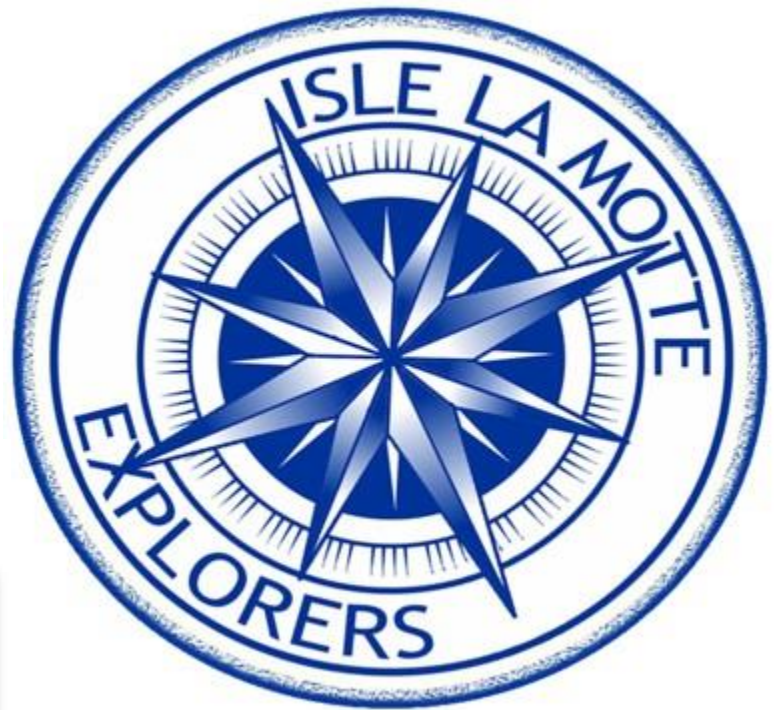


# Isle La Motte & North Hero Schools

## STUDENT/PARENT HANDBOOK



AUGUST 2019 – JUNE 2020

<http://www.ciuusd.org/>



# Welcome

The Student/Parent Handbook contains information for students and their parents/guardians. This handbook provides information students need to know for successful participation in school life. It is our hope that parents/guardians and students will review this handbook together. The policies, procedures, and guidelines outlined in this handbook will be in effect from August 1, 2019 through July 31, 2020.

The policies of this handbook and the services the school system provides have been designed to protect the well-being of students and the rights of all students to a quality education in the Champlain Islands Unified Union School District (CIUUSD). This handbook has been created for the Isle La Motte Campus and the North Hero Campus of CIUUSD.

Amanda Ellison  
Principal  
August 2019

---

## **Champlain Island Unified Union School District**

Starting in 2019, Isle La Motte and North Hero Schools along with the Grand Isle School will be part of the Champlain Island Unified Union School District (CIUUSD). Our school district is also part of the county level Grand Isle Supervisory Union (GISU). Policies will be aligned with the district and supervisory union. You may see references throughout this handbook or on other documents to these names which can be on a variety of official forms used this year.

# **Isle La Motte Elementary School**

**Reach Every Child  
Teach Every Child**

We create a safe and productive environment for students wherein all learners are confident enough to risk creative and intellectual pursuits in an independent, respectful and responsible way and are proud to share their work. We create a sense of responsibility for one another and pride in self, family and community by engaging students, staff and community members in community-based learning. We have human resources available when needed, collaborating for the benefit of all. We engage in outdoor learning. We have reliable, up to date technology available for every student and staff member, which provides opportunities for connections to people, places, and ideas around the world. Students leaving ILM will have the experiences needed for a positive future.

# **North Hero Elementary School**

**Blossoming minds, cultivating growth, harvesting success.**

The above statement was created by the staff and teachers at North Hero School in April 2014. These six words are the shared vision of the team of educators whose primary function is to support the students at North Hero School in both their academic and social development while they are in our care and beyond. The mission and vision continues; our goal of—every student succeeds—has not changed. Our team will work together to prepare all students, regardless of race, income, disability, ethnicity, or proficiency in English, for a successful high school and college experience as well as a fulfilling career.

Our mission is to provide every student a foundation of academic skills, self-respect and moral character in a safe, caring, enriching and challenging environment. This setting will make it possible for each student to reach his or her full potential as a responsible, compassionate and contributing member of society.

## **SCHOOL RULES**

Our school has three essential school rules:

### **Be Safe**

### **Be Responsible**

### **Be Respectful**

1. **Be Safe:** we take pride in promoting a safe and clean learning environment at our school.  
In actions, we respect school property and use supplies and materials with care;  
We do not vandalize school property or throw trash on the floor or ground; and  
We walk in all school areas – hallways, classrooms, and lunchroom.
  2. **Be Responsible:** we demonstrate pride in ourselves, in our futures, and in our school by arriving on time, dressed appropriately and prepared to focus on our studies.  
In actions, we come to school prepared and ready to learn;  
We do not bully others or start fights;  
We ask adults for help if needed;  
We do not bring personal electronics or other distracting items into classrooms without prior permission of school staff;  
We are honest and accept responsibility for our behavior; and  
We do not disrupt anyone’s right to learn in a school program.
  3. **Be Respectful:** My words, actions, and attitudes demonstrate respect for myself and others at all times.  
In actions, there will be no hitting, spitting, put-downs, inappropriate noises or touches at school;  
We will only use appropriate language, volume, and tone-of-voice when speaking;  
We respect each other’s personal space; and  
We address all adults using Mr., Mrs., Miss, or Ms.
- 

## **HOME SCHOOL RELATIONSHIP**

The home and the school are the two major factors in the complex educational life of children; therefore, the home and the school should have a relationship of understanding and cooperation that establishes a mutual respect for the responsibilities they share in the well-being and educational growth of children. Parents/guardians and staff are encouraged to communicate with each other in order to provide for the best interest of the students. The staff is committed to this endeavor. Teachers will be in touch early in the year to discuss your preferred means of communication: phone call, email, scheduled face-to-face time, etc.

---

## **A DOZEN WAYS TO STUDY SMARTER IN LESS TIME**

1. Understand each teacher’s grading system and basic requirements.
  2. Keep all assignments, handouts, and test—for at least a trimester.
  3. Record assignments in an assignment notebook as soon as they are given in class.
  4. Use study time when given in class.
  5. Study at the same time and same place daily when possible.
  6. Ask for help as soon as you realize you don’t understand.
  7. Process new information each day.
  8. Make flash cards of things you think will be on tests as you come to them in class or homework.
  9. Form a study group for major tests and projects.
  10. Take notes and keep them organized and labeled.
  11. Make a personal commitment to do your personal best on every assignment.
  12. Read every night.
-

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
Admission/Enrollment in School	7
Afterschool Activities/Clubs	7
Animals/Pets	7
Attendance/Notes/Truancy	7-9
Athletic Events and Sportsmanship	9-10
Bike Riding and Safety	10
Bullying/Harassment	10-11
Bus Rules and Regulations	11-12
Cafeteria Rules	12
Change of Address/Student Information	12
Closing School	13
Complaints/Concerns	13
Counseling/Clinician	13
Discipline & PBIS	13-14
Dress Code	14-15
Evacuation and Lockdown Drills	15-16
Field Trips	16
Guests and Visitors	16
Health Information	16-18
Homework	18
Hours of School	18
Immunizations	18
Information Gathering	19
Insurance	19
Internet Access	19-20
Library/Media Rules	20
Locker/Cubby	21
Non-discrimination policy	21
Non-smoking policy	21
Personal property	22
Playground rules	22
Preschool Information	22-23
Principal Newsletter	23
Protection of Pupils' Rights	24
Report Cards and Conferences	24
Reporting Suspected Child Abuse & Neglect	24
School Board	24
School Property	25
Special Education	25
Student Information & Records	25
Support Team	26
Standardized Testing	26
Seclusion/Restraint	26
Weapons	26

## **ADMISSION / ENROLLMENT IN SCHOOL**

A child enrolling in CIUUSD must be five (5) years of age on or before September 1<sup>st</sup> of the year he/she is to start kindergarten and shall enter at the beginning of the school year.

Furthermore, a child must be six (6) years of age before September 1<sup>st</sup> of the year he/ she is to start first grade.

At the time of initial registration, parents/guardians must present an original record of birth and record of immunizations. All children shall be immunized prior to school entrance according to the current recommendations of the State Public Health Agency, unless a waiver has been previously attained by the family. Residency must also be established prior to enrollment.

If a student resides with any person other than a parent, a certified copy of the court documents that establish legal guardianship will be required at the time of enrollment.

---

## **AFTERSCHOOL ACTIVITIES / CLUBS**

Students will have the opportunity to periodically participate in afterschool enrichment activities. Students may also be eligible to participate in other CIUUSD afterschool activities. Parent/guardians are responsible for ensuring students have safe transport to and from these activities.

---

## **ANIMALS/PETS**

Prior to bringing any animals to the school building please consult the front office for permission. We love our furry, feathery, and funny friends, but in order to maintain a safe environment for all students it is necessary to receive permission when bringing any animal into the building. It is the building principal's right to deny entry of an animal at any time, for any reason. Please do not leave pets unattended in vehicles on any CIUUSD campus.

---

## **ATTENDANCE / NOTES / TRUANCY**

Vermont law requires school attendance for students between the ages of 6 and 16 so a student may complete a course of study that will facilitate the transition to the responsibilities of adulthood. The school district believes consistent attendance is a prerequisite for assuring the academic, social and emotional growth of students. In addition, regular and punctual attendance is important to the development of responsible and effective work/study habits as well as a demonstration that students are assuming responsibility for their own behavior. Encouraging students to take full advantage of their education is a shared responsibility of students, families, schools and communities.

The current educational process demands that students be present each day so they don't miss out on the continuing educational programming that is offered at all CIUUSD schools.

**CIUUSD** has adopted an attendance policy for students (see page 8) that follows the Grand Isle County attendance and truancy protocol. **Parents/guardians will be notified at 5, 10 and 15 days absent.**

When parents/guardians know that their child will be out of school for a prolonged period of time for either illness or other situations, they should contact the school office at 372-8866 to make arrangements.

State law requires that children be in attendance for the full number of days of school. If your student will be absent, please call the school office to report the absence and reason for the absence on the morning of the absence. If you are unable to call in the absence, please send a note for re-admitting your student. The student should bring the note to the office upon arrival at school the next day they are in attendance. Although getting children to school on some days may create problems, it is to everyone's benefit to make every effort to do so. While early dismissals can sometimes not be avoided, please make every effort to have your child in school for the entire day. Early dismissals can and do interfere with the scheduled academic instruction for the day.

---

When a student is to be dismissed early for an appointment, parents/guardians are expected to send a **NOTE OF EXPLANATION or Doctor's Excuse** to school that morning. The student should bring this note to the main office. When the parent/guardian arrives at school to pick-up the child, please report to the office. Parents/guardians are required to sign children out in the office in the case of an early dismissal. The office will in turn call your child to the office for the early dismissal.

When a student is returned to school after an appointment, parents/guardians are expected to send a **NOTE OF EXPLANATION or Doctor's Excuse** as to why the student was absent from school. The parent/guardian is responsible to bring the child into school and sign him/her in at the main office.

For reasons of safety and accountability, **ALL** students are expected to ride the bus home unless they have a note from their parent/guardian with directions on what to do otherwise. If school personnel do not recognize the person picking a student up from school, they will require proper photo identification before releasing the student.

\*Please wait for your child to be brought to the office for early dismissal. School staff will retrieve your child so as to allow for least possible interruption to the learning environment.

**All communication between home and school should be done so directly by parent/guardian and the school office. Verbal communication, written notes, and emails should go directly from home to school, and not be otherwise given to outside parties to deliver.**

**GRAND ISLE COUNTY ATTENDANCE PROTOCOL**

Part of our commitment as a school community is to promote and foster successful learners. Staying in school is the first step to a good education. Absences from school affect a student's ability to learn and succeed.

**POLICY:**

A student will be declared truant if he/she has had **ANY** absence from school for more than **18 days** under the **V.S.A. Title 16, 1126**.

**PROTOCOL:**

<b>YOUTH HAS MISSED AT LEAST <u>5 DAYS</u></b>
Personal contact with parent/guardian.
Support services offered.
Follow-up letter outlining consequences for further absences and possible prosecution for truancy.
Documentation maintained.

↓OR

<b>YOUTH HAS MISSED <u>6-10 DAYS</u></b>
Truancy Officer will do a home visit with parent/guardian.
Plan of action developed with school team and family.
Follow-up letter outlining consequences for further absences and possible prosecution for truancy.
Documentation maintained.

↓OR



### **YOUTH HAS MISSED 11-15 DAYS**

Parent/guardian referred to CPT (Child Protection Team).  
Refusal to work with team, parent/guardian will receive a citation from truancy officer.

↓OR

### **YOUTH HAS MISSED AT LEAST 18 DAYS**

Department of Children and Families will be notified.  
Affidavit will be written.  
Petition filed with family court by State's Attorney.

#### **Withdrawal and Transfer**

Parents/guardians who plan to move from the school or transfer their child to another school should notify the office as soon as is possible. This allows the school office the opportunity to complete transfer forms, and parents/guardians will need to sign a "release of records form," so the student can be properly registered in their new school.

---

## **ATHLETIC EVENTS**

All athletic events involving **CIUUSD or any school we are aligned with** as sponsor, participant, or spectator, are subject to the *General School Rules*. You are expected to display good sportsmanship and to be courteous hosts or guests at all times. This rule applies equally to both spectators and participants.

### **THE RESPONSIBILITIES OF SPORTSMANSHIP**

#### ***The Coach...***

- Treats own players, and opponents, with respect.
- Inspires in the athletes a love for the game and the desire to compete fairly.
- Is the type of person he/she wants the athletes to be.
- Disciplines those on the team who display un-sportsmanlike behavior.
- Respects the judgment and interpretation of the rules by the officials.
- Knows he/she is a teacher, and understands the athletic area is a classroom.

#### ***The Official...***

- Knows the rules and their interpretations.
- Places welfare of the participants above all other considerations.
- Treats players and coaches courteously and demands the same from them.
- Works cooperatively with fellow officials, timers and/or scorers for an efficient contest.
- Is fair and firm in all decisions, never compensating for a previous mistake.
- Maintains confidence, poise and self-control from start to finish.

#### ***The Student Player...***

- Treats opponents with respect.
- Plays hard, but plays within the rules.
- Exercises self-control at all times, setting the example for others to follow.
- Respects officials and accepts their decisions without gesture or argument.
- Wins without boasting, loses without excuses, and never quits.
- Always remembers that it is a privilege to represent the school and community.

### ***The Spectator...***

- Attempts to understand and be informed of the playing rules.
  - Appreciates a good play no matter who makes it.
  - Cooperates with and responds enthusiastically to cheerleaders.
  - Shows compassion for an injured player; applauds positive performance; does not heckle, jeer or distract players; and avoids use of profane and obnoxious language and behavior.
  - Respects the judgment and strategy of the coach and does not criticize players or coaches for loss of a game.
  - Respects property of others and authority of those who administer the competition.
  - Censures those whose behavior is unbecoming.
  - Respects officials and accepts their decisions without gesture or argument.
- 

**Act 68** requires that all schools educate their coaches in the prevention and treatment of concussions. CIUUSD will ensure that all staff involved in coaching receives necessary training to support act 68, and ensure the safety of our athletes. Concussion protocols will be followed during all athletic events.

---

## **BICYCLE RIDING AND SAFETY**

Students must have a note giving them parental/guardian permission to ride bicycles on file in the school office. Notes received during the school year are good for the entire school year.

***Students are required to wear bicycle helmets when riding to and from school.***

Student bicycles are to be left in the bike rack by the school. Bicycle security is the responsibility of the student as CIUUSD is not responsible for damages, lost, or stolen bicycles.

Bicycles are not permitted to be used during school hours and are never to be used on the playground.

In the event of severe weather, students may be required to ride the bus home for safety concerns.

---

## **BULLYING/HARASSMENT**

CIUUSD has an adopted bullying and harassment policy. It is the obligation of CIUUSD to inform parents/guardians around and bullying or harassment investigations. Misbehavior differs from bullying and harassment.

Bullying is defined as: repeated over time, intended to ridicule, directed at a particular student, to humiliate, or intimidate a student, and either occurs during the school day, or on a bus, or at a school sponsored event, or does not occur during the school day on school property, on a bus, or at a school sponsored activity and can be shown to pose a clear and substantial interference with a student's right to access educational programs.

Harassment means an incident or series of incidents of verbal, written, visual, or physical conduct based on or motivated by student or student's family member's actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, gender identity, 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.

A student who believes they have been bullied or harassed, or who witnesses conduct that s/he believes might constitute bullying or harassment, should report the conduct to the principal, counselor, or any employee of the school s/he feels comfortable talking to. Following a report, an investigation will begin within one school day and be completed within five school days except in special circumstances. Parents will be notified within a day that their child is part of the investigation.

CIUUSD Isle La Motte and North Hero Campuses have designated:  
Amanda Ellison as primary investigator, and  
Rebecca Ashline as an investigator to bullying and or harassment complaints.

---

For more information, please go to [www.gisu.org](http://www.gisu.org) to view *Policy F31, Policy on Prevention of Harassment, Hazing, and Bullying of Students*. Please visit the Vermont Agency of Education Website to see Secretary Holcombe's advisory letter to school boards on bullying and harassment policy.

Please see pages 13 & 14 to view the behavior matrix for guidance on procedure in instances of misbehavior.

---

## **BUS RULES AND REGULATIONS**

Students in grades K-6 residing in the town of their school campus will be provided bus transportation to and from school each day. Students riding the bus must follow the below rules in addition to all directions provided by the bus driver and school personnel. Riding the bus is a privilege and students may be removed from the bus for a period of time if they are found to be in violation of the rules.

1. If a child must cross the road to board the bus, the child must wait until the bus comes to a complete stop.
2. Parents/guardians should have their children at the school bus loading point prior to the arrival of the bus. The school bus will not wait for tardy children. A vetted adult or sibling must be present to leave a child at a stop or home.
3. All items brought to school are to be held on the student's lap or placed under the seat. This includes book bags, backpacks, lunch boxes, textbooks, etc.
4. Children will remain seated at all times while the bus is moving and until the bus comes to a complete stop.
5. Children shall not extend arms or other parts of the body out of the windows.
6. No gum, candy, food, beverage, or tobacco products shall be consumed on the bus without prior permission from the bus driver.
7. Nothing shall be thrown in the bus or out of the windows.
8. Children shall conduct themselves in a proper manner at all times. Student behavior on the bus is held to the same standards as classroom behavior.
9. Children will be on time for the bus. However, on days when road conditions are bad do not expect the bus to be exactly on time.
10. Children should not damage or destroy private property while waiting for the bus or at any other time.
11. Children are expected to help keep the school bus clean and sanitary.
12. Children are expected to be courteous to fellow students and to the bus driver at all times.
13. Children are expected to treat school bus equipment the same as you would treat the valuable property and possessions in your own home.
14. There will be no smoking on the school bus by anyone at any time.
15. Use of profane language will not be tolerated.
16. No child will be allowed to leave the bus at any stop, except his or her own, unless they have a note from home signed by the parents/guardians requesting permission. The note should be given to the main office. Please do not give notes directly to the driver. If an emergency arises, call the school office. A note lost or forgotten means your child will be taken to his/her regular stop. Please communicate any changes with the office as timely as possible.

**\*Video monitoring on the school bus** – School buses are monitored with video cameras. This monitoring is not meant to mitigate level 1 behaviors and will only be utilized during active investigations.

Students must follow the bus rules at all times to ensure the safety of everyone on the bus. Our procedure for handling inappropriate behavior on the bus is very specific:

**1<sup>st</sup> violation** Student is given verbal warning by the driver.

**2<sup>nd</sup> violation** Parents/guardians are notified via a written Bus Conduct Form from the Bus driver. Forms are filed with the principal.

**3<sup>rd</sup> violation** Parents/guardians are notified via a written Bus Conduct Form from the bus driver, and parents/guardians are contacted by the school principal. Repeated violations of bus rules may result in the student being removed from the bus for a period of time, based on the frequency, severity, incident from 1-5 days.

Bus routes and schedules are reviewed annually and revisited as necessary. This information is published in *The Islander* each August.

**NOTE:** CIUUSD has contracted bussing service with Mt. Transit of Milton, Vermont. As the school office is often not fully staffed after 3:30 pm, parents/guardians may inquire about the status of a bus or its timeliness by calling Mt. Transit at 893-1334.

Students not riding the bus will be dismissed after the bus dismissal. This is to eliminate pedestrian and bicycle traffic at this very busy time of day. **No student will be dismissed until busses leave unless accompanied by an adult.**

---

## CAFETERIA RULES

In order to make breakfast / lunch periods as safe and enjoyable as possible the following rules must be followed:

1. We will enter and leave the cafeteria quietly.
2. We will stay seated at our table. In all grades, permission must be received to leave the cafeteria.
3. We will use proper table manners.
4. We will not throw food.
5. We will talk quietly to students seated in close proximity.
6. We will be polite.
7. We will leave our place around the cafeteria and us as clean as we found it.
8. We will eat only our own food.

---

## CHANGE OF ADDRESS OR OTHER STUDENT INFORMATION

It is important that every student maintain an up-to-date address and telephone number on record with the office, including emergency numbers. Please notify the school immediately if you have a change of address or telephone number during the year.

If the custody of a child changes after enrollment, documents should be provided to the school as soon as possible after the change. The school will give to the non-custodial parent, upon request, all information required under the Family Educational Rights and Privacy Act (FERPA) and the laws of the State of Vermont unless there is a valid court order directing the school system not to divulge such information.

## CLOSING SCHOOL FOR EMERGENCIES

We will continue to utilize the AlertNow program to call parents or guardians in the event of an emergency school closing. Paperwork will be sent home at the beginning of the school year to provide the school office with updated information.

Parents/guardians should listen to the radio on bad weather days to hear “no school” announcements. Should inclement weather or emergency situations, such as heating or water problems occur which would result in the early dismissal of school, an announcement will also be made on the following radio stations:

WXXX	Burlington	WWST	St. Albans	WDOT	Burlington	WVMT	Burlington
WJOY	Burlington	WEZF	Burlington	WIZN	Burlington		

In the early morning, these announcements are usually on by 6:30 am Please listen to the radio and be patient instead of trying to call the station or the school.

**IF SCHOOL IS EVER DISMISSED Early we will do our best to contact all parents/guardians in the event of an emergency, confirming pickup or correct destination for Mountain Transit.**

---

## COMPLAINTS/CONCERNS

The processes for the resolution of a complaint is to have the person registering it discuss it first with the teacher or administrator concerned. Then, if there is no resolution, the person should go to the next person in the “chain-of-command.” Conflict does occur. If we understand that resolving conflict is a way to help growth in a relationship concerns should be discussed when they arise.

The normal “chain-of-command” is as follows:

1. The classroom teacher/special educator
  2. The school Principal
  3. The GISU Superintendent
  4. The CIUUSD School Board
- 

## COUNSELING / CLINICIAN

CIUUSD has both a Guidance Counselor and a School Based Clinician who will work with individual students and groups. Teachers, parents/guardians, or students can request that the counselor or clinician work with a student.

---

## DISCIPLINE

Communication between school and home is key when discipline issues arise. CIUUSD is committed to finding practical solutions to minor behaviors. We recognize that bad choices do happen. We teach to support making positive choices.

Major behaviors that include: aggressive or physical action towards peers or staff, unsafe behaviors towards self or others, and property destruction will be subject to possible meetings between school and home, and are subject to consultation by district level behavior interventionist.

SEE: Appendix, for discipline language, definitions, Office Discipline Referral

### **BEHAVIOR MATRIX:**

Tier 1 behaviors--are those behaviors that require a classroom based intervention. These behaviors include: disrespect, disruption, physical contact (horseplay), inappropriate language, property misuse, dress code violation,

Interventions appropriate for Tier 1 behaviors: friendly reminders, firm reminders, time away from group/class, success plan.

Tier 2 behaviors--are those behaviors that a) continue to occur with frequency of (at least) three times in a 90 day period, and/or those behaviors that require out of class intervention. These behaviors include: vandalism, repeated disrespect towards peers or staff, stealing, repeated physical contact (horseplay), cheating, swearing,

Interventions appropriate for Tier 2 behaviors: out of class referral to the principal, parent/guardian notification, social behavior mapping, restitution (reasonable, respectful, and related), conferencing with referring staff member(s), re-entry meeting with student and or parent/guardians, out of class time,

Tier 2 behaviors may be considered as instances of bullying/harassment. If the determination is made that tier 2 behaviors qualify under an investigation for bullying/harassment, then proceedings will follow district policies for bullying/harassment. See--School Bullying/Harassment Policy.

Tier 3 behaviors--are those Tier 2 behaviors that are repeated within 30 days, and or behaviors that are physically aggressive in nature, directed at another student/staff.

Interventions appropriate for Tier 3 behaviors: parent/guardian notification, personal improvement plan, re-entry meeting, out of class time, reassignment in school, conferring with referring/observing staff, suspension, reflection piece (reading, writing, and multimedia), re-entry meeting with student and parent/guardians, or other restorative actions as needed.

\*Please note that if a student hits another student or a GISU staff member they will be sent home, or have their placement on the given day be reassigned. The severity of the incident will determine suspension or reassignment for the day. Fighting is simply not tolerated. A safety meeting with parent/guardian and the school principal will need to occur prior to reentry of the classroom, and Tier 3 intervention plans will need to be in place to ensure the safety of all staff and students.

Hitting is defined as: Swinging an open hand, or closed fist with the intention to hurt or harm another individual.

Reassignment is: change in academic setting.

Bullying, hazing, and harassment are behaviors not tolerated by CIUUSD. CIUUSD follows state mandated policy when dealing with bullying and harassment. **Bullying, as defined by the State of Vermont, is repeated targeted behaviors, over time, towards a student, or group of students with the intention to intimidate or harm.** Harassment is behavior directed at another student based on the nine protected categories designated by the State of Vermont. In any cases where the determination is made that an investigation of bullying, hazing, or harassment has been made parents/guardians will be notified within 24 hours.

Bullying is not defined as "generally bad behaviors." There are times when students make bad choices, say unkind things, and act in an unkind manner. While these behaviors are bad choices and are dealt with following our behavior protocols "generally bad behaviors," or misconduct do not always constitute bullying, hazing, and harassment.

\*The student discipline "office referral" document is available to preview upon request.

Our school actively works with the **Positive Behavior Intervention Strategies** model to support developmentally appropriate (expected) behavior. Our behavioral intervention system believes in the values of putting emphasis on expected, appropriate behavior as a way of discouraging negative behavior. CIUUSD believes in these values and the staff and teachers are dedicated to creating a consistent, safe, and nurturing environment so that all students are able to learn, grow, and to know that they are supported. Our behavior system relies on acknowledging positive behaviors often.

---

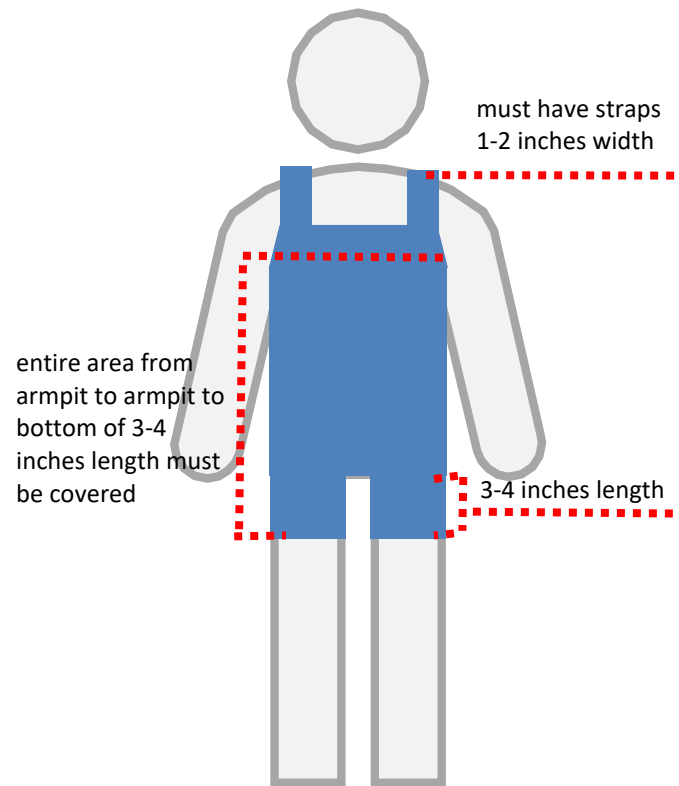
## DRESS CODE

CIUUSD respects students' rights to express themselves in the way they dress. All students who attend CIUUSD are also expected to respect the school community by dressing appropriately for an educational environment. Student attire should facilitate participation in learning as well as the health, hygiene, and safety of students and the adults that supervise them. This code is intended to provide guidance for students, staff, and parents/guardians. Parents/guardians should plan for proper outdoor and indoor wear during inclement and winter weather (it would also be wise to send your child to

school with a sweater during the cold season). When any boots are worn, shoes or sneakers should be brought and left in school for classroom wear.

Minimum requirements:

1. Clothing must cover areas from one armpit to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image). Tops must have shoulder straps approximately 1-2 inches in width. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes, or slippers shall not be worn, except for school activities approved by school administration). Flip-flops are not allowed in the Pre-K classroom, or for older students during recess, play, or PE due to safety concerns.
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
4. Specialized courses may require specialized attire, such as sports equipment or safety gear.



Additional Requirements:

1. Clothing should not depict, imply, advertise, or advocate inappropriate conduct, advertisements, language, or materials (such as drugs, alcohol, etc.).
2. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
3. Clothing and accessories that endanger student or staff safety may not be worn.
4. Headgear (including hats, hoodies, and caps) may not cover student eyes/facial features. Student may be asked to remove headgear if it becomes a distraction or is used in an inappropriate manner.
5. In physical education classes, it is required that students wear sneakers for safety.
6. If possible, sending a change of clothes is recommended, especially for younger children.

The administration reserves the right to determine what constitutes appropriate dress. In case of doubt as to suitability of a particular student's appearance or attire, the school administration will discuss it with the child and/or his or her parent/guardian. Parent/guardian may be requested to bring a change of clothing for the student to change into.

---

## EVACUATION AND LOCKDOWN DRILLS

By State statutes, each school is required to conduct a certain number of evacuation (egress) drills and lockdown drills annually and record both the date and the time. These drills are held at the discretion of the principal, giving consideration to such factors as program, weather, and health. Normally, children do not remain outside of the building for more than several minutes. These drills are important to the safety of each child. Directions for drills are given to all students. The signal for an evacuation drill is given by the sounding of the fire alarm bell. When the signal for this drill is given, students should follow the directions of the teacher and proceed outside quickly and quietly. They should stay with their class and wait for further directions. The signal for a lockdown drill is given using school bells. When the signal for this drill is given, students should remain in the room they are in or immediately go to the nearest room.

Our school has an active and responsive safety plan. This plan is supported by staff and teachers and is enacted in cases of emergency only.

---

## **FIELD TRIPS**

A field trip is an exciting educational experience and we believe that field trips play a valuable role in the development of each pupil. Field trips are generally designed to supplement the classroom curriculum and to introduce students to the resources of our community and state. It is important to remember that all school rules and policies apply on field trips.

For all field trips, parents/guardians are required to sign and return to the teacher a form indicating whether or not their children may participate in this trip. The forms provide parents/guardians with details about the trips and secure parental/guardian agreement.

Parents/guardians are frequently asked to volunteer to accompany a group of children going on a field trip. Parents/guardians are generally asked on the permission slip if they would be willing to help on the trip. All volunteers and chaperones must be fingerprinted and have a criminal background check on file at the GISU office.

**If you plan to chaperone or volunteer, please contact the office to make arrangements to proceed with the fingerprint/background check procedures.**

---

## **GUESTS AND VISITORS**

All **CIUUSD** guests and visitors are to report directly to the main school office to sign-in and receive a Guest/Visitor's Pass. For safety reasons, any individual who does not have a Guest/Visitor Pass will be asked to return to the main office. Our guests and visitors are not permitted in the student areas of the building without a pass, or verification of the administration.

Student visitors are discouraged unless prior arrangements are made with the school office. All requests for a child to visit our school should be directed to the principal only. Each case will be handled individually.

Adults are cordially invited to visit the **CIUUSD** schools. We have many events that we welcome all of the public to come and visit for. Teachers will often hold classroom events. Schoolwide events are also frequent. The school welcomes the opportunity to provide parents/guardians and other interested community members a chance to become better informed about their school. Please read your classroom teacher's and/or the principal's newsletter to stay up to date on events.

Arrangements with the teacher and/or principal should be made *PRIOR* to scheduling classroom or other school visits. Dropping in to visit with a teacher or student during the school day is discouraged and should only happen in cases of emergency. Drop-ins are defined as unscheduled visits. Drop-ins are an interruption to the learning environment.

Volunteers are also invited to participate in school programs. CIUUSD welcomes volunteers. Following the mandate of the State of Vermont all volunteers must participate in a criminal background check through the Grand Isle Supervisory Union Central Office.

---

## **HEALTH INFORMATION**

It is the policy of CIUUSD to assure that an awareness of the physical health of the entire student body exists through the institution of programs that provide for the appropriate training as well as early identification of health problems. Therefore, it is our aim to protect and promote the health of every child.

Our school nurse, in cooperation with the school secretary and under the direction of the principal, shall be responsible for the implementation of required standards and procedures.



Routine illnesses and accidents occurring at school are handled by the school nurse, the school secretary, or the principal. Cases of illness or accident are brought to the immediate attention of parents/guardians and, if necessary, the Grand Isle Rescue Squad. If a parent cannot be contacted, school officials will take whatever means necessary to preserve the health of the child.

In the event of an outbreak of head lice involving your child, you will be notified. Information about how to treat the problem will be provided. Students should not come to school if they have active head lice. Students will be readmitted to school after proper treatment when there are no live lice left in their hair.

It is important that parents/guardians whose children have disabilities or medical problems inform the school nurse. No medication will be given to a student at school unless the medicine is in a prescription-labeled container from the pharmacy and has to be given during school hours. Medication must be delivered by parent/guardian directly to the school office. Please send a note in with all medication indicating the time that it is to be given.

If a child is in school, he/she is expected to attend all scheduled classes for that day. If a student is unable to participate in an activity, a note from the parent/guardian will allow the child to observe while remaining with the class.

### **HEARING & VISION TESTS**

The Vermont Department of Education requires CIUUSD to periodically test the hearing and vision of students. Parents/guardians are permitted to opt out of these tests for their child by submitting a written request to either the Speech and Language Pathologist or the principal by September 1<sup>st</sup> of each school year.

### **ILLNESS**

Students should not come to school if they have a fever of 100 degrees or higher, have experienced vomiting or diarrhea within the past 24 hours, have a persistent sore throat with fever or enlarged tonsils, have persistent upset stomach or headache, or have reddened and itchy eyes with discharge. Students on antibiotics must take for 24 hours prior to returning to school and students with vomiting, diarrhea, or fever must remain home for 24 hours after their symptoms end prior to returning to school. If these conditions occur at school, parents will be contacted to take their child home.

### **INJURIES**

Any child who is seen by a physician for an injury will need a note to either participate or be excused from Physical Education or sports activities. Any child who is suspected of having an injury that may be complicated by participating in Physical Education or a sports activity may be restricted until a note from a physician states that the student is eligible to fully participate in these activities.

### **STUDENT MEDICATION**

It is the policy of CIUUSD to have procedures in place to assure that medication required by students during the school day will be administered and maintained in a safe manner as directed by the student's parent, guardian or health care provider.

The principal has developed procedures that assure that the dispensing of prescribed medication to any student during the regular school day or during school sponsored activities comply with the following:

1. Medication may be given by the school nurse upon written orders from a physician, and upon written request of a student's parent or guardian that the school 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.
2. Medication must be brought to school in a *current* labeled container by the pharmacy or physician and stored in a secure, locked storage place. Medication must be delivered by parent/guardian directly to the office.

Nonprescription 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. Cough drops are to be brought to the school office and dispensed from there.

**Insect repellent and sunscreen** are considered medications, and therefore, will only be applied by a school employee if there is a signed note from a parent/guardian. School does not provide insect repellent and or sunscreen.

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. Medication should be delivered directly to the school by parents or guardians, unless other arrangements have been made based on communication between school and home.

GISU policy permits a student to carry and/or self-administer medication for asthma (wheezing), severe allergic (anaphylactic) reaction, or diabetes on his/her person for immediate use in a life-threatening situation with written order of the student's physician, written authorization from parent/guardian, and approval from the school nurse and principal. Authorization forms are available in the health area or school office.

---

## **HOMEWORK**

CIUUSD believes that the academic day is rigorous, and that homework should support classroom instruction. Homework should be practical, limited based on developmental level, and appropriate in communicating the learning of the classroom.

Homework provides practice and reinforcement of skills, teaches responsibility, and provides parents/guardians with the opportunity to gain insight into their child's understanding of concepts being covered in school. It also helps students prepare for upcoming work, quizzes and tests. Students may be required to remain after school or stay in for recess to complete homework.

We recommend that families designate a time and place for homework to be completed each day.

Parent/guardian requests for class-work or homework for absent students must be made by 10:00am. Requests for homework after 10:00am are not guaranteed for the same day.

Parents/guardians with questions about homework frequency, challenge level, or concept understanding should communicate with classroom teachers. **Please ask questions often.** Our communication is vital to your child's success.

---

## **HOURS OF SCHOOL**

<b>Kindergarten – Grade 6</b>	8:00am – 3:00pm	<b>Monday, Tuesday, Wednesday, Thursday, Friday</b>
<b>Preschool</b>	8:00am – 11:30am	<b>Monday, Tuesday, Wednesday, Thursday, Friday</b>

If a student is late for the start of the school day, he or she is to report to the office (with a note) before entering class. Lateness is considered any time after 8:05am.

Breakfast will be offered from 7:30am-8:00am. There is no programming before or during breakfast.

**NOTE: Our school supports a 7:30am early drop off time.** Please ensure that parent or guardian drop students off directly to the gym, or to a staff member, **no earlier than 7:30am.** We provide this service so that busy families may be able to proceed with busy lives.

---

## **IMMUNIZATIONS**

Pursuant to the provisions of the Vermont Immunization Law that all students are required to be immunized before school entry unless exempted from immunizations for medical or religious reasons, the School Board requires all students of the school district to present a record showing the month and year they received vaccines.

A repeat MMR is recommended for all sixth graders. The State pays for the immunization if your child is in 6<sup>th</sup> grade.

**THIS POLICY SHALL BE EFFECTIVE WITH ALL NEW STUDENTS AND TRANSFER STUDENTS IMMEDIATELY UPON ENTRANCE INTO THIS SCHOOL, AND WITH ALL OTHER STUDENTS FOR THE SCHOOL YEAR BEGINNING EACH SEPTEMBER.**

---

---

## **INFORMATION GATHERING**

Our school uses surveys as a tool to gather important information and feedback. Surveys include: a student survey that asks for parents/guardians and students to give feedback on climate and culture, a parent/guardian survey to support communication and expectations, and a staff survey that looks to improve on the yearly practices of administration and the workplace.

CIUUSD will often do outreach on our website at [www.ciuusd.org](http://www.ciuusd.org) and also on our Facebook pages. These resources are important in home to school communication. CIUUSD is committed to a strong home to school communication system and your feedback is valued and important.

---

## **INSURANCE**

The school system carries a liability policy that generally insures all pupils, personnel, and school visitors in case of injury resulting from accident when it can be proven that such accident is the direct result of negligence.

---

## **INTERNET ACCESS: TERMS AND CONDITIONS**

CIUUSD schools use a wide range of technology resources to enhance the education of students, including desktops, laptops, chromebooks, netbooks, i-Pads, Smartboards, and a range of software. Internet access is safe and appropriate for student use.

- Students are responsible for good behavior on the school computer networks, just as they are in a classroom, or a school hallway.
- General school rules for behavior and communications apply—this includes Bullying, Hazing, and Harassment.
- The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner.
- Access is a privilege not a right, and access entails responsibility.
- Inappropriate use will result in a suspension or cancellation of Internet privileges. The system administrators will deem what is inappropriate use and their decision is final.
- Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
- Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
- Physical or electronic tampering with computer resources is not permitted.
- Damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges, and possible reimbursement for equipment.
- Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.
- Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited.
- Attempts to logon to the Internet using another person's log-on information may result in cancellation of user privileges.

- Social media usage should be monitored closely by parents/guardians. Social media usage—applications and websites do have age restrictions. If a parent/guardian determines their child is prepared to manage all that comes with social media behaviors--be aware and monitor your children’s social media profile. Posting is forever. Age restrictions exist for a reason. Students will not be permitted to use social media at North Hero School. If a student identifies that they have a profile that has an age restriction North Hero School will communicate this with parent/guardians.
- Community messaging on social media should remain positive. Once you post it, you own it forever.

**Any violations may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.**



### **INTERNET USE AGREEMENT**

Internet access is available to students and teachers in CIUUSD. We are very pleased to have Internet access, as we believe it offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the district by facilitating resource sharing, innovation, and communication.

For those not familiar with the term, the Internet is an “electronic highway” connecting millions of computers all over the world, and millions of individual users. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with users throughout the globe. In addition, the system will be used to increase school and district communication, enhance productivity, and assist employees in upgrading their skills through greater exchange of information with their peers. The system will also assist us in sharing information with the local community, including parents/guardians, social service agencies, government agencies, and businesses.

The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here and in the acceptable use policy so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, his or her privileges will be terminated and future access could be denied in accord with the rules and regulations discussed with each user during Internet training sessions.

To gain access to the Internet, all students under the age of 18 must obtain parent/guardian permission.

Permission forms will go home with every student and must be returned before the student will be allowed to access the Internet.

### **LIBRARY / MEDIA RULES**

Our school has a rich variety of books, magazines, and other materials available to students and families. Students will have a bi-weekly library class where they may take out and return library books. The library atmosphere is meant to be pleasant and welcoming to all users. To accomplish this, all library personnel and users will treat each other with courtesy and respect.

Students will arrive at the library with a purpose for their visit, whether to attend unified arts class, sign out a book, read, study, do research, or work on a project.

Everyone will work quietly so that others can pursue their interests.

All library materials must be signed out before leaving the room. The expectation is that they will be returned on time and in good condition. Books not returned prior to the conclusion of the school year will be deemed "lost," and the family will be billed.

---

## **LOCKER / CUBBY**

As long as enrollment numbers allow, all students in grades K – 6 are issued a locker, cubby, or hook. Lockers should be used for outdoor clothing as well as books, notebooks, and lunches.

Students are expected to keep their assigned location in a neat and orderly fashion as judged by the Administration and/or the instructional staff.

***Locker/cubby use is a privilege.***

***Search and Seizure—Fourth Amendment laws dictate that school administration must have “just cause” to search any student’s personal property. See below:***

***Desks, lockers, textbooks, computers, and other materials supplied, borrowed, or loaned by the school to students remain the property of the school and may be opened by school employees for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance or in the case of an emergency, they will be confiscated and a report will be made to the principal who will determine whether further investigation is warranted.***

***Based on the 4th Amendment, property at school may also be searched upon a reasonable suspicion that a law, policy, or procedure is being violated. Searches of school property in the possession of students will not extend to areas of items not reasonable calculated to aid in the enforcement of specific policies or laws. Search of a student’s person will be limited in scope, and conducted by a member of the professional staff of the same sex in the presence of another school employee. Searches of property will be done with the school principal, another school employee, and/or the Grand Isle Sheriff’s Department present.***

---

## **NOTICE OF NON-DISCRIMINATION**

The Grand Isle Supervisory Union does not unlawfully discriminate on the basis of race, age, marital status, color, sex, sexual orientation, gender identity, religion (creed), disability, ancestry, or national origin in admission to, access to, treatment in, or employment in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Michael Clark, Superintendent  
5038 US Route 2  
North Hero, Vermont 05474  
(802) 372-6921

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J. W. McCormack POCH, Room 222, Boston, MA 02109-4557.

---

## **NON-SMOKING FACILITY STATEMENT**

CIUUSD is in compliance with Act 51: The State mandates for Drug and Alcohol Education.

USE OR POSSESSION OF NONPRESCRIPTION DRUGS OR ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED. There shall be no smoking; use of, or possession of nonprescription drugs or alcoholic beverages in the school building or anywhere on school property or at any school function, regardless of location, at any time.

No students or adults shall smoke or use tobacco products at school, on school property, or at any school-sponsored activity. Students may not possess tobacco products at school.

Any violation of the rules on use or possession of nonprescription drugs or alcoholic beverages shall result in automatic suspension not to exceed ten days. Further, the violation shall be reviewed by the School Board and Administration and may result in further consequences, such as expulsion.

---

## **PERSONAL PROPERTY**

Children are discouraged from bringing non-essential or valuable personal property to school because the school will not assume responsibility for lost, broken, or stolen items/articles. Electronic devices and toys should be left at home. Cell phones may not be used during the school day and must not be visible.

Please put the student's first and last names on any article of clothing (i.e., jackets, coats, sneakers) and book bags that may get lost at school. Bringing toys, electronics, or other personal items to school is discouraged and should only occur with permission from classroom teachers.

In addition to the prohibition of weapons (see page 26), students should not bring to school any item that has the appearance of a weapon, including but not limited to toy guns, pellet guns, or water guns.

Students should only have a cell phone at school in an emergency situation to contact family members outside of school hours. Students are prohibited from using cell phones during the school day. Emergency situation can be determined by: concern about timing of school bus drop-off, concern about after school-pick up, etc. Please note—bus drop off procedures state that if there is not an adult able to receive a student, the student will be returned to the school building.

---

## **PLAYGROUND AND EQUIPMENT RULES**

Recess is for releasing energy and having fun.

1. We will not throw sticks, stones, snowballs, or any foreign objects.
  2. We will not bring personal toys.
  3. We will not fight or pretend fight.
  4. We will not hang on soccer goal posts or nets.
  5. We will not swear or use offensive language. We will not use "put-downs".
  6. We will not re-enter the building without permission from a teacher.
  7. We will respect others at all times (person, clothes).
  8. We will not use our hands or feet to do harm to others. We respect the personal space of others.
  9. We will abide by the rules of any games we are playing, and we demonstrate good sportsmanship. Everyone plays.
  10. We will play in designated areas only.
- 

## **PRESCHOOL INFORMATION**

All medical policy and procedures are the same for North Hero Preschool Students as for CIUUSD K-6 students. However, some information is pertinent to preschool families specifically. We are very proud of our 5 STAR rated preschool.

North Hero School is proud to offer preschool services for students three and four years old. The North Hero Preschool is happy to work in partnership with North Hero Eagle Care, which offers daycare services to families in need. The North Hero Preschool has the capacity for seventeen students. Families can access a spot in the North Hero Preschool based on the following hierarchy:

### **ACT 166**

North Hero Preschool follows the Vermont mandates of Act 166 in decision making. Please see the policy listed below:

It is the policy of CIUUSD to assure that enrollment into the North Hero Preschool Program dictates that residents of the North Hero School District are given first right of refusal to attend the program. The North Hero School District will enroll non-resident students in the North Hero Preschool Program when capacity allows.

The following criteria are established to ensure access to preschool to prepare them for kindergarten:

- Students with specialized service needs who are 3 or 4 years of age prior to September 1<sup>st</sup> of that school year, North Hero resident, as mandated by an Individualized Education Plan,
- 4 years of age (on or before September 1<sup>st</sup> of that school year), North Hero resident,
- 3 years of age (on or before September 1<sup>st</sup> of that school year), North Hero resident,
- 3 or 4 years of age (on or before September 1<sup>st</sup> of that school year), non-North Hero resident

When the North Hero Preschool Program is at capacity, capacity being determined by Childcare Licensing Regulations (6.2) and the CIUUSD School Board—currently 17 students (7/5/17), a “wait” list will be established. The wait list will follow the same established criteria as mandated as this policy. In the case of a New Resident of the North Hero School District, New being defined as having enrolled their student within thirty days of establishing residency, and said New student meets the criteria established by this policy they shall be placed on the “wait” list ahead of non-resident students.

Non-resident students sending towns will be responsible for tuition reimbursement established by Vermont Legislation ACT 166. Town school districts of non-resident students will be contacted by Grand Isle Supervisory Union’s Business Department to establish a Motion of Understanding, to be paid.

Criteria for Admission: No student shall be denied enrollment as defined in section 504 of the Rehabilitation Act of 1973 as amended or that the student is in need of specialized services. No student shall be denied enrollment on the basis of race, color, religion, ancestry, national origin, sexual orientation, disability, or marital status.

Reference also: IDEA legislation 1975, and as amended. ACT 166 Vermont, implementation 7/1/15

North Hero Preschool Hours of Operation are:

Monday-Friday 8:00am-11:30am

Prompt pick-up for children not staying for Eagle Care is required.

### **ATTENDANCE IN PRESCHOOL**

While attendance in preschool is not compulsory, the North Hero Preschool program relies on consistency of schedule, and routine. The North Hero Preschool Program is based on an academic program for kindergarten readiness. It is vitally important that students accessing a spot in the program come to school and come to school on time. CIUUSD reserves the right to release a student from the program for habitual absence or lateness.

Habitual lateness or absence can be defined as being late or absent more than five days in a calendar month. If a student is approaching habitual lateness a meeting will be requested by the school administration.

### **POTTY TRAINING**

Accidents happen. Students need to come to the North Hero Preschool potty trained. North Hero School will support the potty training for families, but students need to be potty trained in order to access a spot in the program.

North Hero School adheres to the policies established by ACT 166, established by the Vermont Agency of Education.

---

## **PRINCIPAL NEWSLETTER**

At regular intervals students bring home information for parents/guardians to review. Included in this information may be the principal's newsletter, which contains information supporting communication between school and home.

---

## **PROTECTION OF PUPIL RIGHTS ACT**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents/guardians and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents/guardians if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental/guardian consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/guardians or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, individuals may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339, or you may contact us at the following address:

**Family Policy Compliance Office**  
**U.S. Department of Education**  
**400 Maryland Avenue, SW**  
**Washington, D.C. 20202-5920**

---

## **REPORT CARDS AND CONFERENCES**

Three times during the year, a written progress report is prepared and sent home. In addition, we schedule conferences for parents twice each year. You are welcome to come in at any time throughout the year to discuss your child's growth in school. You may contact your child's teacher directly or ask the office to arrange an appointment for you.

---

## **REPORTING SUSPECTED CHILD ABUSE AND NEGLECT**

All school personnel are legally mandated to report suspected child abuse. The purpose of this policy is to protect children whose health and welfare may be jeopardized by abuse or neglect. It is the role of school district employees to be faithful and timely reporters of suspected abuse or neglect so that allegations can be brought to the attention of objective, trained, and experienced investigators. In the event that the school makes a report to the Division of Children and Families (DCF), a DCF investigator may question the child(ren) involved at school without the parents' advance knowledge.

---

## **SCHOOL BOARD**

The CIUUSD School Board convenes every second Tuesday of the month. Members of the public are encouraged to attend. Meetings usually begin at 6:30pm, but please check the [gisu.org](http://gisu.org) website for changes or updates.

---



## SCHOOL PROPERTY

Students are responsible for taking care of schoolbooks, computers, iPads, and other materials entrusted to them for their use. While normal wear is expected during the course of a year, obvious abuse or neglect will not be tolerated. In such cases, or in the event of a lost item, students will be required to pay for damages to or loss of school property.

---

## SPECIAL EDUCATION SERVICES

Special Education services are provided to all **CIUUSD** students who meet eligibility requirements. Children from birth to school age may participate in the Essential Early Education Program. Home visits are provided to infants and toddlers, and a center-base program is available to three and four-year-old children.

CIUUSD complies with all of the guidelines established by the IDEA Act's requirements.

Section 300.503 Prior Notice: IDEA requires written notice to a parent/guardian of a student with disabilities within a reasonable period of time prior to a school district either proposing or refusing to initiate or change the identification, evaluation, or educational placement of a student, or the provision of a free, appropriate, public education (FAPE) to a student.

c. Section 300.504 Procedural Safeguards Notice: A notice of "procedural safeguards" must be provided one time per school year, except that a copy must also to be given to the parents/guardians:

- i. Upon initial referral or parent/guardian request for a special education evaluation,
- ii. Upon receipt of the first due process complaint in a school year, 16
- iii. Upon receipt of the first State complaint in a school year, 17
- iv. In accordance with the discipline procedures in 34 C.F.R. § 300.530(h), or
- v. Upon request by a parent/guardian. The contents of this notice must include a full explanation of all procedural safeguards available under the IDEA. 18

School age children may receive a variety of services from direct instruction to consultation. If a student continues to meet eligibility standards at the high school level, services will be provided.

Screening is done each spring for pre-school children and new kindergarten children to assist in identifying children who may need services. If you think your son or daughter should be considered for Special Education services, contact the Principal, the special educator, or your child's teacher to make a referral.

---

## STUDENT INFORMATION & RECORDS

School personnel will not disclose personally identifiable information, including, but not limited to, last names, addresses, family information, etc. Disclosure of student information is controlled by the Family Educational Rights and Privacy Act (FERPA) and the laws of the State of Vermont.

Online publishing of events that are open to the public and media such as concerts, athletic events, plays, assemblies, or similar events of newsworthy aspect (such as school newsletters) may include phones, videos, or last names unless explicitly prohibited by the family in writing.

All of our students have cumulative records which are kept in the office. A child's cumulative folder is a formal record of his/her school needs and learning process, including annual standardized achievement test scores. Parents have the following rights:

- To a list of the types and locations of educational records;
  - To inspect and review your child's educational records within a reasonable time after such a request;
  - To seek the correction of your child's educational records through a request to amend them, or through a hearing procedure provided for by law;
  - Not to have information from your child's education records disclosed without prior written consent; and
  - To review the record of disclosure of personally identifiable information from your child's record.
-

## **SUPPORT TEAM**

### **MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)**

CIUUSD has an educational support team process for the purpose of providing suggestions to teachers to support students who may be exhibiting academic or behavioral challenges. CIUUSD believes that a strong system of tiered supports and positive behavior management allows for individualized supports for all students. Every student learns differently and it is our obligation to support these individual needs. The Multi-Tiered Systems of Support is how we address each individual student need in a way that is intentional, data driven, and often reviewed method to support academic and social emotional growth.

Each student has a portfolio, which keeps track of strategies that teachers have used, intervention and enrichment opportunities, meeting notes, and other information relevant to supporting growth in both social and academics skills. Our system dictates that staff members and teachers collaborate to ensure we are doing our best possible work in supporting each student at our schools.

---

## **STANDARDIZED TESTING**

Standardized tests are administered to students in grades 3-6 as required by Vermont Law. Depending on their grade level, students may be tested in reading, math, writing, and/or science. Parents/guardians receive results of testing, often during conferences. Test results are used to assess the learning needs of students and to improve academic programming. Results of standardized testing will be made public once the Vermont Agency of Education deems.

---

## **SECLUSION/RESTRAINT**

CIUUSD uses positive behavioral supports to avoid the use of restraint or seclusion in response to student behavior. Physical restraint or seclusion may be used with a student only when there is imminent risk of harm to the student or others and no less intrusive intervention would be effective. Reasonable and necessary force may be used to quell a disturbance, obtain possession of weapons or other dangerous objects upon the person, or for the protection of persons.

State Board Rule 4500, The Use of Restraint and Seclusion in Vermont Schools, went into effect on August 15, 2011. Schools will have until September 30, 2011 to meet the training requirements of this new rule. Rule 4500 is to:

- Create and maintain a positive and safe learning environment in schools
- Promote positive behavioral interventions and supports in schools
- Ensure that students are not subjected to inappropriate use of restraint or seclusion

Only staff members who have been trained in the proper uses of physical restraint (through the “Handle with Care” program) may apply it unless no such staff member is available. In accordance with state law, the school shall notify parents within 24 hours that the student has been subjected to the use of physical restraint or seclusion. A report is also filed with the GISU office. Parents may participate in a review of the restraint/seclusion incident.

---

## **WEAPONS**

Any student who brings a weapon to school shall be brought by the Superintendent to the School Board for an expulsion hearing. A student found by the Board after a hearing to have brought a weapon to 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:

- The student was unaware that s/he had brought a weapon to school;
- The student did not intend to use the weapon to threaten or endanger others;
- The pupil is disabled and the misconduct is related to the disability; or
- The pupil does not present an ongoing threat to others and a lengthy expulsion would not serve the best interests of the pupil.

An expulsion hearing conducted under this policy shall afford due process as required by law. For more information, please go to [www.gisu.org](http://www.gisu.org) to view *Policy F21, Firearms/Weapons*.

# APPENDIX

## TERMINOLOGY FOR REDIRECTED BEHAVIORS:

Verbal redirection: Is a reminder of the behavior expectation

Verbal warning: Is a reminder of the behavioral expectation with a statement such as, “If this happens again there will be a consequence.”

BEHAVIOR	DEFINITION	LOOKS LIKE/SOUNDS LIKE
Disrespect (minor, adult)	Failure to respond to adult request	Unexpected verbal communication, unexpected physical communication...ie walking away, rolling of eyes, tone, etc.
Disrespect (minor, student)	Behavior intended to make another student feel uncomfortable or inferior	Unexpected verbal/physical communication...ie laughing, raised voice, etc.
Disruption	Low intensity causing the class, or individual to be taken off learning path	Inappropriate noises, voices, body movements...ie calling out, etc.
Inappropriate dress	Student is not within dress code guidelines defined by school district	Exposed body parts, inappropriate graphics/language, etc.
Inappropriate gestures	Inappropriate use of body language which makes others feel uncomfortable	Middle finger, sexualized in nature, etc.
Inappropriate language (not directed)	Low intensity/non-intentional instance of language not allowed in school	Swearing, racial/orientation/sexualized language, etc.
Non-compliance	Lack of response to directions given by an adult	Verbal or physical non-compliance...ie saying “no,” putting head down, work refusal/avoidance, etc.
Physical contact	Non-serious, but inappropriate physical contact	Hugging, horseplay, pushing, lap sitting, poking, pinching, romantic touching
Property misuse	Low intensity behavior which uses materials in an unintended way	Weaponizing objects, tossing objects, unintentional damage to materials, writing on materials, using social media or games
Teasing/taunting	Use of verbal or physical actions, directed at an individual, to cause a reaction or cause harm	Name calling, repeated poking, directed comments toward another’s unique individuality, etc.

Use of unauthorized electronic device	Use of personal device without prior authorization/permission	Phone, tablet, other device, etc.
Other	Behaviors not classified by definitions above	As noted by school staff

**MAJOR BEHAVIORS**

Bullying	Directed at another student (or students), over-time, including intimidation, threatening, physical, verbal, written, electronic harmful behaviors	Threats, name calling, rallying others to negative interactions, physical contact, cyber bullying, etc
Harassment	Bullying behaviors that involve the seven protected categories as defined by Vermont Law	Race, religion, socio-economic status, gender, sexual orientation, age, disability,
Fighting/physical aggression	Incident involving intended physical violence towards others	Punching, kicking, biting, thrown objects, etc.
Threatening behaviors	Behaviors intended to intimidate others or self	Violent outbursts, physical intimidation, verbal threats, threats of self-harm
Unsafe behaviors	Intentional behavior that could impact the learning and well-being of others or self	Throwing objects, misuse/unsafe behavior with furniture, playground equipment, etc.

**DISRUPTION OF LEARNING ENVIRONMENT**

Dishonesty/Disrespect	Intentionally misleading adults, or being disrespectful towards staff or students (see above definition)	Lying, cheating, repeated disrespect (see above definition)
Defiance/Non-compliance	Intentionally/repeated refusal to follow direction given by adult. Aggressive refusal. (see above definition)	Repeated defiance/non-compliance, (see above definition)
Leaving class without permission	Leaving class/expected area without permission	Intentionally leaving an assigned area or group
Abusive language	Directed, intentional, harmful language	Can be loud, or whispered, is harmful in nature, threatening, and disrespectful

**SAFETY AND SECURITY**

Leaving grounds without permission	Intentionally leaving school property/field experience without permission	Intentionally leaving the property
Property damage/vandalism	Intentionally destroying school property/grounds	Defacement, destruction, etc.
Theft	Intentional theft	Taking something that does not belong to that individual--school property, or others personal property
Tobacco/illegal substances	Intentional possession of contraband	Bringing, consuming illegal substances and tobacco
Weapons	Bringing, possession of items that is determined to be a weapon	Intentional possession of contraband, weapons, explosives, etc.

**CHRONIC MINOR VIOLATION**

Minor violations frequently occurring	5 minor violations over any period of time	See definitions above

