting on requests for the use of the facility. Request forms for use of a school facility may be obtained at the school office. Requests must be submitted at least one week in advance. Fees for building use are in compliance with a district wide fee schedule.

EDUCATIONAL SUPPORT SERVICES

In an effort to support all students in their learning, the Colchester School District adopted a policy to implement an Educational Support Team (EST) in each school. The purpose of the Educational Support Team is to assist teachers in meeting the needs of their students. The EST helps teachers define problems, develop plans, suggest accommodations and strategies to achieve objectives, evaluate plans, and if necessary, refer students to the Special Education program for an in-depth assessment.

Porter's Point School's Educational Support Team is composed of classroom teachers and education support personnel such as the Guidance Counselor, Title I and Special Education teachers, Nurse, Principal and others as needed. Because of the diversity of student needs, teachers are faced with many challenges as they address these needs. The EST provides classroom-tested strategies, problem solving skills, and support to teachers as they develop plans to meet student needs.

SCHOOL PICTURES

Each child is photographed early in the school year. Several packages are available for families to purchase. Picture day is scheduled in the fall so that pictures are back before the holidays. School pictures are a fund raiser for the student activity fund.

SCHOOL LUNCH PROGRAM

The goal of the school lunch program is to provide students with a nutritionally balanced meal during regularly scheduled periods. The school sponsors a free and reduced lunch program so that every student may have the opportunity to have a hot lunch. Eligibility forms will be distributed to every student at the beginning of the school year. These forms are also available at the school office. Students who prefer to bring their lunch from home may buy milk at school. Food allergies are a significant health concern that can put children at risk. For this reason, we are continuing the use of non-peanut butter and peanut butter tables in the cafeteria.

Food prices are as follows:

Method of Payment	Breakfast	Lunch	Milk	Juice
Free	0	0	.55	.45
Reduced	0	.40	.55	.45
Paid	1.50	2.50	.55	.45

PLEASE NOTE: If your child receives free or reduced meals, he/she **MUST** take a complete meal in order to receive free milk. If a complete meal is not taken, your child's meal account will be charged .55 cents for milk.

A computerized cashless payment system is used in our cafeterias. Our cashiers will be unable to accept cash on our lunch lines. Each student will have a cafeteria account. Parents will deposit funds into this account by sending their child to school with cash or a check payable to the Colchester School Lunch Program. Deposits will not be available until the following school day. In the case of the first day of school, parents must send in payment to start their child's account. This will enable students to purchase lunch on the first day. In the future, parents will be able to deposit funds directly by using a credit card over the Internet. Parents/Guardians are required to monitor their student's account balance and fund the account when it is running low.

SNACK

Students may bring a nutritional snack or purchase breakfast (please, no candy or soda). Milk or juice may be purchased. Individual classroom teachers will schedule a brief snack period at an appropriate time each day.

ATTENDANCE

Regular and prompt attendance is necessary for children to have a successful educational experience. Students should arrive no later than 8:15 A.M. Children are considered late after 8:15 A.M. If your child will be absent, please call the school (264-5920) and leave a message, including student's name and reason for the absence. If a child is absent and we have not received a call from you by 9:00 A.M., our building nurse will attempt to reach you from numbers you provided to us. **PLEASE NOTE** - The school is unable to make further attempts to

reach parents after trying to do so twice. See the appendix for the complete *Colchester School District Attendance Policy*. If a student is going to be absent for any length of time, parents are encouraged to contact the child's classroom teacher for assignments.

ATTENDANCE LETTERS

Attendance letters are sent out to the parent(s)/guardian(s) of children whose absences reach totals of five, ten and fifteen days. The Truant Officer, Corporal Peter Hull of the *Colchester Police Department*, is notified when a child is considered truant. Absences of twenty-one or more non-consecutive days is considered truancy according to Colchester School District.

LATE ARRIVALS - If a child is late, please be sure to check in at the office upon arrival.

TELEPHONES

School Office 264-5920

Guidance Office 264-5927

Nurses Office 264-5923

Messages to School

Parents who need to speak to their child at school may telephone the office and ask to have a message relayed to the child. Parents are asked to phone in messages before 1:30 P.M. Parents are encouraged to give children all instructions before she/he leaves home in the morning, as it is not always practical to get messages to children without interrupting classroom instruction.

Contacting Teachers

Parents are asked to call teachers before school begins (8:00 A.M. - 8:15 A.M.) or after school is dismissed (3:00 P.M. - 3:30 P.M.). Voice mail messages for teachers may be taken at any time. Teacher's classrooms will not be interrupted during the school day unless there is an emergency. Teachers may also be contacted by e-mail. E-mail addresses are as follows: teacher last name, first initial @ csdvt.org. Example: smithj@csdvt.org

Student Telephone Use

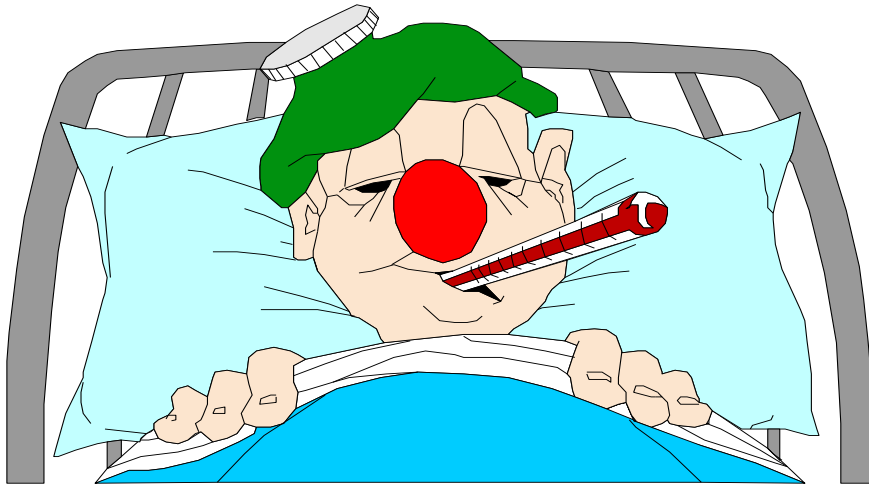
Students are permitted to use the telephone on a limited basis. Emergency use will always be granted.

COLCHESTER SCHOOL DISTRICT WEBSITE

Please visit and use the Colchester School District website at www.csdvt.org

APPROPRIATE STUDENT DRESS

Students should dress in a way that is safe, clean and non-disruptive. Students who wear clothing which contains symbols or references to sex, race, alcohol, drugs, explicit language or insulting statements will be asked to change into appropriate clothing. In addition, students are not allowed to wear any clothing which shows undergarments, exposes the midriff or a significant amount of skin. Hats are not allowed.



HEALTH PROCEDURES

Nurse's Office Phone Number 264-5923

Students who become ill should report to the nurse (or to the office if the nurse is unavailable).

The nurse and school personnel give only emergency first aid.

Serious injuries such as fractures and cuts requiring sutures are not treated except for emergency measures until the parents can be notified. When it is not possible to locate the parent, the child will be referred to his/her family doctor. If there is no family doctor, the child will be referred to a doctor on call at the hospital.

Children who are ill may be dismissed from school and it shall be the responsibility of the parent to promptly pick them up. Should it become necessary for a child to go home, she/he will only be released into the custody of a parent, adult identified on the student's emergency card, or another adult who has parental permission.

Children who are in school are expected to attend physical education classes and recess unless, for medical reasons, a doctor indicates in writing the child should refrain from such activity.

Parents are asked to keep their child at home if they display any of the following conditions:

1. Fever
2. Sore throat, ear ache or headache
3. Serious cough or cold
4. Other contagious or communicable diseases/illnesses
5. Sick, aching stomach, vomiting
6. Skin rash
7. Toothache

Children sent to school with these or similar conditions may be dismissed from school.

MEDICATION DURING THE SCHOOL DAY

Any student required to take medication prescribed by a licensed physician during the school day shall be assisted by the school nurse. **IN ORDER TO GIVE MEDICATION TO A STUDENT THE NURSE MUST HAVE:**

- *1. A written statement from the prescribing physician detailing the method for taking the medication, the dosage, and the time schedule for administering the medication.
- *2. Written permission from the parent.
- 3. The prescription bottle with the prescription label on it.

Only adults can bring medication to school. Students should never carry medication to school. Non-prescription medication does not require the physician's permission.

* Forms can be sent home with students which fulfill the requirements of #1 and #2.

EMERGENCY INFORMATION

The school office keeps the following information on file:

- A. Home telephone number
- B. Home street address
- C. Parents' work telephone numbers
- D. Cell phone number(s)
- E. Email address(s)
- F. Telephone numbers of two close friends/relatives/neighbors for emergencies.

THIS INFORMATION IS USED WHEN AN EMERGENCY OCCURS (ILLNESS, ACCIDENT, ETC.). PLEASE BE SURE TO NOTIFY THE SCHOOL WHENEVER THERE IS A CHANGE IN ANY OF THE ABOVE REPORTED INFORMATION.

EMERGENCY SCHOOL CLOSING ANNOUNCEMENTS

Area radio stations, WKDR, WEZF, WIZN, WJOY, WOKO, WVMT, WXXX, and television stations announce school cancellations and delayed openings due to inclement weather after 6:00 A.M. Please obtain information from these sources and avoid calling the school directly unless absolutely necessary. Should road conditions become dangerous during the day, the above listed radio stations will announce early dismissal schedules. The Colchester School District has also implemented the ALERTNOW Notification Service. Keeping parents informed is a top priority of the Colchester School District. With ALERTNOW, we can communicate with our school families in a matter of seconds through a telephone call or e-mail message. Parents will be notified about emergency situations, school delays or inclement weather. **Please keep the school informed of any changes in your home, work or cell telephone numbers or your e-mail address.**

REGULAR DISMISSAL TIME PROCEDURE

Our school day ends at 2:45 P.M. It is educationally sound to have children remain until that time. Parents are asked to sign their children out by 2:40 P.M. Parents are requested to wait by the main office so as not to interrupt the classrooms.

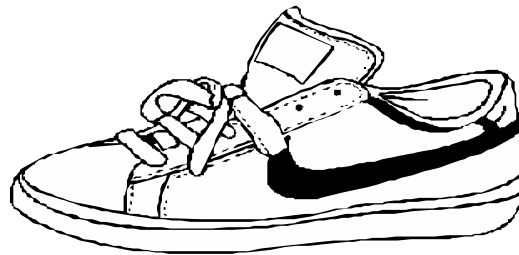
NOTES FROM PARENTS/GUARDIANS

Due to the liability imposed on the school for the safety of your child, notes shall be required for the following:

- A. When a child is to be dismissed early.
- B. When a child leaves school at the end of the day in other than the usual manner. (E.g. being picked up by a parent or another adult; changing bus route, etc.).
- C. When a child leaves school at the end of the day to participate in activities that would necessitate his/her not returning home immediately after school. A regularly scheduled specific activity may be covered by one note for the year.

SPECIAL SCHOOL EVENTS

The school observes certain seasonal holidays and special events. Parents will be notified of events through classroom newsletters, the Panda Press, or letters from teachers. Parents are encouraged to notify their classroom teacher if they want their child to be excused for religious/personal reasons.



PHYSICAL EDUCATION

All students are required to participate in physical education classes. Students may be excused for medical reasons. Long term medical excuses must be written by a physician. All students are responsible for wearing appropriate clothing on days they have physical education classes. Sneakers are required and pants and t-shirts are recommended.

VISITORS

Visitors are always welcome. In fact, we encourage them! To prevent disruption to the instructional process, visitors need to call ahead to arrange a visit to a particular classroom and must check in at the office for a badge upon arrival. Visitors will be required to leave if they cause a disturbance or interfere with the educational process.

**COLCHESTER SCHOOL DISTRICT
POLICY: HOMEWORK POLICY and PROCEDURES**

PHILOSOPHY:

Colchester School District believes that the goal of homework is to increase student learning. Homework is an assignment that is intended to be completed outside of the classroom. Meaningful homework assignments are flexible and based on students' needs. Well-designed homework increases students' understanding, skills and confidence. Parents/Guardians can benefit from homework by gaining knowledge of the learning done at school. Successful homework programs link the learner, home and school.

Homework may be assigned to:

- Review and reinforce content
- Apply, extend or reflect on learning
- Introduce new content
- Provide independent practice

FREQUENCY AND DURATION OF ASSIGNMENTS

While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the general guidelines for each grade range. Teachers will be aware of any grade specific or school-wide evening commitments for students and adjust homework accordingly. Long-term assignments should be given well in advance of the due date and should include incremental checkpoints or benchmarks to help students complete them successfully.

If a student does not have homework or finishes early, it is always a good idea to spend time reading and, in the elementary grades, reviewing math facts. The benefits of independent reading are immeasurable and help a student develop a lifelong habit of reading.

<u>Grade Range</u>	<u>Average Time Per Night*</u>
Kindergarten	0 – 10 minutes
Grades 1 – 2	10 – 20 minutes
Grades 3 – 5	30 – 50 minutes
Grades 6 – 8	60 – 80 minutes
Grades 9 – 12	90 – 120 minutes

Homework will not be assigned over vacation for grades K-8. Grades 9-12 may have homework over vacation.

*These time ranges assume the student is focused and on-task. If a child is having difficulty on a consistent basis completing assignments within the time frames established, parents should contact their child's teacher(s) for assistance. Project work shall be included in determining total homework time.

See school district policies at www.csdvt.org for the complete homework policy.

REPORT CARDS

Report cards are issued three times during the school year (November, March, and June). Parents are encouraged to contact teachers and/or the building principal if they have any concerns regarding their child's progress.

Parent-Teacher conferences are scheduled in November and again in March. Parents will be notified of these dates but if any questions or problems arise before scheduled conferences, please do not hesitate to contact your child's teacher. Students are invited to participate in these conferences.

STUDENT RECORDS

A cumulative record shall be maintained for each student. This record shall contain verified information of recognized importance and may be used only for the benefit or welfare of the student. It shall include information necessary to provide the best possible condition for the student's education. Collecting and maintaining data to assist students in present and future endeavors must be done in a way that will not impinge upon a student's privacy or other rights.

Present federal and state regulations authorize the routine release of directory information on students and former students without the prior consent of the parents or the eligible student. This directory information includes: (a) student's name, photo, address, telephone listing, and grade of current enrollment; (b) degrees and awards received; (c) participation in officially recognized activities; (d) weight and height of members of athletic teams; (e) dates of attendance and most recent previous educational agency or institution attended; (f) date and place of birth; and (g) major field or area of study. If any parent wants to deny the release of this information, they must notify the school's building principal with a written request indicating which categories of information from this directory list should not be released for their son or daughter. This notification to the building principal should be received by September 1st of each school year.

A copy of the complete policy and procedures can be obtained by contacting:

Colchester School District
Administrative Offices
P.O. Box 27, 125 Laker Lane
Colchester, VT 05446
Telephone: 802-264-5999

PUPIL RECORDS/PRIVACY RIGHTS OF PARENTS

Parents have the right to review the educational records of their children upon request. Parents may request copies of records at their expense. It is our policy that when a family moves, they should register their child in that town's school system. That school then requests records from us, which we send through the U.S. mail.

CLASS PLACEMENT

Placing children in classes is done by a team of teachers and the principal. Many factors are considered in this process. The primary factors are academic performance, special needs, classroom behavior, personality, age, gender, and teacher style. The teachers and the principal are aware of various dynamics in the classroom, and the principal is aware of various teacher styles. The decision of the principal is final.

Parents are encouraged to share information about their children which might affect placement. Some examples of information, which could be important, are: peer relations, how the student feels about him or herself in school and any anxiety the student may have about school. Information that parents have which may affect school performance would be helpful when grouping students in classes. Parent input is warmly encouraged.

STUDENT PICTURE & INFORMATION

Periodically, the Colchester School District or Porters Point School receives requests for pictures of students and/or the names and addresses of students enrolled in school. This information is provided when the intent is to showcase an activity or instruction and highlight special events at school. If you wish to request that your child's picture, name or address be withheld, please contact the school's administrative assistant, Mrs. Troia, at 264-5920 by the first Friday in September.

PARENTAL CONCERNS PROCESS

Parents whose children are experiencing difficulties at school are asked to address these concerns by contacting the classroom teacher directly. If, after meeting with the teacher to resolve the difficulty, the parents are not satisfied with the outcome, parents are asked to contact the principal in writing. If, after the principal's involvement, the parents are not satisfied with the outcome, parents may contact the superintendent of schools. The principal is also available to assist a parent or a teacher in a conference.

GUIDANCE

Porter's Point students receive the first phase of a developmental approach to guidance in the Colchester School District. The focal point of elementary guidance is that guidance is for ALL students. Each student will be exposed to the different aspects of guidance through classroom experiences. The main emphasis of these experiences will center on building and maintaining a high level of positive self-esteem and understanding how friends and cooperation make for a better learning atmosphere.

Over and above classroom guidance, the counselor will also be available for individual counseling and a full range of small group experiences that center around: friendship, self-esteem building, conflict resolution, changing families, etc., and finally helping with different aspects of crisis management.

When the counselor is not working directly with students, he is available to act as a resource for teachers, parents, and other individuals associated with the school.

Please feel free to use our guidance services (264-5927) because when school and home work together, Porter's Point School students build an excellent educational foundation.

TITLE I

Title I is a program offering remedial services to students. Students who qualify may receive services in reading/language arts or mathematics. This is a federally and locally funded program designed to supplement regular classroom teacher's instruction. During the first few weeks of school, all children will be assessed. Your child may be taken out of his/her classroom to be assessed by a Porter's Point staff person.

THE SCHOOL AND DCF (DEPARTMENT OF CHILDREN AND FAMILIES)

Vermont law mandates that school personnel who have reasonable cause to believe that any child has been abused or neglected shall report or cause a report to be made to the DCF office.

Although individuals may make a report as an individual, the usual manner of this report is that an individual staff member should make this report to the school's Child Protection Team (school nurse, guidance counselor, principal, and classroom teacher).

This team will make a determination as to whether reasonable cause is present. If so, a report will be made. This team does not sit in judgment of the suspected abuse but only to cause a report to be made. It will be the responsibility of DCF to determine if a report is to be investigated. All reporters have a legal obligation to a report a case of suspected abuse or neglect.

LIBRARY

Children come to the library as a class once per week so they can choose a book to borrow for the week. During their class time, students exchange their library book and work at centers that support classroom curriculum.

Story-time takes place during each library session.

The library is also open for small group work or research projects during unscheduled class times. Children are encouraged to use the library as class schedules permit. The library is also building a collection of computer media which children have access to.

Book Fairs are held in the library twice a year (once in the fall and once in the spring). This is a fundraiser for the library as well as a great way for students and staff to view newly published books.

FIRE and SAFETY DRILLS

State law mandates that schools are to have a fire drill once a month. Students will be instructed on what they are to do in the event of a fire. Please emphasize the importance of having fire drills on a regular basis as well as the need for responsible behavior. Having fire drills at home is also a good idea. Children need to know that fire is a dangerous element and it can occur anywhere. Safety drills are planned during the year. More information will be sent home before the drills begin. These drills will teach the children what to do if there is an emergency in the building.

DISCIPLINE STATEMENT OF PURPOSE

To create a positive school culture through promoting school-wide behavior expectations, by using structures to model and teach expectations, with consistent responses to problem behavior and use data to make those decisions. Family and community involvement happens at all levels.

INTERVENTION

Recognition is given to students who are following the school rules and for acts of kindness.

Behavior Correction is given to teach appropriate behavior:

- 1) An error correction is given to remind a child of a rule they broke.
- 2) A logical consequence is given to reinforce a rule.
- 3) A serious consequence is given for major problem behaviors. See *Office Referral Form*.

Consequences may include a verbal plan, sit and watch, loss of privilege, written plan, time away, bus suspension, restitution, in and out of school suspension and parent contact/conference. Please see behavioral expectations on the next pages.

It is the principal's discretion to administer appropriate consequences as necessary to ensure safety.

School Rules

- 1) Be safe
- 2) Be respectful
- 3) Be ready to learn

(See Office Referral Form and School-wide Expectation pages in the back of the handbook)

Bullying Prevention

Bullying means any overt act or combination of acts 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) 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.

- Porters Point School does not tolerate bullying in any form (verbal, written or physical). Students need to report bullying incidents to an adult in school who will, in turn, immediately report the information to the building principal. The building principal will conduct an investigation and determine appropriate consequences. Please refer to the CSD's policy on bullying: Student Conduct and Discipline (F1).

SUSPENSION

It is the principal's discretion to administer appropriate consequences as necessary to ensure the safety and well being of our children. This includes in-school and out of school suspension for serious infractions.

PARENT RECOMMENDATIONS FOR A SAFE AND EFFICIENT TRANSPORTATION EXPERIENCE

- D. Encourage appropriate bus behavior.
- E. Recognize responsibility for children from home to bus stop and return.
- F. Assist children in arriving at the bus stop 5 minutes before the scheduled pick-up time.
- G. Assist children in developing a safe route to and from the bus stop.
- H. Ensure children dress appropriately for weather, safety and visibility.
- I. Students wishing to use a different bus or get off at a different location must have a note from the parent/guardian to give to the teacher. These notes should come in first thing in the morning to assure proper attention. Notes must contain the complete name and address of the person to whom the child is going. Permission will be given by the bus driver ONLY if space is available.
- J. If your child does not arrive home on the bus, call the school immediately. Although this is a rare occurrence, it is important to notify the school. School personnel will contact the bus drivers by radio to locate your child.
- K. Please notify your daycare provider if your child will not be attending on a given day.

FIELD TRIPS

The school recognizes the importance of curriculum based field trips as a means of helping students learn as much as possible about the world in which they live. The school also recognizes the added responsibility of ensuring the safety of students outside the school environment.

Permission slips will be sent home to parents before each trip. Parents are asked to read the information about the trip and to sign and return the slip immediately. All students need to have

permission slips signed and returned to the school before s/he is allowed to go on a trip. A teacher and a few parent chaperones will be assigned to each trip to provide adequate supervision. Students are required to follow school rules during trips.

SPECIAL EDUCATION

The Colchester School District supports the Federal and State laws, in ensuring that all students have a right to a Free and Appropriate Public Education. (FAPE)

Referrals for special education may be made by teachers, parents or other persons directly related to a child's educational welfare. Letters of referral may be directed to either the building administrator or Director of Special Education.

PTO (PARENT - TEACHER ORGANIZATION)

Join the PTO!

Box Tops

Help is needed throughout the year for counting and sorting Box Tops.
A notice will go home to let you know when.

Committee Chair People - PTO Special Activities

Ideally, it would be great to have two people committed to each of the special activities. That way the responsibility is shared and the job is easier. Of course, the more the merrier...Why not sign up with a friend?

SCHOOL BOARD MEETINGS

The Colchester Board of School Directors meets regularly on the 1st and 3rd Tuesdays of each month. Meetings are held at Colchester High School and begin at 7:00 P.M.

Residents of Colchester are cordially invited to attend these meetings. Agendas for these meetings are posted at each of the schools as well as at other locations in town.

HIGHLY QUALIFIED TEACHER STATUS

Parents have the right under the 2001 federal law called the No Child Left Behind Act (NCLBA) to request information regarding the "Highly Qualified" status of teachers. The law requires that all teachers who teach core subjects meet certain criteria for their position by the start of the 2006-2007 school-year. Core subjects include: english (including english as a second language), reading/language arts, math, science, foreign language, social studies, art, music, elementary education, early childhood education (grades K-3 only).

To inquire about the Highly Qualified status of your child's teacher, please contact Katie Roth, Human Resource Generalist at (802)-264-5978 or by e-mail at rothk@csdvt.org.

SCHOOL DISTRICT POLICIES

Colchester School District policies are available on the district's website: www.csdvt.org or by contacting the school at 264-5920. Policies include, but not limited to:

- Prevention of Harassment of Students (F23)
- Acceptable Use Policy Applying to the CSD's Networks and the Internet (G10)
- Weapons Policy (F24)
- Student Attendance (F30)
- Custodial, Joint Custodial & Non-Custodial Parental Rights & Responsibilities (F6A)
- Alcohol, Tobacco and Other Drug Abuse Policy (F9)
Porters Point School is a smoke-free and drug-free environment.
- Exposure to Animals in School (F29)
- District-Wide Policy on Student Records (F6)
- Hazing (F31)
- Student Suspension (F33)
- Student Conduct and Discipline (F1). Also refer to page 13 of the 2007-2008 Family Handbook for additional bullying policy information.
- Non-Resident Students (F17)
- Homework (G1A)

PPS - PBIS

School-Wide Expectations MATRIX

<i>Rule/Expectation</i>	<i>Routine/Setting</i>				
	Playground	Hallways	Cafeteria	Bus	Classroom Settings
<i>Be Safe</i>	-Seek adult help when needed				
	<ul style="list-style-type: none"> -Use equipment correctly -Stay within the boundaries -Play safe -Line up safely -Make safe choices - - - 	<ul style="list-style-type: none"> -Walk in straight lines -Face Forward -Keep a space around you and person in front -Hands and feet to yourself - - - 	<ul style="list-style-type: none"> -Wait in line with hands and feet to yourself -Walk holding your tray with both hands -Stay seated in the cafeteria -Raise hand if you need something - - - 	<ul style="list-style-type: none"> -Stay in your seat facing forward -Keep hands, feet and other objects inside the bus -Keep your back against the back of the seat -Exit bus safely when the bus has come to a complete stop - - - 	<ul style="list-style-type: none"> -Keep your hands and feet to yourself -Stay in assigned area -Take care of supplies and school property -Move safely and slowly - - -

<p><i>Be Respectful</i></p>	<ul style="list-style-type: none"> -Share equipment -Include others -Return equipment - - - 	<ul style="list-style-type: none"> -Move quietly in line -Walk on the right -Use eyes to look at art work -Keep hallways neat and clean - - - 	<ul style="list-style-type: none"> -Eat your own food -Practice good table manners -Recycle -Use inside voice -Be kind to people around you - - - 	<ul style="list-style-type: none"> -Use an inside voice -Be kind to people around you - - - 	<ul style="list-style-type: none"> -Listen to others -Raise your hands and wait to be called on -Use encouraging polite and kind words -Eyes on speaker 					
<p><i>Be Ready to Learn</i></p>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">-Follow the directions first time given</div>					<ul style="list-style-type: none"> -Have a plan for play -Line up for the bell - - - 	<ul style="list-style-type: none"> - - - <p style="text-align: center;">HALLWAY POSITION</p>	<ul style="list-style-type: none"> -Quiet when lights are off - - - <p style="text-align: center;">CAFETERIA POSITION</p>	<ul style="list-style-type: none"> -Be at the bus stop on time -Watch for you stop - - - <p style="text-align: center;">BUS SITTING POSITION</p>	<ul style="list-style-type: none"> -Participate in class activities -Complete your work and do your best - - - <p style="text-align: center;">GRADE LEVEL/SPECIAL POSITION</p>

Office Discipline Referral Form

Complete the following information. This Office Discipline Referral form includes CIRS reportable information marked by the bold **C**. If a CIRS box is checked complete the CIRS reporting process or forward this referral to the person responsible for reporting that information.

Student: _____ Referring Staff: _____

Grade: K 1 2
(Circle one) Time: _____ a.m./p.m. Date: _____

LOCATION:

- Classroom Playground/Recess Cafeteria Bus Hallway Specials Bathroom
 Assembly/Field Trip Bus Line Other: _____ Comment: _____

PROBLEM BEHAVIORS:

MINOR:

- Inappropriate Language Physical Contact Defiance/Non-Compliance Disruption
 Property Misuse Late Line Up Technology Violation
 Other: _____ Comment: _____

MAJOR:

- Abusive Language Fighting/Physical Contact Overt Defiance/Non-Compliance
(including threats of harm)
 Property Damage **C** Vandalism Technology Violation Harassment **C**
 Hazing **C** Bullying **C** Weapon **C**
 Comment: _____

POSSIBLE MOTIVATION:

- Obtain Peer Attention Obtain Adult Attention Obtain Items/Activities Avoid Peer(s)
 Avoid Adult(s) Avoid Activity/Task Don't Know Other: _____

OTHERS INVOLVED: (List others involved on the back of this form)

- None Peer(s) Staff Teacher Substitute Unknown Other: _____

ACTION ALREADY TAKEN:

- Verbal Warning Assigned Quiet Time Alternate Seating Other: _____
 Secluded Time Out

ADMINISTRATIVE DECISION:

- Timeout Loss of Privilege Conference with Student Parent Contact/Conference
 Success Plan : Written/Verbal Individualized Education Detention: Lunch/Recess
 Bus Suspension (# of Days: __) ISS (# of Days: __) **C** OSS (# of Days: __) **C**
 Restitution Other: _____ Comment: _____

Internal Use
Only:

SWIS

CIRS

Photocopy

COLCHESTER SCHOOL DISTRICT

POLICY: PREVENTION OF HARASSMENT OF STUDENTS

DATE ADOPTED: March 8, 2005

I. PURPOSE

- A. The Colchester School District (“the District”) is committed to providing a safe and supportive school environment in which all students are treated with respect. This policy involves incident(s) and/or conduct that occurs on school property, on a school bus or at a school sponsored activity, or misconduct not on school property, on a school bus or at a school sponsored activity where direct harm to the welfare of the school can be demonstrated.
- B. 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.
- C. It is the intent of the District to apply and enforce this policy in a manner that is consistent with and protects students’ rights to free expression under the First Amendment of the U.S. Constitution. The District respects and promotes the rights of students and others to speak freely and to express their ideas, including ideas that may offend the sensibilities of others. However, the District does not condone and shall take action in response to behavior that interferes with the learning of students and is not otherwise protected expression.

II. DEFINITIONS

A. Harassment

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

Date Warned: February 11, 2005
 First Reading: February 15, 2005
 Second Reading: March 8, 2005

- 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.
 - c. Harassment of members of other protected categories, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, sex, sexual orientation, or disability and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.
- B. **“Complaint”** means an oral or written report by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of harassment.
- C. **“Complainant”** means a student who has filed an oral or written complaint to an employee or is the alleged victim in a report made by another alleging conduct and/or incident(s) that may rise to the level of harassment.
- D. **“Employee”** includes any person employed directly by or retained through a contract with the District, an agent of the school, a School Board member, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes supervisory union staff.
- E. **“Designated Employee”** means an employee who has been designated by the District to receive complaints of harassment pursuant to 16 V.S.A. §565(c)(1).
- F. **“Principal”** means the building level administrator, or his/her designee, at an independent or public school designated by a school governing board to be a school principal, headmaster, or technical center director.

III. Reporting of Student Harassment Complaints

- A. A student who believes that he/she has been harassed, or who witnesses conduct that he/she believes might constitute harassment, should report the conduct to a designated employee, or to any other school employee.
- B. When a student reports such conduct to a school employee, other than a designated employee, that school employee shall refer the report to a designated employee.
- C. An employee who witnesses conduct that he/she believes might constitute student harassment under this policy shall take prompt and appropriate action to stop the conduct and immediately report the conduct to a designated employee.
- D. Any other person who witnesses conduct that he/she believes might constitute student harassment under this policy should report the conduct to a designated employee.
- E. Consistent with this policy and 16 V.S.A. §565, the Superintendent or Principal shall develop procedures regarding the reporting of student harassment complaints and the District's handling of such reports.
- F. Annually, the District shall select two or more designated employees to receive complaints and shall publicize their availability.

IV. Procedures Following a Report

- A. Consistent with this policy and 16 V.S.A. §565, the Superintendent or Principal shall develop procedures for complaint response following a report, initiation of an investigation, investigation, independent review, and alternative dispute resolution provisions.
- B. Independent Review: A complainant who desires independent review under 16 V.S.A. §565(f) because he/she is either dissatisfied with the final determination of the school officials as to whether harassment occurred, or believes that, although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem, shall make such request in writing to the Superintendent. Upon such request, the Superintendent shall initiate an independent review, and shall comply with the District's procedures and any applicable rules on this subject promulgated by the Commissioner of the Vermont Department of Education ("Commissioner"). The District may request an independent review at any stage of the process.

V. Discipline and/or Corrective Action

If after investigation, harassment has been found, the District shall take prompt and appropriate disciplinary or remedial action reasonably calculated to stop the harassment. Consistent with this policy, the District's Student Conduct and Discipline policy and 16

V.S.A. §565, the Superintendent or Principal shall develop procedures regarding discipline and corrective action including final action on a complaint, retaliation, false complaints, and appeal provisions.

There will be no adverse action taken against a person for reporting a complaint of harassment when the complainant has a good faith belief that harassment occurred or is occurring or for participating in or cooperating with an investigation. Any person who knowingly makes a false accusation regarding harassment will be subject to disciplinary action.

VI. Confidentiality; Notification of Results; and Record Keeping

- A. The privacy of (1) the complainant, (2) the accused individual, and (3) the witnesses shall be maintained consistent with the District's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.
- B. Subject to state and/or federal laws protecting the confidentiality of personally identifiable student information, the complainant and the accused individual shall be informed in writing of the results of the investigation. If either the complainant or the alleged individual is under the age of 18, subject to the above limitation, his or her parent(s) or guardian(s) shall be provided with a copy of this policy and related procedures, notified when an informal resolution to a harassment complaint is attempted, notified when a complaint is filed, and notified in writing of the investigation results. An authorized school official may seek waiver of confidentiality rights in order to inform the complainant of remedial measures undertaken.
- C. The Superintendent or Principal shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the District in a confidential file accessible only to authorized persons. The report of the investigation shall be kept for a least six years after the report is completed.

VII. Mandatory Reporting to State Agencies

- A. If a harassment complaint is made that conduct by a licensed educator might be grounds under the State Board of Education Rules for suspension or revocation of a license or endorsement, the Principal shall report to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner.
- B. When a person responsible for reporting suspected child abuse under 33 V.S.A. §4911, et seq., determines that a complaint made pursuant to this policy must be reported to the Commissioner of the Department for Children and Families, he or she shall make the report as required by law and related District policy. If the victim is a

vulnerable adult, as that term is defined in 33 V.S.A. §6902(14), the report shall be made to Adult Protective Services in accordance with 33 V.S.A. §6903 and 6904.

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

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

- A. **Dissemination of Information.** Annually, prior to the commencement of curricular and co-curricular activities, the District shall provide notice of this policy and its procedures to students, custodial parents or guardians of students, and employees. Notice to students shall be in age-appropriate language and include examples of harassment. At a minimum, this notice shall appear in any publication of the District that sets forth the comprehensive rules, procedures and standards of conduct for the District.
- B. **Training.** The Superintendent or Principal shall develop age-appropriate methods of discussing the meaning and substance of this policy with students and staff to help prevent harassment. Training may be implemented within the context of professional development and the school curriculum to develop broad awareness and understanding among all members of the school community. Staff training shall enable staff to recognize, prevent and respond to harassment.
- C. **Comprehensive Plan for Responding to Student Misbehavior.** The District's comprehensive plan pursuant to 16 V.S.A. §1161a(a)(6) shall include provisions that promote the positive development of youth and actions to prevent misconduct from escalating to the level of harassment.
- D. **Data Gathering.** The District shall provide the Vermont Department of Education with data requested by the Commissioner.

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

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

MODEL PROCEDURES FOR PREVENTION OF HARASSMENT OF STUDENTS AND HANDLING COMPLAINTS

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

I. Definitions

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

II. Designated Employees

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

_____	(Name)	_____	(Title)
_____		_____	(Contact Information)
_____	(Name)	_____	(Title)
_____		_____	(Contact Information)

III. Reporting Student Harassment Complaints

- A. A student who believes that he/she has been harassed, or who witnesses conduct that he/she believes might constitute harassment, may report the conduct to a designated employee, or to any other school employee.
- B. When a student reports such conduct to a school employee, other than a designated employee, that school employee shall refer the report to a designated employee.
- C. A complaint or report may be made either orally or in writing. If a complaint report is oral, a designated employee shall promptly reduce the report to writing, including the time, place, and nature of the conduct, and the identity of the participants and the complainant.
- D. An employee who witnesses conduct that he/she believed might constitute student harassment under the Prevention of Harassment of Students policy shall take prompt and appropriate action to stop the conduct and immediately report the conduct to a designated employee.
- E. Any other person who witnesses conduct that he/she believes might constitute harassment under the Prevention of Harassment of Students policy should report the conduct to a designated employee.

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

IV. Procedures Following a Report

- A. At any stage of the procedures following a complaint, the complainant and the accused individual may request alternative dispute resolution methods, including mediation, of the District.
- B. When a designated employee receives a complaint, the designated employee shall complete a harassment complaint form based on the written or verbal allegations of the complainant.
- C. The completed complaint form shall detail the alleged facts and circumstances of the incident or pattern of behavior. Harassment complaint records shall be maintained consistent with the requirements of the Family Educational Rights and Privacy Act, 34 C.F.R. Part 99.
- D. Depending on (1) the nature of the accusations, (2) the age of the complainant and the accused individual, (3) the agreement of the complainant and (4) other relevant factors, the designated employee or another individual identified by the designated employee may attempt to resolve a complaint through a conversation with the complainant and the accused individual. If such informal resolution is either not appropriate or is unsuccessful, the designated employee shall initiate or cause to be initiated an investigation of the allegations in accord with the timelines established herein.
- E. Upon receipt of notice of a complaint, the designated employee shall provide a copy of the Prevention of Harassment Policy and these procedures to the complainant and the accused individual. If one of the above named is under 18 years of age, his/her parent(s) or guardian(s) shall be notified of the complaint and shall be provided with a copy of the policy and procedures.
- F. Unless special circumstances are present and documented, the Principal shall, no later than one school day after the receipt of a complaint, initiate or cause to be initiated, an investigation of the allegations. The Principal shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the Principal from assigning him/herself or a designated employee as the investigator.
- G. No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the [Superintendent] [Principal]. The report shall include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes a violation of the Prevention of Harassment of Students policy. When the initial

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

- H. Consideration of whether a particular action or incident constitutes a violation of the harassment policy requires review of all the facts and surrounding circumstances. Although conduct may be found to be in violation of other standards of student or employee conduct or decorum, it shall not be deemed harassment when the subject of a complaint is an incident(s) that is not shown to have the effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or to have created an objectively intimidating, hostile, or offensive environment. Free expression rights of the First Amendment of the U.S. Constitution will be protected.
- I. All levels of internal review of the investigator's initial determination, and the issuance of a final decision, shall, unless special circumstances are present and documented by the District, be completed within 30 calendar days after the review is requested.
- J. When the initial determination is that an employee has engaged in harassment against a student, the Superintendent and/or Principal shall use his or her discretion to initiate disciplinary and/or corrective action in accord with the District's policies and procedures, employment contracts and state and federal law.

V. Independent Review

- A. A complainant who desires independent review because he/she is either dissatisfied with the final decision of the District as to whether harassment occurred, or believes that although a final decision was made that harassment occurred, the District's response was inadequate to correct the problem, shall make such request in writing to the Superintendent.
- B. Upon such request, the Superintendent shall initiate an independent review by a neutral person selected from a list developed jointly by the Commissioner of Education and the Human Rights Commission and maintained by the Commissioner.
- C. The District shall cooperate with the independent reviewer so that he/she may proceed expeditiously. The review shall consist of, but is not limited to, an interview of the complainant and the relevant school officials and review of written materials involving the complaint maintained by the school or others. The independent reviewer shall be

considered an agent of the school for purposes of being authorized to review confidential student records.

- D. Consistent with Act 91, An Act Relating to Harassment in Schools, upon the conclusion of the review, the reviewer shall advise the complainant and the designated employee as to the sufficiency of the school's investigation, its determination, the steps taken by the school to correct any harassment found to have occurred, and offer recommendations for any future steps the District should take. The reviewer shall advise the student of other remedies that may be available if the student remains dissatisfied and, if appropriate, any recommend mediation or other alternative dispute resolution.
- E. The District may request an independent review at any stage of the process.
- F. The District shall bear the cost of independent review.

VI. Discipline and/or Corrective Action

- A. **Final Action on Complaint.** The District shall take prompt and appropriate disciplinary and/or corrective action reasonably calculated to stop the harassment. Disciplinary or corrective action may include, but shall not be limited to, warning, reprimand, education, training, counseling, suspension and/or expulsion of a student, and warning, reprimand, education, training, counseling, transfer, suspension and/or termination of an employee.
- B. **Other Disciplinary Response.** If the conduct does not rise to the level of harassment, but otherwise violates the District's disciplinary policies or Comprehensive Plan for Responding to Student Misbehavior including anti-bullying provisions, disciplinary or corrective action under those policies or plan shall be taken.
- C. **Retaliation.** Acts of retaliation for reporting harassment or for cooperating in an investigation of harassment is unlawful pursuant to subdivision 4503(a)(5) of Title 9. There shall be no adverse action taken against a person for reporting a complaint of harassment when the complainant has a good faith belief that harassment has occurred or is occurring or for participating in or cooperating with an investigation. In the context of retaliation, "adverse action" means any form of intimidation or reprisal such as verbal/physical threats or abuse, diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits or other unwarranted disciplinary action in the case of students and includes any form of intimidation, reprisal or harassment such as suspension, termination, change in working conditions, loss of privileges or benefits or other disciplinary action in the case of employees. Any individual who retaliates against any employee or student who reports, testifies, assists or participates in an investigation or hearing relating to a harassment complaint shall be subject to appropriate action and/or discipline by the District.

- D. **False Complaint.** Any person who knowingly makes a false accusation regarding harassment shall be subject to disciplinary action up to and including suspension and expulsion with regard to students or up to and including discharge with regard to employees.
- E. **Appeal.** A person determined to be in violation of the Prevention of Harassment of Students policy may appeal the determination and/or any remedial action taken as a consequence of the determination.
1. **Student.** If the person filing the appeal is a student, the appeal shall proceed in accordance with the District's policy and procedures governing discipline of students.
 2. **Staff.** Employees subject to disciplinary action shall appeal in accord with applicable statutes, collective bargaining agreements, and the District's policy and procedures.

VII. Confidentiality; Notification of Results; and Record Keeping

- A. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with (1) the District's obligations to investigate, (2) to take appropriate action, and (3) to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.
- B. Subject to state and/or federal laws protecting the confidentiality of personally identifiable student information, the complainant and the accused individual shall be informed in writing of the results of the investigation. If either the complainant or the alleged individual is under the age of 18, subject to the above limitation, his or her parent(s) or guardian(s) shall be provided with a copy of this policy and related procedures, notified when an informal resolution to a harassment complaint is attempted, when a complaint is filed, and in writing of the results of the investigation. An authorized school official may seek waiver of confidentiality rights in order to inform the complainant of remedial measures undertaken.
- C. The Superintendent or Principal shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the District in a confidential file accessible only to authorized persons. The report of the investigation shall be kept for at least six years after the report is completed.

VIII. Mandatory Reporting to State Agencies

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

- B. When a person responsible for reporting suspected child abuse under 33 V.S.A. §4911, et seq., determines that a complaint made pursuant to the Prevention of Harassment of Students policy must be reported to the Commissioner of the Department for Children and Families, he or she shall make the report as required by law and related District policy. If the victim is a vulnerable adult, as that term is defined in 33 V.S.A. §6902(14), the report shall be made to Adult Protective Services in accordance with 33 V.S.A. §6903 and 6904.
- C. Nothing in these procedures shall preclude anyone from reporting any incidents and/or conduct that may be considered a criminal act to law enforcement officials.

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

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

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

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

COLCHESTER SCHOOL DISTRICT

POLICY: BULLYING PREVENTION

DATE ADOPTED: March 13, 2012

POLICY STATEMENT

The Colchester School District recognizes that students should have a safe, orderly, civil and positive learning environment. Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not meet the definition of bullying, as defined below, may still be subject to intervention and/or other discipline under another section of the discipline plan or a discipline policy.

The Colchester School District shall:

- a. Include the prohibition against bullying in the student or school handbook and in other ways make students aware of the prohibition against bullying, the penalties for engaging in bullying, and the procedures for reporting bullying.
- b. Develop strategies for school staff to prevent and intervene in bullying.
- c. Collect data on the number of reported and verified incidents of bullying and shall make such data available to the Commissioner of Education and to the public.

DEFINITIONS

A. **“Bullying”** means any overt act or combination of such 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.

Acts or incidents of bullying can take numerous forms and the determination of whether a specific act or acts constitute bullying is within the sole discretion of the administrator. The means of bullying include, but are not limited to, physical actions such as bodily contact, touching, gestures, restraint, aggression and abuse; verbal comments and remarks; written and visual expression regardless of medium; electronic, telephonic and digital communications including e-mail, blogs, networking sites, instant messages; graphic displays and representations including internet, digital or web based images; photographic or video recordings, or any other form of technology, etc.

Last Adopted:	October 7, 2008
Date Warned:	February 3, 2012
First Reading:	February 7, 2012
Second Reading:	February 21, 2012
Third Reading:	March 13, 2012

B. **“Complaint”** means an oral or written report by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of bullying. For a complaint to trigger obligations under this policy, the designated employee must receive notice of the complaint, as defined below.

C. **“Complainant”** means the student allegedly subjected to the bullying, another student, an employee, a parent or guardian, or any other person who has reasonable cause to believe the alleged conduct has occurred, who has filed an oral or written complaint with a school employee. For a complaint to trigger obligations under this policy, the designated employee must receive notice of the complaint, as defined below.

D. **“Designated employee”** means an employee who has been designated by the school to receive complaints of bullying.

E. **“Employee”** includes any person employed directly by or retained through a contract with the District, an agent of the school, a school board member/member of the board of trustees, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes supervisory union staff.

F. **“Notice”** means a written complaint or oral information that bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the 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 complaint is oral, the designated employee shall promptly reduce the complaint to writing, including the time, place, and nature of the conduct, and the identity of the participants and complainant.

G. **“Retaliation”** is any adverse action by any person against a person who has filed a complaint of bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the bullying 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 bullying, intimidation, and reprisal.

H. **“School administrator”** means a superintendent, principal/head of school/technical center director or his/her designee.

PROCEDURES FOLLOWING A REPORT

A. **Notification:** Upon receipt (see definition above) of a complaint of bullying the designated employee shall promptly investigate (or cause to be investigated) to determine whether bullying occurred. In addition, the designated employee shall provide a copy of this bullying policy to the complainant and accused individual. If either the complainant or the accused individual is under the age of 18, his or her parent(s) or guardian(s) shall be: (1) promptly notified that a complaint of bullying has been filed and provided with a copy of this policy, and (2) notified in writing of the results of the complaint investigation. All notification letters shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information.

B. Investigation: Unless special circumstances are present and documented, such as reports to the Department for Children and Families (“DCF”) or the police, the designated employee shall, no later than one school day after the filing of a complaint, initiate or cause to be initiated, an investigation of the allegations. The designee may assign another person to conduct the investigation; nothing herein shall be construed to preclude the designated employee from assigning him/herself or a school administrator as the investigator. No person who is the subject of a complaint shall conduct such an investigation.

No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall make a determination as to whether the student’s conduct violated the school’s bullying policy.

The investigator’s conclusions shall be documented with copies provided both to the building administrator and the student’s discipline file. When the determination concludes that an accused student has engaged in bullying, the school administrator shall use his or her discretion to decide the appropriate disciplinary and/or remedial action. In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies.

C. Internal Review: The results of the investigation conducted under B above may be challenged via an internal review. Such a review can be requested by students, parents, or staff to the superintendent. All levels of internal review of the investigator’s determination, and the issuance of a final decision, shall, unless special circumstances are present and documented by the District, be completed within 30 calendar days after the review is requested.

D. Action on a substantiated complaint: If, after investigation, the school finds that the alleged conduct occurred and that it constitutes bullying, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the bullying and prevent any recurrence of bullying. Such action may include, but not limited to, warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee.

E. Alternative dispute resolution: At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation, for resolving complaints. The following should be considered before pursuing alternative dispute resolution methods: (1) the nature of the accusations, (2) the age of the complainant and the accused individual, (3) the agreement of the complainant, and (4) other relevant factors such as any disability of the target or accused individual, safety issues, the relationship between the target and accused individual, or any history of repeated misconduct/bullying by the accused individual. However, ADR efforts may not be used *in place of* an investigation to determine whether or not the student’s conduct violated the school’s bullying policies, but rather, may serve as a remedy for addressing such violation, taking into account the above referenced factors.

F. Appeal: A person determined to be in violation of this policy and subjected to disciplinary action under it may appeal the determination and/or the disciplinary action(s) taken in the same manner as other disciplinary actions, in accordance with the District’s discipline policy, applicable statutes, or collective bargaining agreements.

G. Retaliation: It is unlawful for any person to retaliate against a person who has filed a complaint of bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the bullying complaint. A person may violate this anti-retaliation provision regardless of whether the underlying complaint of bullying is substantiated.

DISCIPLINE AND/OR CORRECTIVE ACTION

It is further the purpose of this policy, when it is found that bullying has occurred, to ensure that prompt and appropriate remedial action, reasonably calculated, to stop bullying, is taken by the school district. Remedial action includes the full range of disciplinary consequences up to and including long-term suspension for the student responsible for bullying. Retaliation against a person for reporting bullying or for cooperating in an investigation of bullying report will not be tolerated. It shall be a violation of this policy for any person to take any retaliatory action against any person involved in the complaint or investigation.

Legal Reference: Act 117-An Act Relating to Bullying Prevention Policies 2004
16 V.S.A. § 1161a
16 V.S.A § 11

Other Policies: Student Conduct and Discipline
School Handbooks-Colchester High School, Colchester Middle School
Malletts Bay School, Porters Point School, Union Memorial School

COLCHESTER SCHOOL DISTRICT

POLICY: **STUDENT CONDUCT AND DISCIPLINE**

DATE ADOPTED: November 16, 2010

POLICY

It is the policy of the Colchester School District to maintain schools which provide a safe, orderly, civil and positive learning environment, each with a system of classroom and school management practices with underlying, clear and fair disciplinary procedures and consequences, that will ensure that it is free from harassment, bullying, hazing, and other rule-breaking and/or disruptive misconduct. Rules regarding student behavior should be clearly stated, understood and accepted by students and staff; communicated clearly to parents of enrolled students; and implemented in compliance with due process requirements.

STUDENT RESPONSIBILITIES

Each student has the responsibility of contributing to a civil, safe and productive learning environment, showing respect and consideration for other students and adults. This responsibility includes obeying all school rules and complying with all school policies.

As members of the school community, parents of students are asked to share the students' and school staff's responsibilities for maintaining this learning environment, by reinforcing and modeling for their children the importance of respectful behavior toward others and of compliance with school rules.

ADMINISTRATIVE RESPONSIBILITIES

The Principal of each school in the District shall, in consultation with the educational staff, develop a "comprehensive plan for responding to student misbehavior" in compliance with 16 V.S.A. §1161a. The Comprehensive Plan shall, to the extent appropriate, promote positive development of youth, and shall address each of the seven elements outlined in §1161a (a).

Each school shall post its Comprehensive Plan on the District's website as well as in the school office, in a place that is visible to students, parents and the public and shall publish the Plan in the school's Student Handbook or other similar publication, and the Plan shall be distributed to all students enrolled at the school, and their parents. The Plan may be provided to parents in the Student Handbook or by other means at the discretion of the Principal, and the Principal.

At the beginning of each school year, the school shall review with all students in attendance those portions of the Plan that address the school's rules describing what constitutes misconduct; disciplinary consequences for misconduct; and the school's due process procedures for

Last Adopted:	May 3, 2005
Date Warned:	September 3, 2010
First Reading:	September 7, 2010
Second Reading:	October 5, 2010
Third Reading:	November 16, 2010

imposition of discipline, including short and long term suspensions and expulsion. In addition to other types of misconduct, this review shall include a review of what constitutes harassment, hazing and bullying, and the consequences for engaging in such misconduct.

Coordination of Policies, Plans and Procedures. No school's Plan shall conflict with this policy, and this policy and each school Plan shall be read in conjunction with and shall not conflict with, the following additional related District Policies: Weapons; Hazing; Prevention of Harassment; Bullying Prevention; Restrictive Behavioral Intervention; Corporal Punishment; Threats and Disruptions of School Operations; Alcohol, Tobacco and Other Drug Abuse; Smoking in School Buildings and/or on Grounds; and Student Suspension and Expulsion.

Applicable State Statute and Rules. Suspension and expulsion of students shall be imposed in accordance with State statutory requirements (16 V.S.A. §§1162-1163), and in compliance with suspension and expulsion Rule 4311. In addition, Section 504 students shall receive the additional protections of Rule 4312, and special education students shall receive the additional protections of Rule 4313. Copies of these three Rules shall be available for review in each school office upon request, and copies thereof shall be provided to a student or parent of a student in attendance, upon request.

Effective Date. Individual District schools shall bring their Comprehensive Plans, school rules and other relevant school publications (if any) into compliance with this revised Policy no later than August 31, 2011. Within that time period, until such steps are completed by a school, the 2003 version of this policy shall continue to apply. (Federal and State law must be complied with at all times.)

Legal Reference: V.S.A. Title 16-§ 1161a -1163

Colchester School District Calendar 2011-2012

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31*		

AUG

M	T	W	Th	F
			1	2
[5]	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPT

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	[21]
24	25	26	27	28
31				

OCT

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
[21]	[22]	[23]	[24]	[25]
28	29	30		

NOV

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	[22]	[23]
[26]	[27]	[28]	[29]	[30]

DEC

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
[16]	17	18	19	20
23	24	25	26	27
30	31			

JAN

August 25: Staff Inservice
 August 26: Teacher Prep Day
 August 29: Staff Inservice
 August 30: Staff Inservice
 Kinder Orientation at UMS
 Smart Start for Kinder at PPS
 Smart Start for Grades 6 & 9
 August 31:* School Starts for all Students

(1 Student Day)

Kinder Orientation at UMS

September 5: Labor Day Holiday

(21 Student Days)

October 21: Staff Inservice
 (no school for students)

(20 Student Days)

Nov. 21: Conference Day
 (no school for students)
 Nov. 22-25: Thanksgiving Recess

(17 Student Days)

Dec. 22-30: Holiday Recess

(15 Student Days)

January 16: Martin Luther King Holiday
 and Staff Inservice
 (no school for students)

(21 Student Days)

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
[27]	[28]	[29]		

FEB

February 27-29: Mid-Winter Recess

(18 Student Days)

M	T	W	Th	F
			[1]	[2]
[5]	[6]	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAR

March 1 & 2: Mid-Winter Recess
 March 5: Staff Inservice
 (no school for students)
 March 6: Conference Day
 (no school for students)

(18 Student Days)

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
[23]	[24]	[25]	[26]	[27]
30				

APR

April 23-27: Spring Recess

(16 Student Days)

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
[28]	29	30	31	

MAY

May 28: Memorial Day Holiday

(22 Student Days)

M	T	W	Th	F
				1
4	5	6	7	8
11	+12	+13	+14	+15
+18	19	20	21	22
25	26	27	28	29

JUNE

June 11: Earliest Possible Closing
 June 12 & 13: Staff Inservice*
 June 12-15 & 18: Potential Make-Up Days
 June 16: CHS Graduation Day

(7 Student Days)

Parent/Teacher Conferences
 November 21, 2011 & March 6, 2012
 12:00 Noon to 8:00 p.m.

*June's staff inservice will be held on the first two days following the close of school. June 11 is the earliest possible date barring any make-up days for emergency closings.

[] = No school for students.

Students in Colchester attend school 176 days.