Orleans Elementary School



Student/Family Handbook 2024-2025

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OES Staff Roster for 2023-2024			
Principal	Shannon Laliberty	OCSU Paraeducators	Judy Hoyt
Administrative Assistant	Marie Ingalls		Brittany Braun
Kindergarten	Autumn Beaton		Christy Glodgett
Grade 1	Sarah Goodwin		Danielle Wright
Grade 2	Lisa Blake		Jamie Hoadley
Grades 3/4	Nicole Worden		Allison Moniz
Grade 4	Rebecca Currier	Custodian	Mike Tanguay
Middle School Math	Rebecca Shea	Night Custodian	Joshua Morrison
Middle School Science	Joe Cornelius	Food Services	Sharon Tarbox
Middle School Language Arts	Travis Barrett	Kitchen Assistant	vacant
Middle School Social Studies	Adam Guyette		
Special Education	Liz Montgomery	**Contracted Services**	
Special Education	Ashley Lackie	Technology Support	Jeff Coburn
			Nate Lussier Bob DeRohn
		Farm to School	
Guidance	Laura Lacroix	School-based Clinician	Inga Luebkeman
Library Media	vacant	**Central Office**	
Art	Ashley Gerhart	Superintendent	Penny Chamberlin
Music	Brian Holder	Director of Instruction	Erica Harryman
Physical Education	Jessica Booth	Business Manager	
SEL Specialist	vacant	Director of Special Services	Chad Fox

Federal regulations require school districts that receive Federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child. As a recipient of these funds, Orleans Elementary School will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects they teach.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of the information listed for your child's teacher, please contact the school at 754-6650.

Our Vision:

Orleans Elementary School is a community dedicated to fostering every individual's pathway to success. We provide a safe, supportive environment that challenges each one of us to reach our full potential. We encourage collaboration, curiosity, service to others, and a life-long passion for learning.

Our Core Values:

We believe in…

- **Encouraging personal responsibility that leads to self-direction, self-advocacy, and active citizenship**
- **Valuing the rights, dignity, and individuality of all members of the community**
- **Embracing each person's unique abilities and incorporating creativity and self-expression into learning**
- **Striving for full engagement and a growth mindset to foster perseverance, positive risk-taking, and a strong work ethic**
- **Emphasizing partnerships between home, school, and the community**
- **Sharing a sense of humor and the joy of learning**

2024-2025 ORLEANS CENTRAL SUPERVISORY UNION CALENDAR

2024

S=4 AUGUST T=9

S	M	T	W	T	F	S	
				1	2	3	20-23 Local In-Service Days (No Students)
4	5	6	7	8	9	10	20-21 Paraprofessionals
11	12	13	14	15	16	17	21 - ALL OCSU Staff Together
18	19	20	21	22	23	24	22 Freshmen Step-Up Night (L R Only)
25	26	27	28	29	30	31	26 Teacher Work Day (No Students)
							27 First Student Day

S=20 SEPTEMBER T=20

S	M	T	W	T	F	S	
1	2	3	4	5	6	7	2 Labor Day (Schools Closed)
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	20 Early Release
22	23	24	25	26	27	28	
29	30						

S=21 OCTOBER T=23

S	M	T	W	T	F	S	
		1	2	3	4	5	10 Early Release
6	7	8	9	10	11	12	10 Conferences (Evening)
13	14	15	16	17	18	19	11 Conferences (Day) - No Students
20	21	22	23	24	25	26	14 Indigenous Peoples Day (No School)
27	28	29	30	31			

S=16 NOVEMBER T=17

S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	7 Early Release
10	11	12	13	14	15	16	8 In-Service (No Students)
17	18	19	20	21	22	23	11 Veterans Day (No School)
24	25	26	27	28	29	30	27-29 Thanksgiving Recess

S=15 DECEMBER T=15

S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	11 Early Release
15	16	17	18	19	20	21	23-31 December Break
22	23	24	25	26	27	28	
29	30	31					

2025

S=21 JANUARY T=21

S	M	T	W	T	F	S	
			1	2	3	4	1 New Year's Day (No School)
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	17 Early Release
19	20	21	22	23	24	25	20 ML King Day
26	27	28	29	30	31		

S=15 FEBRUARY T=15

S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	14 Early Release
16	17	18	19	20	21	22	
23	24	25	26	27	28		24-28 Winter Break

S=18 MARCH T=19

S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	1-4 Winter Break
9	10	11	12	13	14	15	20 Early Release
16	17	18	19	20	21	22	21 In-Service - No Students
23	24	25	26	27	28	29	
30	31						

S=17 APRIL T=17

S	M	T	W	T	F	S	
		1	2	3	4	5	2 Early Release
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	21-25 Spring Break
27	28	29	30				

S=20 MAY T=22

S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	22 Early Release
11	12	13	14	15	16	17	22 Conferences - Evening (Elem Only)
18	19	20	21	22	23	24	23 Conferences (Day) - No Students
25	26	27	28	29	30	31	26 Memorial Day

S=8 JUNE T=9

S	M	T	W	T	F	S	
1	2	3	4	5	6	7	8 Lake Region Union HS Graduation
8	9	10	11	12	13	14	11 Last Student Day *
15	16	17	18	19	20	21	12 In-Service Day *
22	23	24	25	26	27	28	12 Last Teacher Day *
29	30						

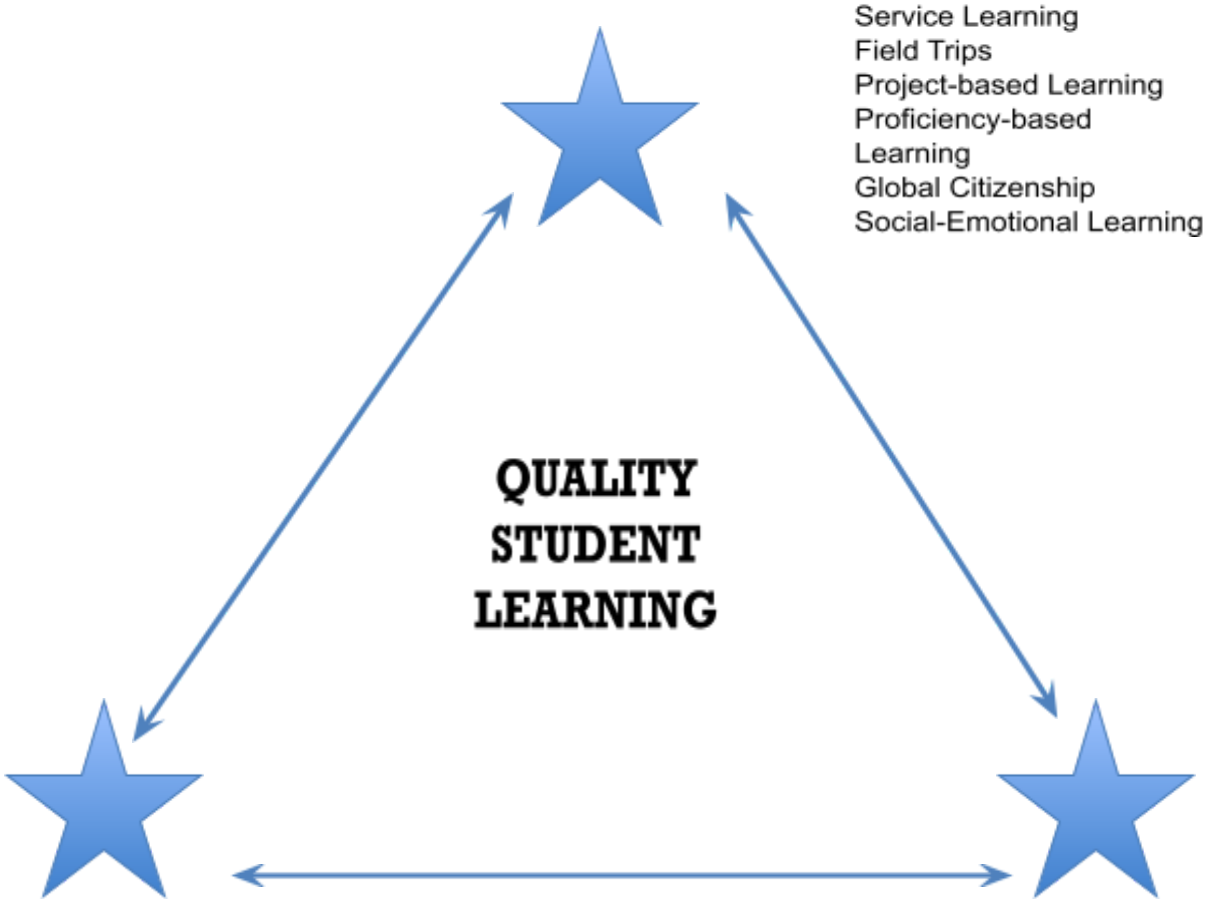
In-Service Days - (No Students)
Holiday/Break - (Schools Closed)
Early Release (PLC) Day
Parent Teacher Conference Day
First / Last Student Day

2024-2025 School Year Summary	
175	Student Days
187	Teacher Duty Days
9	Early Release (PLC) Days

*Cancelled Days are added to the end of the school year.
Five (5) contingency days to be added

Approved 3/6/2024

INSTRUCTIONAL CORE



Curriculum
National Standards
Cross-Curricular Learning
Programs/Resources
Interventions
Service Learning
Field Trips
Project-based Learning
Proficiency-based Learning
Global Citizenship
Social-Emotional Learning

Instructional Strategies
Best Practices
Formative Assessment
Peer Observations
Professional Learning
TEP Goals & Reflections
Parent Partnerships
Growth Mindset
Positive Supports
Proficiency Grading
Professional Collaboration

Student Engagement
Habits of Work / Mind
Peer- and Self-Assessment
Metacognition
Growth Mindset
Learning Styles
Positive Behavior Supports
Parent Support
Student-led Conferences
Learning Portfolios
Collaboration

Orleans Elementary School

HOME and SCHOOL COMPACT

As a parent, I can expect the school to:

- **be firm, be fair, and respect all children**
  - Students will be aware of **clear expectations** that will be consistently applied. All students will be **valued as learners** and contributors to the class.
    Problems will be addressed through **positive communication** with all parties.
- **be well planned for all lessons**
  - **Purpose and direction of lessons**, as well as the criteria for success, will be communicated to students and available to all community members. The OCSU curriculum, the Common Core State Standards, NGSS, and other National Standards will be the basis for all lessons.
- **employ current "best practices" in the classroom**
  - Classrooms will provide… learning at **appropriate levels** for all students, opportunities to **connect to real life** experiences and student interests, **integration** of subject matter, and opportunities for students to **observe and create**, as well as **listen and share**, through the use of **embedded technology**.
- **afford students the opportunity to work to their fullest potential every day**
  - Teachers will work to fully engage and challenge all students in their learning.
- **communicate frequently with parents in a professional and respectful way**
  - OES will use a **variety of communication methods** to share information about the school program and student learning.

As a school, we can expect the parent/guardian to:

- **send their children to school ready to learn**
  - Students will be sent to school **clean, healthy, rested, suitably dressed, adequately nourished, and in a frame of mind to learn**. Show your support by talking to them, by listening to them, by reading to them, and by loving them.
- **treat school as important**
  - Show that you are **interested in what they are learning**. Let your child know your interest/concern by listening enthusiastically, and by participating in school activities.
- **have prepared their children to be members of a school community**
  - **You have taught your youngster**… to **respect and cooperate** with the teacher and classmates, the basic **rules of fair play**, the appropriate **conduct in different situations**, and the skills for **getting along with others**.
- **communicate with school staff in a respectful way to share ideas and/or address concerns**
  - **Make direct contact** with the school **sharing your ideas and/or concerns** around your child's education or any aspect of the school program. **Follow the protocol** by contacting the classroom teacher or staff member first, then the principal, as needed. **Use respectful words, tones, and body language** in every discussion or other modes of communication.

SIGNATURES: Parent and School Signatures will be recorded on the provided separate page, located in the Welcome Back Packet provided on the first day of school.

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Please sign and return that signature page to school for our records.

(Title 1 requires that schools receiving federal funding have in place a Home-School Compact and that annually parents and schools re-commit to the partnership by signing the contract. Program auditing requires schools to maintain these forms for 3 years.)

ATTENDANCE

SCHOOL HOURS

Regular school attendance is important for student learning and progress. All students are expected to arrive on time and ready to learn. School begins at 8:00 AM. Students should arrive between 7:40 and 8:00 AM. Students will go directly to the cafeteria upon arrival and have the option of eating breakfast at that time. Teachers take attendance at 8:05 AM. Students are marked tardy if they are not in attendance at this time.

BREAKFAST will be served to ALL STUDENTS before school starts. Students wishing to eat breakfast must arrive in time to do so. Breakfast will close at 8:00 AM. Exceptions will be made for students arriving late due to bus routes.

School ends at 3:00 PM. We will begin dismissal with bus students at 2:55 PM. If there is a change in your child's plan for after school, please call the school at 802-754-6650 to notify the office. Notifying the office by 2:00 PM will ensure that the proper communication will occur within the building and with the bus drivers. **Parents/Guardians NEED to send in a note with their child or call the school if their child is being picked up/riding home with another adult at the end of the school day or after a school event.**

EARLY STUDENT DISMISSAL

Parents requesting early dismissal for their child will notify the school by telephone or note. **Parents will either pick up their children or give us permission for another adult to pick them up. Students will not be released to a non-custodial adult without that permission.**

ATTENDANCE REPORTING AND TRUANCY

All absences must be verified. Please **notify the school by 8:15 if your child will be absent**. (Feel free to call before school hours and leave a message on the school phone if that works best for you.)

All absences are unexcused until the school receives a message from a parent or guardian verifying the absence. In general, students are excused for the following reasons:

- illness;
- death or serious illness in the immediate family;
- medical or dental appointments;
- absence approved in advance by the administration.

It is critical for students to have regular attendance at school. We will make every effort to contact you and solve attendance issues. Orleans Elementary School follows the OCSU procedures for attendance and truancy. Parents will receive written notification after the student has reached 5 absences. After 7 absences, the parents will be notified in writing again, and will be made aware that a meeting may be required upon the 10th student absence. During this meeting, a plan will be created to help improve the student's attendance. Refusal to comply with the school attendance policy and procedures will result in a referral to a DCF/Truancy Officer.

SCHOOL CANCELLATION

If school closes due to bad weather, we will use the School Messenger automated phone messaging system. **Please inform the office of any changes to your phone numbers during the year** to ensure that you get those calls. Local radio and television stations will also be notified as early in the morning as possible. In the event of an early school dismissal, we will use the School Messenger automated system to notify you. We will need special instructions before we can send your child anywhere, so **please be sure to complete the early release information on the beginning of the year forms and keep us informed of any changes.**

STUDENT PROGRESS

STUDENT EVALUATIONS/ CONFERENCES

Formal reporting of student progress is done at the end of each trimester using the following schedule and formats:

October:	Student-led Conferences (Evening- October 10; All Day- October 11)
November:	Trimester 1 ends November 22 - Report Cards December 6
March:	Trimester 2 ends March 7 - Report Cards March 19
May:	Student-led Conferences (Evening – May 22; All Day – May 23)
June:	Trimester 3 ends June 6 - Report Cards go home on the last day of school.

At the **student-led conferences**, students will share information and seek input about their personal learning goals and academic progress with their parents. These conferences provide opportunities for students to take ownership of and reflect upon their learning. Parents are asked to actively participate in the process by providing input and asking questions. If a parent is unable to attend, the student may hold a conference at another time and share their reflections with a volunteer staff member.

Parents or teachers may request additional conferences at any time throughout the school year by contacting their student's teachers.

(The full 2024-2025 Calendar is on the OCSU website.)

LEARNING STANDARDS

The Vermont Agency of Education adopted the Common Core State Standards (CCSS) to specify the learning expectations for all students in Language Arts and Math, the Next Generation Science Standards (NGSS) as the science standards and other national standards for other content areas, such as physical education, and the arts. Links to these various standards are available on our school website www.oes.ocsu.org.

During the past few years, teachers throughout our supervisory union have been looking at the various standards and have defined the learning proficiencies, the essential skills and knowledge, that students need to master in order to meet the standards and be successful learners. Proficiencies have been identified at each grade level for each content area (subject) and for the critical cross-curricular skills that span all areas of learning, such as clear communication and problem solving. This year we will continue this work by revising our grading and reporting system to best capture and reflect on student understanding and growth. We will share our work all along the way to ensure that families and students clearly understand the criteria for success and to measure the level of proficiency for individual students across the content areas.

MULTI-AGE LEARNING OPPORTUNITIES

Multi-age learning opportunities provide flexible ways to meet all students' needs, encourage peer support through collaboration, and strengthen the sense of community among the students and staff throughout the school. At OES, students are provided a variety of multi-age opportunities including flexible grouping within the K-2 primary and 3rd/4th units, buddy classrooms with older students paired with younger students for specific learning activities, and multi-age grouping in middle school advisories, extra-curricular activities, and clubs. We hope to expand the opportunities to include community service opportunities.

EDUCATIONAL SUPPORT TEAM

The Educational Support Team is designed to assist students, parents, and teachers when there are concerns about a student in academic, behavioral, and/or social areas. The EST Team can be made up of the student's teacher(s), parents, and other specialists that may help. If it is appropriate, the student is also encouraged to be a member of the team. First the team members share information regarding assessment results and current student performance. Then an intervention plan is developed to provide support for the student. Orleans' EST Teams are committed to coordinating the necessary resources to provide early interventions for children having difficulty achieving success in learning. Resources available to provide support may include behavioral supports, health services, speech/language services, and one-to-one or small group instruction time. Specific strategies may complement our efforts to help students achieve success in the classroom, such as a focus on learning styles, student opportunities to peer-tutor, guided study, small group instruction, etc.

If either you or your child have concerns about their progress, please feel free to ask for a referral to the EST Team. Your child's teacher will be happy to work with you and to bring your concerns to the next meeting of the group. We hope that you (and your child, if appropriate) will attend as members of the child's team.

MAKE-UP WORK

Work is expected to be made up after every absence from class. It is **the responsibility of the student** to make up for missed work in a timely manner, with the time frame at the discretion of each teacher. Failure to do so may result in missed learning opportunities that can impact a student's ability to meet the proficiencies. Parents will be notified if students fail to adequately make up work in a timely manner and special arrangements for before/after school time with teachers may be necessary.

INSTRUCTIONAL MATERIALS

(Protection of Pupils Rights Act- PPRA)

Our staff will choose/develop the highest quality of instructional materials to be used within the educational program in support of student learning. Parents/Guardians have the right to inspect any instructional materials and we ask that you submit your request to the principal. An appointment with the appropriate staff member will be arranged for the material review to occur so all of your questions may be answered.

WORKING TOGETHER AND CHAIN OF COMMAND

The Orleans Elementary School staff and principal work very hard to see that students are treated fairly each school day. We find that students are quite concerned about fairness in behavior, academic, and/or social situations. It is the belief of the staff/administration that both students and parents have a right to be heard

and to express their concerns in a polite, respectful manner. The following protocol should be used when seeking resolution to a concern:

1. Contact the teacher/staff member involved to share your concerns and to discuss the situation.
2. Contact the Principal to help seek a resolution if the situation is not resolved.
3. Contact the Superintendent if there is no resolution at the school level.
4. Contact the School Board in writing or attend a monthly meeting if the situation is still not resolved.

STUDENT BEHAVIOR

OUR PBiS SYSTEM

Our school uses a school-wide initiative called **Positive Behavior Interventions and Supports (PBIS)**. It is a system for creating safer and more effective schools; it focuses on improving a school's ability to teach and support positive behavior for all students. It provides opportunities for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

At OES*, w*e have adopted a unified set of expectations that guide appropriate behavior throughout our school. These expectations are posted in different locations around the building. Our three main expectations are **O.E.S.** (**O**ne Caring Community, **E**ngaged in Learning, **S**afe and Responsible). We have identified what each expectation looks and sounds like in each of the school locations, including away from school while on field trips. Students are taught and practice these specific behaviors to ensure that they clearly understand what is expected of them.

As part of our PBIS process, teachers and other staff members work toward building a positive learning climate by doing the following:

- Frequently teach and consistently model our school-wide expectations.
- Provide students with more praise than correction.
- Actively engage everyone in the class during instruction.
- Use pre-correcting, prompting, and redirecting as we teach.
- Look for positive behavior and provide warm, immediate, frequent, and clear feedback.

Our PBIS system includes acknowledgements for all of the positive behaviors we see throughout the day. We have pom poms that a student or a class earns in recognition for their positive behaviors. These tokens are collected in classroom containers and, when the containers are full, the class adds their pom poms to the PBIS OWLS nest. We hold periodic school wide celebrations as we reach success milestones. We hope there are many opportunities for celebration this year!

We also have a school-wide system of logical consequences for minor and major misbehaviors. The consequences range from warnings, "take a break" (TAB) times in Buddy Classrooms for reset and reflection, loss of privileges, restorative practices, and removal from class. You will be contacted by OES staff if your student is asked to "TAB" during the day. If your student is asked to take a second "TAB" during the same day - you will be contacted and arrangements will be made for detention. If your student receives three behavior referrals in the same day, you may be asked to come meet with the Principal. Your student may be asked to go home for the remainder of the day. Meetings between school staff and parents may also help resolve an issue. **It is important for us to work together to offer needed support to your child as we strive for their success.**

If you have questions about PBiS at our school, please feel free to contact your child's teacher, the principal, or our school counselor. **We look forward to a wonderful year of teaching and learning at OES.**

Expectation	*Routine/Setting*						
	Classroom	**Cafeteria**	**Playground**	**Hallway/Stairway**	**Assemblies/ Performances**	**Bus**	**Bathroom**
One Caring Community	-Be kind. -Help and support each other. -Be respectful of all people.	-Use quiet voices and kind words. -Use manners.	-Play fair. -Be good sports. -Include everyone. - If you take something out bring it back in	-Hold the door for the next person. -Use quiet voices and kind words. -Keep hands and feet off walls, artwork, and each other.	-Be respectful. -Show appreciation.	-Use quiet voices and kind words.	-Respect the privacy of all.
Engaged in Learning	-Stay focused on your work. -Participate. -Complete assignments.	-Eat, clean up, compost. -Try new foods.	Try something new!	-Walk in a single file line -Watch in front of you.	-Focus on the speaker. -Participate (if the time is right)	-Face front and keep track of your belongings.	-Return to class promptly.
Safe and Responsible	-Keep your hands and feet to yourself. -Keep track of your supplies. -Ask questions. -Be prepared. -Follow directions.	-Keep your hands and feet to yourself. -Eat your own food. -Walk.	-Keep your hands and feet to yourself. -Walk. -Use equipment correctly. -Dress for the weather.	-Keep your hands and feet to yourself. -Take one stair at a time. -Stay to the right. -Walk.	-Keep your hands and feet to yourself.	-Keep your hands and feet to yourself. -Stay seated and keep your body out of the aisle.	-Flush toilet. -Wash and dry your hands. -Alert an adult if there is a problem.

TAKE A BREAK

There are times when a student is having difficulty maintaining their own attention on the learning activity and/or are disrupting the learning of others. Teachers may assign a student to an in-class or out-of-class TAB (Take a Break) in order for them to stop and think about their behavior. Students may also request a short in-class TAB if they feel it will help them re-focus on their work. Sometimes they just need a little time to "reset" and reflect. During a TAB students will complete an age appropriate reflection sheet, and participate in a follow up debrief with a teacher or administrator.

DRESS CODE

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

Values

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

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

Basic Principle

Certain body parts must be covered for **ALL** students

Students Must Wear

- Shirt.
- Bottoms: pants/sweatpants/shorts/skirt/dress/leggings.
- Shoes: must be appropriate for the activities of the academic day and not endanger the safety of the student. Sneakers are REQUIRED for PE class and must be laced and tied.
- Regardless of age, gender, grade, all clothes must be worn in a way that covers with non-transparent material the upper thighs, torso, chest, and undergarments when sitting, standing or moving.
- Hats and other headwear must allow the entire face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Clothing must be suitable for all scheduled classroom activities including physical education and outdoor activities.
- Please send students to school with appropriate layers for outside. In the winter students are strongly encouraged to wear snowpants, boots, winter jackets, hats, and mittens.

Hats/Hoods

Students **are** permitted to wear hats during the school day. Hats should not be a distraction, must be school appropriate, and should be removed during the Pledge of Allegiance. School staff have the ability to ask students to remove hats if needed. Hoods are **not permitted** to be worn over students' heads in the school building. Religious headwear is exempted.

Students Cannot Wear

It is unacceptable for students to wear any clothing which identifies alcohol, drugs, tobacco, or promotes violence and/or illegal activity. Avoid images or language that creates a hostile or intimidating environment based on any protected class.

The dress code is in effect for ALL school sponsored events. The principal reserves the right to require students to change their clothing if they do not meet the above stated standard of dress. Guardians will be called and if they are unable to bring a change of clothes, the school may provide one.

BUS BEHAVIOR

Bus safety is important to every one of us, especially the bus drivers. It is critical that students follow the rules on the bus so that drivers can have their attention on the road and all students have a positive and safe experience. **We ask that parents and students review the bus rules together. Riding a school bus is a privilege provided by the school district and should be treated as such.** Talk with the driver if you have any particular questions.

Here are the bus rules that are posted in every Butler's bus:

1. Behave on the bus as you are expected to behave in the classroom.
2. Be courteous; use no profane, sarcastic, or disrespectful language.
3. Eating and drinking are never allowed on the bus.
4. Keep the bus clean. Take everything with you.
5. Cooperate with the driver. Do not argue.
6. No spitting, hitting, or throwing of objects will be tolerated.
7. Do not be destructive of the bus or other belongings of individuals.
8. Stay in your seat and out of the aisle.
9. Keep head, hands and feet inside the bus.
10. The bus driver is authorized to assign seats.
11. No physical aggression/abuse of others will be allowed.
12. No cell phones.

The school and parents will be notified if there are behavior issues on the bus. We will work together to address the behaviors, but **students may lose the privilege of riding the bus** if the issues continue.

Please be sure to sign the Butler's Bus Service Contract included in your first day packet.

BIKE/SCOOTER RIDING ON SCHOOL PROPERTY

All students must wear helmets while riding bikes or scooters to and from school. There is absolutely no bike/scooter riding allowed WHILE ON SCHOOL PROPERTY. Students must walk their bikes/scooters once they enter the crosswalk area in front of the school and immediately park them at the bike rack. Kindergarteners and first graders should always be accompanied by a guardian or older sibling. Many community members have expressed concern for the safety of bikers to and from school. Please teach your child safe biking rules. Dangerous/reckless riding will result in loss of privileges for your child(ren).

STUDENT RECORDS

Keeping accurate and appropriate educational records on all students is a necessary part of a sound educational program. The information contained in students' educational records belongs primarily to the students and/or their parents/guardians. The school, as trustee of this information, maintains these records for educational purposes to serve the best interests of its students, and subscribes to the following:

CONFIDENTIALITY STATEMENT

The principle of confidentiality underlies all policies and procedures for the collection, maintenance, disclosure, and destruction of educational records. Educational records entrust information to others, and obligates them to safeguard and protect the confidentiality of any personally identifiable information.

PARENTAL NOTIFICATION

Parents/legal guardians of minor students and eligible students (age 18 and over) currently in attendance are hereby notified of their rights under the Family Rights and Privacy Act (FERPA) of 1974. The parents/ legal guardians and eligible students have a right to the following:

A. Inspect and review the student's education records by submitting a written request to the school principal; an appointment will be made to review the records at school;
B. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; a written request must be submitted to the principal;
C. Consent to disclosure of personally identifiable information contained in the student's records, except to the extent that the Act authorizes disclosure without consent;
D. File a complaint concerning alleged failures by the school to comply with the requirements of the Act to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202;
E. Obtain a copy of the school's policy and written procedures or protocols related to student records;
F. To request and receive this notice in your primary or home language.

DISCLOSURE OF STUDENT RECORDS

The school will maintain written sign-in records of all persons who access student education records. School staff will be informed of the need to maintain confidentiality of these records and that only persons who have legitimate educational interests in reviewing the records should have access within the school.

STUDENT DIRECTORY INFORMATION

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

1. Student's name, address, date of birth, dates of enrollment;
2. Parent/guardian's name and address;
3. Student's grade level classification.
4. Student's participation in recognized school activities and sports;
5. Weight and height of member of athletic teams;
6. Student's diplomas, certificates, awards, and honors received.

MEDIA USE AND RELEASE NOTICE

We often share news about student activities with our school community using various media such as Facebook, our website, and Class Dojo. In addition, local media and other organizations such as Farm to School may cover events and publish pictures. We are very sensitive to parent requests to NOT share information with others and outside organizations regularly ask us for permission to publish photos. During the registration process, parents/guardians are asked for permission to share pictures and videos. **Please make sure your information is updated each year.**

STUDENT ACTIVITIES

FIELD TRIPS

Throughout the year, students may leave the school grounds to participate in learning opportunities within the larger community. Parents will be notified of the details of each trip and will be asked to sign a permission slip allowing their child to leave the school grounds. (Parents are asked to sign The Walking Permission Slip at the beginning of each year which covers all field trips within Orleans Village. Parents will be notified of such trips throughout the year, but permission will have been given already.)

Guidelines for student participation are as follows:

- **Signed permission slips need to be turned in to school TWO DAYS prior to the trip.** This allows us time to make the final arrangements and for the food service staff to make the required food.
- Snacks and/or lunches may be ordered from school or brought from home. Please remember that we promote healthy meals at all times and we also ask that you not send any glass containers.
- All school expectations/rules apply while on field trips, including bus rules, and students are expected to behave accordingly.
- Serious inappropriate and/or unsafe behaviors at school prior to the trip may make your child ineligible to participate. This will be at the discretion of the principal.
- Students may bring a camera on field trips. If they are using a phone for picture taking, they should not text, be online, or make calls. If students are caught using the phone as anything but a camera, staff will confiscate the phone until the end of the trip. (Exceptions may be made for overnight trips.) Please remember that the possession of these devices is at your own risk; OES is not responsible for lost or stolen devices.
- Some, but not all, school trips are open to parent chaperones. Teachers will make that determination for each trip and will share that information directly with parents. Parents attending trips will be expected to follow the Board requirements for background checks. (See Volunteer Opportunities)
- Please make sure your child is dressed accordingly for the type of trip they are attending.
- Students with a large amount of missed instruction/work, may be held back at school to provide time to catch up on missed learning. Under those circumstances, staff support will be provided to make the best use of the time to catch-up. Parents/guardians will be informed.

ATHLETICS

The school will maintain a student athletic program appropriate to the maturity of students and as varied as staff, facilities, and resources permit. These activities include but are not limited to sports and extra-curricular events.

The following criteria for school-sponsored activities are intended to set the standards for eligibility and/or participation:

- Students should be in good disciplinary and academic standing as determined by the teaching staff and the principal to be academically eligible for participation in school sports and afterschool activities.
- Student athletes will be expected to have their eligibility approved on a student roster by all core academic teachers on a weekly basis to participate.
- Students should have a history of regular attendance and should be in attendance on the day of the activity unless excused by the principal.

- Procedures governing eligibility will be sent home with the student at the beginning of each season. Students must return a contract signed by them and their parents before they can begin the season with a team.
- Parents and student athletes will be given information about concussions at the beginning of every sports season and must sign that they have received and understand it.
- Participation in ALL "during and after school" activities is dependent on appropriate student behavior. We will notify parents/guardians if a student needs to be removed from a particular activity, including the afterschool program and after school clubs.
- Students who are significantly behind in their schoolwork may be asked to complete that work before joining an extra activity that is not critical to their instruction.
- For more information, consult the OCSU Student Activities Policy.

WINTER SPORTS PROGRAM

We provide high quality opportunities for all students to be involved in a winter sports program. It is critically important to help our children develop the interests and skills they need to engage with the out-of-doors, learn about the recreational offerings of our area, and to develop healthy lifelong habits, even in winter.

The OES Winter Sports Program includes downhill skiing, snowboarding, cross-country skiing, skating, or snowshoeing and is a component of our physical education program. All students are **required** to participate in one of the winter sport choices unless they have a medical reason excusing their participation. Detailed information will be sent home when it is time to sign your child(ren) up for their activity choice(s).

Students are expected to follow field trip rules regarding student behavior. They are also expected to follow any rules established by the specific location of their chosen activity: Jay Peak, Burke Mountain, Fenton Chester Arena, or Craftsbury Outdoor Center.

We use a variety of grants and fundraising efforts to support the program and to keep the costs low. Parents have also expressed a willingness to help cover the cost of weekly tickets, as well as their individual rental fees, for the various activities and this has helped the program immensely! Thank you very much for your continued support!

STUDENT USE OF TECHNOLOGY

The Orleans Elementary School instructional staff works hard to incorporate effective teaching strategies, techniques, and learning tools into our educational program, including the use of a myriad of technology options. All students have daily opportunities to access the network and equipment through their learning experiences. Before any 3rd through 8th grade student is allowed access, students and parents must sign an Acceptable Use contract and return it to school. Students in the Primary Unit have the same level of access to technology, but will be more closely monitored in whole group lessons and have fewer independent technology use opportunities.

PERSONAL ELECTRONIC DEVICES

We understand that cell phones provide an opportunity for parents to stay in touch with their children. However, the expectation is that students will turn their cell phones off and store them in their bookbags (not in pockets) or turning it into the office at the start of the day. If you need to contact your child during

the school day, we would ask that you do so through the school office.

Cell phones will be confiscated if these guidelines are not followed.

Procedure for Cell Phone Violations

- First Violation: The phone will be brought to the office where it can be picked up at the end of the day by the student. Parents/guardians will be notified of this violation by the administration.

- Second Violation: The phone will be brought to the office, parent(s)/guardian(s) will be contacted by administration and asked to come pick up the phone at the end of the school day. A meeting will be scheduled between the student, parents and administration to review the expectation around cell phones.

- Third Violation: The phone will no longer be permitted in the building during school hours.

LIBRARY

All children have the use of the OES library. Each student attends library class at least once a week for a program of instruction in library and research skills, literature read-alouds, and/or to choose books for personal use.

Library classes will focus on location skills, book care, and book borrowing procedures, including instruction in the use of our digital library system, OPALS. Students will also receive instruction and practice in research skills and procedures to use various reference materials. We strive to foster a favorable attitude toward books and libraries so they will become part of a habit of life-long learning and reading for pleasure.

Notices are sent home with students throughout the year to communicate information about missing books so that we can problem-solve together! Payment is expected for the replacement cost of lost/damaged books.

- Replacement costs will not exceed $25 per family.
- The Replacement cost of hardcover books is usually between $10 and $20.
- Paperback books are roughly $5, unless they are graphic novels.

To ensure book safety, a student may be required to keep borrowed library books at school instead of bringing them home.

PARTY INVITATIONS

Please do not send party invitations to be passed out during school hours unless all classmates are invited. Often there are hurt feelings when some students are invited and others are not. If you have any questions, please contact your child's teacher.

STUDENT SURVEYS

(Protection of Pupils Rights Act- PPRA)

During the year, students may be asked to take surveys. (One example is the Middle School Vermont Youth Risk Behavior Survey that is periodically distributed by the state's Department of Health.)

- Parents/Guardians have a right to inspect any survey created by a "third party" (meaning not federally funded) before it is administered.
- Letters informing parents of these types of surveys to be conducted will be sent home in advance.
- If a parent chooses not to have their child participate in the survey, a written notice must be given to the administrator in advance of the survey date by 24 hours or more.
- Student privacy will be strictly protected with respect to sensitive matters on surveys. The school will ensure that all responses will be anonymous on surveys of sensitive topics.

MANDATORY REPORTING

All OES staff members are **mandated reporters**. As educators and mandated reporters, it is our duty to help protect students from abuse and neglect. Act 60 of 2015 provides that any staff member who reasonably suspects abuse or neglect of a child shall report to DCF authorities in accordance with the provisions of Section 4914 of this Title within 24 hours of the time information regarding the suspected abuse or neglect was first received or observed. 33 V.S.A. § 4913(c)

FAMILY INVOLVEMENT

PARENT ASSOCIATION

Our **Parent Teacher Community Association (PTCA)** meets monthly in the OES Library with the dates and times for this year TBD by the group. We welcome all members of the OES community to participate. This group will provide opportunities for parents/guardians to help on an on-going basis, as well as with occasional special projects. They will also be asked to serve in an advisory role as we work to strengthen the educational program and to provide the best learning opportunities for all OES students.

OUR MISSION:

Uniting families, educators and communities to foster growth among our youth by….

Building supportive relationships
Representing a voice for all families
Investing in our future
Driving positive change
Growing responsible citizens
Engaging all stakeholders to their mutual benefit (families, educators, community members)

VOLUNTEER OPPORTUNITIES

Are you interested in volunteering here at school or chaperoning field trips? Please call us at school if you would like to help - we have many opportunities!

School volunteers, including chaperones, who will directly be monitoring children on an on-going basis must complete a criminal background check, including fingerprinting, prior to your participation. Volunteers or guest readers/speakers who come one time and will not be directly monitoring children may do so without the required background check. This requirement is designed to keep our students safe and the OES community thanks you for taking this step to ensure safety for all.

The forms for the background check are available at the Orleans Central Supervisory Union office; please call us at school and we can help you make the necessary arrangements. We strongly suggest that you do this at the beginning of the school year, if needed, so you will already be cleared to volunteer/chaperone when needed.

This is a one-time requirement and does not need to be completed yearly as long as you provide ONE day of service each year. The school will help you record days of service each year to keep the fingerprint-supported background check in effect.

NUTRITION SERVICES

SCHOOL MEALS PROGRAM

ALL BREAKFASTS, SNACKS, AND LUNCHES WILL BE FREE FOR ALL STUDENTS THIS YEAR.

PLEASE FILL OUT THE FREE/REDUCED MEALS PAPERWORK TO HELP THE SCHOOL at the beginning of the year. Those forms are used to establish eligibility and/or funding amounts for various grant programs. Our school could gain significant funding based on the information from these forms.

SPECIAL NOTES

- Students do NOT get a free milk if they bring their own food for breakfast or lunch. Based on federal regulations, milk or juice is provided free only when students order the entire meal. **Juice and milk will cost $.50 each when ordered separately from a meal.**
- Students may order alternatives such as a peanut butter and jelly sandwich.
- School **menus are sent home every month with ALL students** so make sure your child gives them to you. They are also posted monthly on the school website.
- Mandatory nutritional guidelines demand that students choose a fruit or vegetable at lunch. Our staff will gently hold the students accountable to these federal rules.
- Due to the FFV Grant, we also offer a free fresh fruits or vegetables snack each day. Students do not have to sign up ahead. Please encourage your child to participate.
- A bagged snack and/or lunch can be provided for field trips provided the staff is notified TWO days ahead.

Food

We care about student health and nutrition and its effects on learning. Water is the preferred beverage and students are encouraged to bring a water bottle to school. Students should not bring candy, gum, hot chocolate, or soda to school without prior permission from the teacher or administration. Energy drinks and coffee are not permitted. For celebrations, snacks that are brought in to be shared should be **store bought** and approved by the classroom teacher. Please keep good nutrition in mind when packing lunches and snacks.

HEALTH AND WELLNESS

ILLNESS AND INJURIES AT SCHOOL

If your child becomes ill or sustains a significant injury while at school, we will notify you as soon as possible at the phone numbers you have given us. If we are unable to contact you, we will notify the person you indicated as your emergency contact. **It is important that you keep us updated with phone number changes throughout the year** so we can contact you as needed**!** OES staff will provide care or first aid as needed, and we will contact emergency services if we deem it necessary.

Please do not send a sick child to school. If your child was vomiting or running a fever (over 100 degrees) in the past 24 hours, please keep them home the next day, even if your child is feeling better in the morning. We also ask that you keep them home for persistent sore throat, rash of undetermined origin, or reddened, itchy eyes with an unusual discharge. This gives your child the chance to recover and reduces the likelihood of their classmates coming down with the same illness.

MEDICINES AT SCHOOL

If a student needs to take medicine while they are at school, the school needs to have the following:

- **Prescription Medicines**
  1. Signed Medication Form from the doctor
  2. Written permission from the parent/guardian, *and*
  3. Medicine in its *original container delivered to the school by parent/guardian.*
- **Non-prescription Medicines**
  1. Written permission *and instructions* from the parent/guardian, *and*
  2. Medicine in its *original container delivered to the school by parent/guardian.*

If you send cough drops in for your student's use, you must send in a note giving them permission to take them. Students in grades K-4 must give the cough drops to their teachers to hand out as needed.

IMMUNIZATIONS

The State of Vermont requires that immunizations are up-to-date unless parents sign a yearly waiver based on religious objections or medical reasons. We require proof of immunizations for students entering kindergarten and for new students to be admitted to the school. Please contact school personnel for more information or to present evidence of any updated immunizations.

VISION/HEARING SCREENINGS

Vision and hearing screenings are conducted at various grade levels throughout the elementary school years. Vision and hearing screenings are conducted in grades Pre K, K, 1, 3, 5, and 7. If further evaluation is needed, a referral to a specialist will be mailed to the parent/guardian. Please contact the health services staff member if you have questions regarding these routine screenings or have concerns about your child's vision or hearing. We can conduct an additional screening anytime there is a concern raised by the home or school.

CRISIS PLANS

Orleans Elementary School has a comprehensive School Crisis Plan that is reviewed annually. We practice several safety drills and take measures to ensure the safety of our students and staff. Our drills include the following scenarios:

Procedure	Purpose	Example Situation
HOLD	Keep students in classrooms and keep hallways clear.	Medical emergency in the hallway.
SECURE	Keep students and staff from threat of harm OUTSIDE the building. Everyone remains inside, learning continues.	Report of a dangerous person in the community.
LOCKDOWN	Keep students and staff from threat of harm INSIDE or OUTSIDE the building. Room is locked, lights turned off, all people stay out of sight.	Armed intruder.
EVACUATE	All staff and students relocate to another location nearby.	Chemical explosion in school.
SHELTER	All staff and students take appropriate shelter precautions within the school building based on the situation.	Tornado.

Plans are in place to ensure that these procedures happen in a safe and efficient manner and that students will discuss and practice different scenarios throughout each school year.

- In the event of an emergency situation that requires us to **EVACUATE**, students will be **removed to a site** (the Federated Church or MACK building) and **held until they can safely return to the school,** are **relocated to a different site** (The Orleans Municipal Building or Lake Region Union High School) **or until they are picked up by parents/ guardians**. In some situations, students/staff might need to meet at a rally point before proceeding to a final relocation site, such as those already named.
- If the emergency is one that requires the students and staff to **LOCKDOWN**, **the school will be closed and locked and we will remain inside in a closed-off area**. In this situation, parents will not have access to their children until the emergency is under control. We will not open the school doors until an appropriate level of safety can be assured. The nature of the threat will determine when it is appropriate to leave our shelter and we will be guided by law enforcement and other emergency responders.
- Some situations require us to use procedures called **HOLD and SECURE**. If this is the case, students and staff will **follow specific procedures which are designed to keep everyone as safe as possible within the building**. All students and staff will be taught a variety of actions to take in response to the situation. All parents will be notified if ever one of these procedures needs to be used (other than a practice drill) during the course of the school day.
- We recognize that all these situations will be stressful for families who are worried about their children. However, **we ask that parents refrain from calling or coming directly to the school during a crisis; that might impede emergency responders and/or tie up critical resources**. We will communicate the process to return students to families as quickly as possible and keep families updated through the School Messenger system, the designated radio and television stations, and through social media.
- We hold regular monthly practices for these specific drills, including fire drills.

OCSU POLICIES

All district policies are available on the OCSU website (www.ocsu.org). You may also request to review any or all of the policies at the school; please contact the school office to make that request. (The Appendix at the end of this handbook has links to some of the student policies.)

NON-DISCRIMINATION

It is the policy of Orleans School not to discriminate in admission to, access to, treatment in, or on the basis of race, color, national origin, sex, gender identity, age, or handicapping condition. We believe that ALL students need a safe and supportive school environment to progress academically and developmentally. We will continue to be proactive in creating a school culture that respects and values all students and fosters understanding and celebration of diversity within the school community.

These practices are consistent with the provisions of Titles VI and IX of the Civil Rights Act of 1964; Title VI of the 1972 Educational Amendments; Section 504 of the Rehabilitation Act of 1973; the Education of All Handicapped Children Act of 1975; and the Civil Rights Restoration Act of 1987; VT law and policy 9 V.S. A. § 4502(a) and 16 V.S.A. § 570. Please refer to the OCSU complete policy on discrimination located in the OCSU Policy Manual.

SEARCH AND SEIZURE

Desks, lockers, textbooks and other materials or supplies loaned by the school to the 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 required.

School property may also be searched by school employees upon reasonable suspicion on the part of the principal or superintendent that a law or school policy is being violated. Students' personal items (such as backpacks) may also be searched under these conditions. (Searches of school or student property will not extend to the areas or items not reasonably calculated to aid in the enforcement of specific policies or laws.)

Searches of students' persons will only be conducted if there is a strong cause to believe a serious breach of school policy or law is being committed. Search of a student's person will be conducted by a school employee of the same sex and only in the presence of another school employee of the same sex.

Law enforcement or other agencies may be called if a search reveals that a student has violated the law. School employees are not agents of law enforcement officials. Search and/or seizure by law enforcement officials on school property may occur only when a warrant or other legal basis exists authorizing such search and/or seizure, and when there has been full compliance with the requirements of the board's policy on interrogation by law enforcement officers.

HARASSMENT, HAZING, BULLYING, AND RETALIATION

The Orleans Central Supervisory Union and its member school districts (Lake Region Union Elementary-Middle School and Lake Region Union High School), hereinafter called the "district", is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

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

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

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

Incidents that may qualify as harassment, hazing, or bullying should be reported to the school's designated employees, Shannon Laliberty (Principal) and/or Adam Guyette (Social Studies Teacher). They will be responsible for determining whether the report constitutes hazing, harassment, or bullying, and if so, to pursue a formal investigation as required by law. To help students and families better understand the legal definitions of hazing, harassment, and bullying, some critical definitions are provided below:

A. **"Bullying"** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
   a. Is repeated over time;
   b. Is intended to ridicule, humiliate, or intimidate the student; and
      (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or
      (ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.

B. **"Complaint"** means an oral or written report information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment or bullying.

C. **"Complainant"** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or bullying.

D. **"Designated employee"** means an employee who has been designated by the school to receive complaints of hazing, harassment and bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school building are identified in Appendix A of this policy.

E. **"Harassment"** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status

disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

Harassment includes conduct as defined above and may also constitute one or more of the following:

1) Sexual harassment, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations when one or both of the following occur:
   (i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status, or progress; or
   (ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment. A hostile environment exists where the harassing conduct is severe, persistent or pervasive so as to deny or limit the student's ability to participate in or benefit from the educational program on the basis of sex.

2) Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.

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

F. **"Hazing"** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and
which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.

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

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

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

1. is registered in or in attendance at an educational institution;
2. has been accepted for admission at the educational institution where the hazing incident occurs; or
3. intends to attend an educational institution during any of its regular sessions after an official academic break

G. **"Retaliation"** is any adverse action by any person against a person who has filed a complaint of harassment, hazing or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, intimidation, and reprisal.

For more information, please see OCSU's complete Hazing, Harassment, and Bullying policy.

PREVENTION OF SEXUAL HARASSMENT AS PROHIBITED BY TITLE IX F36

Per Title IX of the Education Amendments Act of 1972 ("Title IX") the District does not discriminate on the basis of sex in its educational programs and activities, including employment and admissions. All forms of sex-based discrimination, including sexual harassment, are prohibited in the District. A District with actual knowledge of sexual harassment in an educational program or activity of the District against a person in the United States must respond promptly in a manner that is not deliberately indifferent.

While all forms of sex-based discrimination are prohibited in the District, the purpose of this policy is to address, and only address, sexual harassment as defined in Title IX and Section II.M. For conduct which satisfies that definition, a school's response is governed by this policy, and in those cases for which they have received a filing of a formal complaint of the same. For other forms of inappropriate conduct, or conduct which may satisfy the definition of harassment on the basis of sex under Vermont law, including student misconduct and employment based statutes prohibiting unlawful harassment and other forms of misconduct, please refer to the policy on hazing, harassment, and bullying (above).

This Policy shall apply to all students, employees and any third party who contracts with the District to provide services to District students or employees, upon District property or during any school program or activity. A third party under supervision and control of the school system will be subject to termination of contracts/agreements, restricted from access to school property, and/or subject to other consequences, as appropriate.

Upon the report of an incident that may be deemed sexual harassment under Title IX, the individual receiving the report ("complaint") will complete a Title IX conduct form and submit it to the OCSU Title IX Coordinator. The coordinator, in collaboration with advisors, will determine whether the incident meets the criteria under Title IX. The coordinator will communicate directly with the families of the students(s) who made the report ("complainant") to inform them of whether the district intends to engage in a formal investigation of the complaint. If an investigation is pursued, it will follow the process and timeline outlined in the Title IX statute.

Transgender & Gender Non-Conforming Students' Rights

It is the policy of the Orleans Central Supervisory Union to provide a safe, orderly, civil and positive learning environment for all students, regardless of perceived or actual sex, sexual orientation, gender identity, or gender expression.

Use of Gender Segregated Facilities

A transgender student will not be required to use a locker room or restroom that conflicts with the student's gender identity.

Any student who expresses a need or desire for increased privacy will be provided with reasonable alternative arrangements. Reasonable alternative arrangements may include the use of a private area, or a separate changing schedule, or use of a single stall restroom. Any alternative arrangement will be provided in a way that protects a student's ability to keep their transgender status confidential.

In all cases the use of restrooms and locker rooms by transgender students requires schools to consider numerous factors, including, but not limited to: the transgender student's preference; protecting student privacy; maximizing social integration of the transgender student; minimizing stigmatization of the student; ensuring equal opportunity to participate; the student's age; and protecting the safety of the students involved.

School Activities

As a general rule, in any other circumstances where students are separated by gender in school activities (i.e. overnight field trips), students will be permitted to participate in accordance with their gender identity consistently asserted at school. Activities that may involve the need for accommodations to address student privacy concerns will be addressed on a case-by-case basis considering the factors listed above.

DAMAGED PROPERTY

Students/families are responsible for all books (including library books), calculators, technology equipment, and furniture, which they use during the year. Textbooks may be required to be covered or kept in a folder per individual teacher. This helps protect them from damage. However, self-adhesive covers are not allowed as they leave a residue on the book cover. Students must pay for any property that they lose or damage. The replacement cost of school books can be from $12 to $75. The middle school graphing calculators cost $130 each. Technology equipment, including laptops and iPads, can be very costly to replace. We talk with students about the appropriate and careful use of equipment, such as tipping back in chairs which can break the legs.

TOBACCO PROHIBITION

The use of tobacco, or tobacco alternatives including e-cigarettes and vapes, on school grounds is a violation of state law and is prohibited at all times. This ban extends to any student, employee, or visitor to the school and **applies at all times on our property whether or not school is in session**.

Adults who wish to smoke or vape, including in personal vehicles, must leave the school property to do so.

Adults who use tobacco on school grounds will be informed of this policy and asked to comply. A person failing to comply or to leave the grounds may be referred for prosecution as a trespasser.

POSSESSION AND USE OF TOBACCO PRODUCTS BY STUDENTS

The LRUEMS District is committed to a zero tolerance of tobacco products on school grounds or in the school buildings or possession of or use thereof by students at school-sponsored activities. Use of tobacco is a serious public health risk. Tobacco products are extremely addicting and can cause health effects that interfere with school performance.

It is the policy that no student shall at any time possess, use, sell, give or otherwise transmit any tobacco products on school owned or leased property or at any school-sponsored activity off school grounds.

Any tobacco product in the possession of a student in violation of this shall be confiscated immediately by an employee and reported to the principal or their designee who shall, if appropriate, make referral to law enforcement. (Remember: It is against the law for children to be in possession of tobacco products or tobacco alternates.)

The procedures and penalties of the **Tobacco Prohibition Policy E8** shall apply to incidents in which a student has been reported to have possessed, used, or transmitted tobacco products in violation of this policy.

ALCOHOL AND DRUG ABUSE

Philosophy:
The use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. All students have the right to an education in an alcohol- and drug-free environment. The Board expects the school to develop an educational program that provides every student with an understanding of the physical, psychological, social, and legal consequences associated with drug abuse.

Chemical abuse and dependency are treatable health problems that are primarily the responsibility of the home and community. The school shares this responsibility in the areas of prevention (education) and intervention (identification and referral). Community and schools share this responsibility because chemical dependency problems interfere with behavior, learning, and the fullest possible development of each student.

Policy:
It is the policy of this school district that no student shall knowingly possess, use, give, sell or otherwise transmit, or be under the influence of any illegal drug, regulated substance, or alcohol on any school property, or at any school-sponsored activity away from or within the

school. "Drug" means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance (for example steroids, alcohol) as defined by state or federal regulation or statute.

Mandatory Procedures for Dealing With Substance Abuse Incidents
Students who are experiencing problems with alcohol and drugs are in need of assistance, although the type of assistance needed may vary. The school system is committed to providing the most appropriate response to each individual and the actions set forth in the policy will be considered routine procedures. However, in situations where extreme violations occur, the administrator may waive the specific action. Any action taken by waiver of these procedures will be explained in a written report to the superintendent. All disciplinary measures taken in accordance with this policy will comply with due process requirements. For more information, please see OCSU's complete Student Alcohol and Drug policy.

NOTE: Students' dress shall reflect the Alcohol/Drug policy. It is unacceptable for students to wear any clothing which identifies alcohol, drugs, and/or tobacco and/or which suggests, promotes, hints at, or otherwise creates a message that is contrary to the philosophy of this policy and the establishment of an alcohol and drug-free environment.

WEAPONS/FIREARMS

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

Policy Statement:
The Superintendent shall bring any student who brings a firearm onto school grounds, or possesses a firearm on school grounds, to the School Board for an expulsion hearing. A student found by the Board after a hearing to have brought a firearm to school or to have possessed a firearm at school shall be expelled for at least a calendar year. However, the Board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to the following:

a) The student was unaware that they brought the weapon to school.
b) The student did not intend to use the weapon, or threaten or endanger others.
c) The student is disabled and the misconduct is related to the disability.
d) The student does not pose an ongoing threat to others and a lengthy expulsion would not serve the best interests of the child.

An expulsion hearing conducted under this policy shall afford due process as required by law. **In addition, any student who brings a firearm to school shall be referred to a law enforcement agency.** As required by state law, the Superintendent shall annually provide the Commissioner of Education with descriptions of the circumstances surrounding

expulsions imposed under this policy, the number of students expelled, and the type of firearms involved.

Knives and other weapons are also banned from school and any student found to have brought or to possess another kind of weapon at school may face the procedures and consequences described above. The disciplinary actions will be determined by the circumstances on a case-by-case basis.

COMPREHENSIVE HIV POLICY FOR SCHOOLS PRE K-12

The Human Immunodeficiency Virus (HIV) is not transmitted through casual contact and, therefore, is not reason in itself to treat individuals having or perceived as having HIV differently from other members of the school community. Accordingly, with respect to HIV disease, including acquired immune deficiency syndrome (AIDS), the LRUEMS District recognizes:

- The rights of students and employees with HIV,
- The importance of maintaining confidentiality regarding the medical condition of any individual,
- The importance of an educational environment free of significant risks to health,
- The necessity for HIV education and training for the school community and the community-at-large.

For more information, see OCSU's complete AIDS or HIV policy.

FALSE PUBLIC ALARMS

A person who initiates or willfully pulls a fire alarm and/or circulates a report of an impending bombing or other catastrophe, knowing that the report or warning is false or baseless and that it is likely to cause evacuation of a school building, faces serious consequences.

Adults:

- First offense- shall be imprisoned for not more than two years or fined not more than $5,000.00 or both.
- Second or subsequent offense- shall be imprisoned for not more than five years or fined not more than $10,000.00 or both. In addition, the court may order the person to perform community service.

Children:

- School consequences may apply and be based on the severity of the actions and intent.
- Parents/guardians will be notified and law enforcement, if applicable.
- Charges will be pressed if the student is at least 12 years old.

Parents, please discuss with your children the serious criminal nature of bomb threats. Vermont courts are holding a hard line with those caught making false bomb threats- no matter what the age. It could become a very expensive practical joke!

Policy Appendix

Please click on the following links for the complete policy.

1. Student Conduct and Discipline (Policy F1)
2. Prevention of Harassment, Hazing, and Bullying of Students (Policy F24)
3. Acceptable Use of Electronic Resources and the Internet (Policy G11)
4. Student Activities (Policy F12)
5. The Use of Restraints and Seclusion (Policy F30)
6. Parental Involvement (Policy H2)
7. School-Community Relations (Policy H1)
8. Visits by Parents, Community Members, or Media… (Policy H5)
9. Student Attendance (Policy F28)
10. Student Alcohol and Drugs (Policy F8)
11. Tobacco Prohibition (Policy E8)
12. Bus Discipline (Policy F2)

All OCSU Policies can be located on the OCSU website at this location:
https://www.ocsu.org/page/ocsu-policies