

Hazen Union School

“Home of the Wildcats”

2022



2023

Student Handbook

GENERAL INFORMATION

Mission:

Hazen Union School exists so that all students are empowered with the knowledge and skills needed to achieve their full potential and become successful, responsible contributing members of society, both locally and globally.

Arrival Policy:

For safety reasons all students are expected to go directly to the cafeteria or TSA upon arrival whether by school bus or private vehicle. Breakfast foods are served and the cafeteria is a perfect place to gather with friends. When the warning bell rings at 7:40 AM students should go to their lockers and to their TSA. Students should not congregate in the halls and/ or block halls at any time.

Bell Schedule: Under construction

Cafeteria:

The cafeteria serves breakfast and lunch during each school day. Breakfast will be served for all students from 7:30-7:50am.

Hazen Union School participates in the Federal Free and Reduced Price School Meals Program for both breakfast and lunch. Applications are now processed electronically. Please visit www.ossu.org/meal-time to access the application and manage your students account.

The prices are as follows:

Breakfast: \$1.75 for students & \$2.00 for adults Lunch: \$3.00 for students; \$4.50 for adults

Reduced Price Breakfast: FREE

Reduced Price Lunch: FREE

Milk \$.50

For the 2022-23 school year, meals are free for students under the age of 18.

Students will be kept apprised of their lunch account balance. It is recommended that parents pre-load their child's account with funds for meals. After their account reaches \$0.00, students will be allowed to charge two meals to provide time to fund their account. However, a student will not be turned away from food options for insufficient funds.

Emergency School Closings:

The Superintendent of Schools may be required to cancel school and after school activities because of adverse weather conditions and other reasons. The following radio stations will be notified of any cancellations: WFRB, WSKI, WDEV, WCVR, WNKU, WIKE, WEZF, WNCS, and WLVB. Our School Messenger and the OSSU Facebook page will also be activated.

Change of Address or Phone Number:

When you have a change of address or phone number, or contact information please notify **Hazen's Registrar at (802) 472-2776** as soon as possible.

Family Educational Rights Privacy Act (FERPA):

This is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of records information. FERPA generally protects a student's privacy interests in "education records." Education records include a range of information about a student that is maintained in school in any

recorded way, such as handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche. Part of the education record, known as **directory information**, includes personal information about a student that can be made public according to a school system's student records policy.

Directory information is the student's name, address, date and place of birth, participation in officially recognized activities and sports, dates of attendance, degrees and awards received and the most recent educational institution attended. Directory information is regarded as public information and will be provided by the guidance department, unless parents specifically request that directory information not be revealed.

Parents and guardians of students attending Hazen Union School and students who are 18 years of age or older have the right to refuse to allow the release of any or all of this information. Parents, guardians, and students, 18 years of age or older, who do not wish to have their child or themselves included in such releases and/or do not want any or all of the above information released, must notify the registrar in writing.

Field Trips:

All students participating in a field trip must have written parental permission. For more detailed information regarding the [OSSU Field Trip Policy](http://www.ossu.org), please visit www.ossu.org.

Food in Classrooms:

All food must be consumed in the Dining Hall. No food is allowed in classrooms or the auditorium.

Health Services

Health Procedure/Illness:

Success at school is largely dependent on a child's health and readiness to learn. This success is best achieved when home and school work as partners in assuring the health and well being of all students.

Your children are very important to us, and we consider it a privilege to care for them. Each child comes to us as a unique individual with specific medical and social needs. In order to provide the best care, we ask that parents share information about their children which will ensure that all of his or her needs are met. We believe that communication with home is essential for optimal care, and we will do our best to inform you of any problems that arise in school.

Parents are encouraged to contact the school nurse to communicate any needs of their students, such as activity limitations, due to injuries or surgery. In case of illness, parents will be notified and are requested to provide transportation from school.

Throughout the school day, Students come to the health office with a variety of physical complaints. In such cases, we do a brief assessment to determine the validity and extent of the problem. Parents will be notified by phone or health office note of any complaint or problem that is deemed significant. If the student has a fever, is vomiting, or is otherwise too ill to be in school, we will contact you or your emergency contact and ask you to bring the child home. No student will be sent home without first talking to an adult who will assume responsibility for the child.

School health services have expanded over the last few years to meet the changing needs of our students. Our goal is to have healthy children in school as much as possible and to keep absenteeism to a minimum. School health services include:

- Providing care for acute illnesses and injuries
- Coordinating the care of children with special health needs
- Administering and monitoring student medications
- Communicating with physicians and community health providers regarding specific health needs
- Monitoring and tracking communicable diseases within the school
- Assisting families in finding appropriate medical services for their children
- Providing health counseling to students, families, and staff
- In-service education for staff on health-related topics
- Health Screenings (vision and hearing as required by the State of Vermont, blood pressure, height and weight available if requested by health care provider or parent)
- Health Education programs and presentations

If a student feels ill, he/she should report directly to the nurse's office. When the nurse is not in, the student should report to the office where he or she will receive assistance from office staff, who will consult with an OSSU school nurse to provide appropriate care for the student. Although there may not be a school nurse in the building at all times, there is always a school nurse available to all OSSU students.

Annual Health Form:

To provide a safe and healthy environment for students, parents are required to complete an annual medical information form for all students. Information requested includes medications taken by students on a regular basis, known medical conditions and allergies. Parents are encouraged to contact the school nurse during the year to communicate any needs of their student, such as activity limitations due to injuries or surgery.

Illness and Injury:

In an effort to minimize the spread of contagious illnesses, we ask that a student with any the following symptoms remain home until symptoms have been resolved without the use of medication for a minimum of 24 hours:

- temperature of 100.4 or higher
- vomiting or diarrhea
- persistent cough
- flu-like symptoms such as muscle aches, headaches, sore throat

For any contagious illness requiring treatment with antibiotics, such as strep throat or bacterial conjunctivitis (also called pink eye), students should remain home until they have completed 24 hours of antibiotic therapy AND meet the criteria listed above.

Any combination of symptoms which interfere with your student's ability to learn and participate fully in school activities may also lead to your student being sent home from school, after evaluation by the school nurse. There are times when a student does not have a fever, but is not well enough to be at school. After having a fever, students must be fever-free for 24 hours without the use of any fever-reducing medication (acetaminophen, ibuprofen, Tylenol, Advil, or cold medicine which contains any of those ingredients) before returning to school. Over-the-counter medications are not meant to keep a sick person in school, and do not prevent your child from spreading illness to others.

Students or staff should remain at home if they have a severe head cold, fever, sore throat, rash, nausea or vomiting during the night, or have any symptoms of a contagious disease. If a student becomes ill at school, the child's parent or guardian will be notified and asked to take the student home. Parents who

do not have a phone should give the office a phone number of a friend or relative whom we may contact in case of an emergency.

If a student has a prolonged illness of more than one week or is taking an antibiotic, even if it is not taken at school, please notify the school nurse. Generally, a student needs to take an antibiotic for 24 hours before returning to school. (This is especially important with conjunctivitis, and strep throat.) In cases of frequent absences, the school nurse may contact the parent or legal guardian to provide assistance and suggestions if such appears warranted.

When a student has been absent for two or more weeks due to illness, a note from the student's medical provider is required before the student may return to school.

Individualized health care plans may be warranted for certain students, created in conjunction with families to support student health. If you feel that your child may benefit from an individual plan, please reach out to the school nurse for more information.

Injuries:

Any accident which occurs on school property must be reported immediately to the teacher in charge, to the nurse, or to the office. In cases when the nurse is not available, a staff member who has been trained by the school nurse will provide assistance, in consultation with the OSSU School Health Director or an OSSU school nurse at a different building. The office will inform the student's parents/legal guardians if it is necessary to take the student to the doctor or hospital. In cases of serious illness or injury, staff will call 911 and request an ambulance.

If your student has a serious injury and is using a splint/cast, crutches, or has activity restrictions due to the injury, please provide documentation from the medical provider regarding the use of this equipment and detailed information regarding restriction of activities.

Immunizations:

If your child is enrolling in Kindergarten she/he must have received the following immunizations:

- 5 doses of DTaP (diphtheria, tetanus and pertussis) vaccine
- 4 doses of polio vaccine
- 2 doses of MMR (measles, mumps and rubella) vaccine
- 3 doses of hepatitis B vaccine
- 2 doses of chickenpox (varicella) vaccine



If your child is enrolling in the seventh grade she/he must have received:

- All of the immunizations listed above and
- One dose of TDaP (tetanus, diphtheria, and pertussis) vaccine

According to state health regulations, all students must have the necessary immunizations in order to attend school, unless a family applies for and receives a medical or religious exemption. Applications for a religious exemption to the immunization law are available in the office. When your child receives an immunization, please provide proof of the immunization for the school. Every effort will be made to assist parents in meeting these requirements.

Screenings:

The State of Vermont requires that the school nurse provide annual hearing and vision screenings to all students in 7th, 9th, and 12th grades. You will be notified if the screening identifies a need for your child to have further evaluation from their primary care provider, an eye doctor, or a hearing specialist. Other

screenings are available by request, including height and weight measurements, blood pressure monitoring, and hearing/vision screenings for students in grades not listed above.

Policy On Medication In Schools

Prescription Medication:



The OSSU recognizes that at the present time many children are able to attend regular school because of the effective use of prescribed medication in the treatment of chronic disabilities or illnesses. It is more desirable for medication to be administered in the home; however, any student who is required to take prescribed medication during the regular school day must comply with the following regulations:

1. Written orders from a medical provider detailing the name of the student, the drug dosage, reason for giving, and time medication is to be given must be received by the school nurse and/or building administrator **BEFORE** the medication can be given. A renewal of a long term medication order **is required each school year.**
2. Written permission from the parent/guardian of the student requesting that the school district comply with the medical provider's order must accompany the order.
3. Students with chronic illnesses, including asthma, (e.g. seizure disorders, cystic fibrosis, diabetes, etc.) who are responsible for self administering their medications will be allowed to continue this practice, with proper documentation from the medical provider.
4. All medication shall be kept in the school health office. In certain instances, emergency medication like inhalers and/or epi-pens will be allowed to be carried on the person or in a backpack, with **written permission from the medical provider and the parent.**
5. Medication must be brought to school in the original container appropriately labeled by the pharmacy or medical provider. Medication not in the proper container will not be accepted. Medication must be delivered to the school by an adult, and cannot be carried by the student.
6. The school nurse will store all medications in a locked cabinet, except for those medications used in life-threatening situations (such as inhalers or epi-pens).
7. The above procedure must be followed for all prescription medication, including short term medications such as antibiotics.
8. Unused medication shall be destroyed in the presence of a witness or returned to parent/guardian for disposition.
9. In the nurse's absence medication will be administered by the designated unlicensed assistive personnel (UAP).
10. The school nurse will keep a record of the administration of all medication, prescription and over the counter.

Any student who is required to take medication during the regular school day must complete the "Prescription Medication Order and Permission Form". The form details the name and purpose of the medication, dosage requirements, and includes signatures from a parent/guardian and the prescribing health care provider. All forms are available from the school nurse or on the school website. **Students may not bring medicine to school including over the counter drugs such as pain relievers or cold medicines.**

Whenever possible, please request **TWO** labeled containers from the pharmacy so that one may be kept at home and the other kept at school.

Asthma action plans and other medical plans must be provided by the student's doctor and can be faxed to the school. In this case, the Asthma Action Plan is considered the prescription medication order form. Inhalers labeled with directions for use and the student name should be kept in the nurse's office. Under certain, life-threatening circumstances, a student may carry his or her own medication providing that the condition is documented on the annual health form. No medication should be carried with the student unless written instructions from his/her physician and parent/guardian to carry and self-medicate are provided to the nurse.

Students taking a short course of antibiotics can schedule taking the medication outside of school hours (before school, after school and before bedtime) unless otherwise prescribed. If a prescription is for three times a day, ask your medical provider if it can be given before school, after school, and before bed. This avoids medication being transported back and forth to school and from being kept out of refrigeration (i.e. antibiotics). If this is not possible, you can request a second bottle at the pharmacy. Ask your medical provider to write a school note which gives the order for the medication at the time of your visit. This is much easier than trying to get the form back from the office later!

Medication permission forms are distributed in July/August and extra forms are available at the school. Medical providers may use their own stationery for instructions and details.

Non-Prescription Medication:

The school nurse must be notified if a non-prescription medication is to be used during school hours or activities.

The annual health form allows parents to give permission for the school nurse to administer certain over the counter medications which are available at school. Students may not carry any over the counter medications, herbal supplements, vitamins, homeopathic remedies, or other similar products. All such products must be delivered to the school in their original container, by an adult, and will be stored in the school nurse's office.

If the student will be taking an over the counter medication, herbal supplement, vitamin, homeopathic remedy, or any similar product at school on a regular basis, the parent must complete the "Non-Prescription Medication Order and Permission Form". All forms are available from the school nurse or on the school website.

Library:

The Library is open every school day from 7:30 am to 3:15 pm and sometimes later. Students, faculty and staff are responsible for library materials they use or check out. Patrons will be billed or given community service for the replacement cost of damaged or lost materials, and access may be restricted when books are past due. It is the responsibility of the student and parent to work with the school to resolve damaged or lost material. Examples include payment, replacing the lost or damaged item, or community service.

Our Library contains materials for a wide range of ages and reading levels, covering a variety of subjects which correspond to and support our curriculum. Many books are also available to encourage independent reading. Recognizing the fact that our library contains materials from picture books through adult literature, we encourage parents and guardians to discuss their children's reading selections with them.

The Library is a collaborative space. Students and classes are often doing research and work on any number of topics. All students in the library are expected to have work to do, or to occupy themselves in intellectually productive ways while here. Netflix and other entertainment sites are not allowed unless assigned by a teacher.

Lost and Found:

Any lost, stolen or found article should be reported to the Receptionist's Office. A lost and found table is also located by the gym hall.

Learning Lab Procedures:

All students will report to the designated learning lab, located in the cafeteria, for attendance. Students shall bring sufficient homework or reading material to study for the duration of the learning lab period. Students who are struggling in their classes or have overdue assignments will not be permitted to leave for the week. ***Students will not be allowed to leave the Learning Lab without a pass from a teacher.*** Teachers will update the spreadsheet weekly with students who need to use the learning lab to complete work. If students have all work completed and are no longer listed on the spreadsheet, they may sign out as long as the school has the appropriate documentation signed by parent/guardian(s).

School Telephones:

School telephones may be used for school business. Students wishing to use a school phone should access the phone in the Main Lobby and require a pass from faculty or staff.

Visitors:

Students may not bring friends to visit Hazen during the school day.

All visitors must sign in at the Front Office, complete the "Sign-In" sheet, and receive a Visitor's Pass. Visitors should have legitimate business that does not interrupt the normal daily routines of the school. Parents, please schedule conferences with teachers in advance.

Fire Drill and Emergency Procedures:

Fire drills will occur bi-monthly. Emergency drills, including lockdown, lockout, shelter-in-place, and evacuation will occur bi-monthly.

Evacuation Fire Drill: During a fire drill all students must exit the building following the evacuation directions posted in each classroom, go at least 50 feet from the building and report to his or her teacher for attendance. Students will not return to the building until an "all clear" or instructions to do so are given by the administration or teachers.

Secure the Building: During secure the building, students and faculty are free to move about the building as usual, but nobody will be allowed in or out of the building until an "all clear" announcement is made.

Privacy Mode: During privacy mode, students and staff are to stay in their classrooms and continue class as usual. Students and staff should not leave the classrooms, but it is not necessary to lock classroom doors.

Lockdown: During a lockdown school doors will be locked and students will be confined to classrooms until an "all clear" announcement is made. No entry or exit from the building is allowed. Students will not be released during a lockdown.

Lockout: During a lockout all students are recovered from outside the building, the perimeter of the building is secured and all outside doors are locked.

Shelter-In-Place: When directed to shelter-in-place, students will take refuge in designated areas. No entry or exit from the building is allowed until an "all clear" announcement is made. Students will not be released during shelter-in-place.

Evacuation: In the event of certain building emergencies, students will be relocated to an evacuation assembly area. Students will be released to parents/guardians through a formalized family reunification process.

ACADEMICS

Student Portfolios and [Personalized Learning Plans \(PLPs\)](#):

Portfolios are a tool for engaging in Proficiency-based learning. Beginning In 2020, students in the State of Vermont, in order to be eligible for a High School Diploma are required to demonstrate proficiency in a set of basic transferable skills and foundational knowledge. Part of the way students get there is by developing a part of their portfolio called a Personalized Learning Plan (PLP). High school transcripts that show passing grades in required courses and ‘credits’ are no longer considered sufficient evidence of an education worthy of a Vermont high school diploma. At Hazen Union, student Portfolio/PLPs are a way of meeting these new requirements, but as you learn more about the Portfolio/PLP process, you will see that Portfolio/PLPs are about much more than just meeting new requirements; they are designed to reinvent the way that young people experience their education. While it is important for students to gain knowledge, we also must teach them how to use the information, set and meet goals, follow their interests, learn to be self-starters, and be creative and innovative thinkers.

Teacher Student Advisory - TSA:

Teacher Student Advisory is a vital component of a student’s education at Hazen. TSA’s are designed to provide caring, consistent support for all students enabling them to grow socially, emotionally and academically. TSAs provide the foundation for a strong learning community, an essential condition to meaningful learning. Goals for TSA include: Beginning everyday feeling connected to a community of peers and an adult; Providing opportunities to transition from “individual-mode” to being a member of a learning community; Growing opportunities for student voice, initiative and leadership; Entering the day with a sense of focus and purpose; and Accessing opportunities to build the skills and values of a learning community. TSA helps our students build their portfolios and personalized learning plans. All students are enrolled and expected to be in attendance for TSA each morning. Chronic absence and tardiness will result in disciplinary actions (see our attendance policy for more information).

Assessment, Grading, and Reporting

Hazen Union has been experiencing proficiency-based learning since 2017, and recognizes that one of the main goals of this kind of system is to produce and recognize growth in learners. Our courses have assigned proficiencies, and each credit earned roughly corresponds with proficiency attainment. For the majority of students at Hazen, a credit-based approach seems to be the path they elect. Some students, however, may design their own learning through the Pathways and Flexible Learning programs. Other students mix the two modes of progress.

Grades or reports that can accurately reflect the learning, progress, and achievement of learners is essential. This includes accurately recognizing the growth of learners who struggled in the early part of a year, but were able to focus, engage, give effort, and do the work necessary to earn success.

At Hazen Union School, grades are meant to clearly communicate, support, and enhance learning. In order to earn credit, learners need to show that they have acquired the expected skills and/or knowledge by meeting course standards. Grades support and enhance student learning by reporting accurately on student growth and progress. To earn credit, students need to show that they have acquired expected knowledge and skills by meeting ten to fifteen clear, stated learning standards for each course or program. Those learning standards (also called Course Standards) are stated in the course syllabus and are listed in the course grade book.

Hazen Grading Principles & Practices:

Our standards-based grading system uses the following principles to guide how we assess student achievement and communicate progress to families:

Principle: *Grades should clearly communicate what students know and are able to do in each class.*

Practice: **We report on student mastery of specific skills and concepts within a course (called “course standards”); traits like participation and effort are reported on separately.**

Principle: *Academic knowledge and work habits are vital to acquire for careers and college.*

Practice: **Students receive both academic grades (based on course standards) as well as habits of work (HOW) grades for each class.**

Principle: *Regular communication with families about student progress supports student growth.*

Practice: **We formally report progress 4 times a year through report cards and conferences. Canvas is our learning management system, and also contains on-line gradebooks for each of our learning experiences. It is updated frequently by teachers and is always [open to parents](#).**

Grading Language and Scale:

Our standards-based grading language and scale is comparable to the 4.0 scale which is used in many schools and colleges.

Teachers score student work inside their classes, linking assignments to learning outcomes (standards or proficiencies). Teachers may use a variety of techniques to track and assess student work and progress. Our goal is that grading is a clear communication about student learning. Each quarter and semester, a course grade is reported on report cards. It is important to note that a semester grade is a grade for the entire semester. A quarter grade is a sign of where a student is at the end of a quarter. A quarter grade is not averaged into a semester grade.

On report cards, Hazen reports a 1-4, corresponding with values in the points column.

Hazen Grading Scale		Comparisons to other common grading scales		
Description	Hazen Course Grade	College Board/AP Score	Letter Grade Equivalent	Percentage Range
Student has <i>exceeded</i> the standard of proficiency for this experience	3.6-4.0	5	A/A+	93-100
Student has <i>met</i> the standard of proficiency for this experience	3.0-3.5	4	B+/A-	86-92
Student has met the standard of proficiency in <i>many</i> of the criteria for this experience	*2.5-2.9	3	C+/B-/B	70-85
Student has met the standard of proficiency in <i>few</i> of the criteria for this experience	2.0-2.4	2	D+/C-/C	65-69
Student has <i>not</i> met the standard of proficiency for this experience	1.0-1.9	1	D	<65
There is no evidence of proficiency	0	N/A	F	

*** 2.5 is the minimum passing score for any course or experience**

Learning Targets: Projects and daily lessons are built around learning targets (sometimes called Essential Learning Outcomes, or ELOs), which are stepping-stones towards meeting course standards. Learning targets are discussed with students, so they have a clear picture of what they are learning through doing the work.

For each major assessment, teachers will develop rubrics or learning scales (often with student input) that make clear the criteria that a student will have to meet in order to meet standard.

Habits of Work (HOW):

At Hazen Union School, [habits-of-work \(HOW\) expectations](#)—*participate in class in a meaningful way, put effort into completing required tasks in a timely manner, and focus on the task at hand*,—are monitored, graded, and reported separately from academic standards. For Hazen Union teachers, students, and parents, strong habits of work are as important as the knowledge and skills students are expected to acquire. The list below describes the habits of work traits that the Hazen Union faculty teach and assess. Teachers may provide additional criteria to define what a particular HOW trait looks like in their course or content area.

- I extend my learning and seek greater challenges when learning comes easily.
- I commit to trying new things and risk making mistakes in order to grow.
- I use feedback and commit to revising my work.
- I work collaboratively to achieve individual and group goals.
- I recognize when I need help and seek it out during class, Support Block, and outside of class in order to be successful.
- I persist when learning is challenging.
- I contribute to a positive classroom environment.
- I actively participate in class in a meaningful way.
- I put effort into completing required tasks in a timely manner.
- I focus on the task at hand.
- I come to class prepared and on time.
- I respect others' ideas, their right to learn, and their physical space.
- I work safely and ethically with all school materials

Common Grading Expectations:

- **Incomplete (I):** An “incomplete grade” will be given to a student at the end of the quarter or course when the student has not shown evidence towards proficiency of a given course standard(s), but has maintained a 3 in Habits of Work. A student may also be assigned an incomplete due to circumstances (medical or other) that require the student to have additional time. The student must finish the work within a timeframe determined by the teacher and school administrators. Incompletes and lack of evidence in process and academic habits may impact athletic eligibility.
- **A score of 2.5 will equal a passing grade in the course.**
- **Published re-assessment plan for students:** Teachers articulate their re-do, retake, or revision plans to students and parents in their course syllabus.
- **Reporting that separates habits of learning and academic achievement:** At the end of a period of learning, teachers report academic targets separately from habits of learning targets.
- **Grades determined by achievement scores on instructed and practiced learning targets only:** At the end of a period of learning, the only scores that inform the aggregate grade are ones from targets that have been instructed and practiced.

High School Enrollment Requirements:

Our current minimum graduation ‘credit’ requirement for all high school students is 22 credits. This should be considered the academic foundation by students, parents, and guardians. All students in grades 9 and 10 are expected to carry 7.0 credits per year. Students in grades 11 and 12 are expected to carry a minimum of 6.5 credits per year, which exceeds 22 credits over four years. Exceptions to this requirement must be submitted in writing to the Principal. This enrollment requirement options includes physical education, driver education, science labs, classroom aides, online classes, dual enrollment, early college, pathways and independent studies.

Graduation Requirements (From Hazen Union Program of Studies)

Total Credits Required 22

- English 4.0
- Performance Arts 0.5
- Global Citizenship 2.5
- Government 0.5
- Mathematics 3.0
- Science 3.0
- Physical Education 1.5
- Fine Arts (Music / Art) 1.0
- Health 0.5
- **Balance of 22 credits earned through electives**

Students must also complete 30 hours of community service. Forms are available in the Guidance Office. Hours should be submitted to Bryanne Marquis in Guidance.

Weighted Grades for AP Courses:

AP courses will receive an additional .5 quality point when computing a student’s grade point average (G.P.A) on our 4.0 scale

Latin Honors:

Hazen has now transitioned to the Latin Honors System to recognize more students whose performance exceeds high academic standards. The following are the three levels of Latin honors that are recognized at Hazen Union School. The GPA for this honors system will be pulled at the end of the first semester marking period of the students senior year.

Summa Cum Laude: cumulative GPA of 3.7 - 4.0

Magna Cum Laude: cumulative GPA of 3.5 - 3.7

Cum Laude: cumulative GPA of 3.3 - 3.5

Academic Honesty:

Plagiarism is defined as taking ownership of something that is not your own. It is further defined as providing answers to or receiving answers from another student or using notes or other information not allowed to complete tests, quizzes or homework.

Cheating on a mid-year exam, final exam, test, quiz or homework will result in:

Written notification by the teacher to the student’s parents with a copy of that letter to be filed with the Principal and Guidance Director, and placed in the student’s file.

Credit Recovery:

Students who receive an incomplete grade “I” or “1” on their report card at the end of a marking period, and who maintain a 3 in Habits of Work, will be given a window of time to restore the academic grade in the respective class or classes. Together with their teacher, they will work to eliminate the incomplete grade at the end of the marking period. Students who complete the work during this time will receive full credit for the course and will remain eligible for extracurricular activities.

Timelines: Deadlines for Students (See below)

- Students have 3 weeks after the end of the quarter to submit evidence of course standards being met sufficient to resolve an Incomplete.
 - After this deadline: When there is evidence of student learning, the score is recorded as it was and is factored into the final grade.
 - When there is no evidence of student learning, the score for that Essential Learning becomes a “1” and is factored into the final grade.
- Course Failure: For the 2022-2023 school year, a course grade average of 2.5 or higher is passing.
 - A student who earns a score lower than 2.5 but has a HOW Grade 3.0 or higher, will have the opportunity to improve their work through the Credit Recovery process. The student will work with teachers, guidance counselor, and administration to design a summer plan (which may or may not include summer school).
 - A student who earns a score lower than 2.5 and has an HOW Grade lower than 2.0, will have to retake the course and/or work with guidance to design an alternative pathway for the following year.

Military/Postsecondary Recruiters:

20 U.S.C. §7908(a)(2) requires schools to notify parents that they may request that their child’s name, address and telephone listing not be released to military or postsecondary recruiters without prior written parental consent. Parents may request that their child’s name and other information not go to military or other post secondary recruiters on the directory information section of the Hazen student information form.

National Honor Society (N.H.S.)

National Honor Society (NHS) was formally established in 1921 and has chapters in all 50 states, the District of Columbia, Puerto Rico, many U.S. territories, and Canada. Hazen Union School is proud to have hosted a chapter of the National Honor Society (NHS) since 1978.

The purpose of Hazen’s NHS chapter is “to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Hazen Union School.” It is an honor and privilege to become a member of the National Honor Society at Hazen, and we aim to encourage high standards of scholarship, service, leadership, and character among Hazen’s NHS members and our school community.

To learn about how Hazen’s NHS chapter operates, please reference our chapter bylaws on the school website, [here](#), or by requesting further detail from chapter Advisor(s). If you (or your students) aspire to NHS membership, you can learn more about our chapter’s selection process through the school website or chapter adviser(s).

National Art Honor Society (N.A.H.S.)

For more than 40 years, the National Art Honor Society programs have provided national recognition and opportunities for students who exhibit outstanding scholarship in the visual arts, and for their teachers. Participation in NAHS provides your students, faculty, school, and community with invaluable benefits—including peer recognition, leadership growth opportunities, college and career preparation, recognition of your art program, and so much more.

Smarter Balanced Assessment Consortium - SBAC

All 7th, 8th, and 11th graders will take the SBAC during the spring semester. The SBAC gives our students, school, and all stakeholders insight into our strengths and areas of growth. As a school, we take this assessment with seriousness and fidelity. For those reasons, students' effort on the assessment will be included in their Quarter 4 English and Math summative assessment grade.

STUDENT ATTENDANCE

General

The Hazen school day begins at 7:50 AM and ends at 2:35 PM. It is imperative that all students be in school on time and follow their assigned schedule. It is the shared responsibility of home and school to promote good habits of punctuality and attendance. Overall student achievement is directly related to consistent school attendance. One expectation of Hazen Union School is that all students will attend school on a regular basis maximizing the opportunities for students to take full advantage of all that is available to them. In addition, we are required by Vermont Statute to maintain careful attendance records. We expect students to be on time for every class. Classes that begin on time maximize the time that is available to focus on the important work of school. Student absences fall into two categories:

Excused or Unexcused.

Excused Absences and Tardies

Excused absences are those that are verified by a parent or guardian, a physician, school nurse, or other school staff. They fall into one of the following categories:

- Medical
- Legal
- Religious
- Prior Administrative Approval

Parents/guardians are required to notify the Front Office, 472-6511, if their child is to be absent for all or part of the school day. *If we do not receive notification from a parent and the child is reported absent from the first period class, we will attempt to call to determine the reason for the absence.* If this is not successful, we will expect a note from the parent or guardian the next day prior to the student's going to first period class. If a phone call or note is not forthcoming within 48 hours, the school will consider the absence unexcused. Students who are absent may not participate in any co-curricular activities for that day unless given permission by the Athletic/Activities Director and/or the Principal.

Students are required to make up any missed work, due to an absence from class. If an assignment was due or a test was announced for the day of the absence, it is expected that the obligation will be met on the day of return. Generally speaking, a student will be allowed one school day for each day of excused absence to make up missed work. Students are responsible for getting all assignments during the next day's classes and to make arrangements with the teachers to makeup tests or quizzes.

The student will:

1. Arrange a time with the teacher to make up all missed class time with work to be completed.
2. Complete any extra work that the teacher may choose to assign.

Unexcused Absences and Tardy to Class: For each quarter, in each class:

Tardies: Student/Parent(s) will be notified when a student accumulates 3 Unexcused Tardies (UT). A detention will be assigned when a student accumulates 3 UT.

Note: Daily record of student attendance/tardies is accessible through PowerSchool

Absences: After three unexcused absences in a quarter, teachers, parents and administration will consult to determine the appropriate intervention for student success. If a student cuts his/her last block of the day it is presumed that they left school grounds and therefore will be subject to possible suspension. Student/Parent(s) will be notified when a student accumulates an Unexcused Absence (UA).

Lamoille Valley Truancy Project: The Truancy Project works with schools within Lamoille North, Lamoille South and Orleans Southwest Supervisory Unions. The staff facilitates communication between schools and families and assists students and their families to overcome barriers to school attendance.

Truancy Protocol

Five Days Absent Intervention:

1. Documented attempt to make contact with parent/guardian by school

Ten Days Absent Interventions

1. Documented attempt to make contact with family by school;
2. Support services offered by school;
3. Letter from school outlining consequences for further absences & possible prosecution;
4. Letter copied to Lamoille Valley Truancy Program (LVTP)
5. Determination by LVTP and school to take further action at this time.

15 Days Absent Interventions

1. Letter to family notifying them of upcoming meeting (this triggers LVTP involvement);
2. LVTP holds a meeting with the student, parent(s)/guardian(s) and school to develop a written plan to improve attendance, set guidelines for appropriate absences, to document the impact of absences on academics and behavior and to make referrals to support services;
3. LVTP makes a report to DCF;
4. The superintendent seeks corroboration regarding the student's physical and/or mental fitness to attend school.

20 Days Absent Interventions

1. LVTP facilitates document preparation with Principal, Superintendent and DCF;
2. LVTP helps Superintendent and school submit paperwork to State's Attorney for possible petition to family court;
3. LVTP continues to assist student/family and school as necessary.

Dismissal

Students are expected to be in school during their entire school day, unless they have Open Campus privileges. **Students may not leave the building without receiving a dismissal slip from the Attendance Office.** A written note from a parent or guardian giving date, time, and reason for early dismissal is required prior to leaving school. **Leaving school property without permission is grounds for suspension.**

Students who have reached the age of 18 must complete the [Over 18: Rights and Responsibilities Form](#) or have parental/guardian approval to leave the building or grounds as well. Students with

approved NHS or Senior Privileges may leave the building, during the school day as specified by their privileges, usually during lunch or study hall.

Open Campus

Hazen Union School operates an open campus, with guardian permission. Open Campus is a privilege granted by parents/guardians and Hazen Union School administrators to students grades 10-12 to leave school grounds during their unscheduled time. The goal of this privilege is to give students the opportunity to develop personal responsibility for their unscheduled time. Open Campus is an important privilege and will last only as long as students treat it with respect. Parents give permission for Open Campus with a [permission form](#).

**** Parents/guardians are encouraged not to call their student(s) out if they are not eligible.**

Modified Program

Students whose schedules are modified or changed to allow early departure are required to leave school promptly within five minutes of their last class.

STUDENT CONDUCT

Important Notice: The Procedures outlined in the Student-Parent Handbook may be modified during the school year as different stakeholders meet and suggest revisions. For example, our work with Restorative Justice may bring about changes to the student management system. Should such changes in procedures occur, the online version of the handbook will be updated and print copies of the changes will be made available. Notification that changes have been made will be posted in the daily school announcements.

School Wide Discipline System

Hazen Union School follows **Restorative Justice** practices. Restorative practices will complement the social/emotional practices already in place. All of these practices strive to build positive relationships and improve social/emotional wellness within the school community.

Even as we strive to focus on positive behavior, it is important to have a clear outline of inappropriate behaviors and consequences. At Hazen we use a tiered system of inappropriate behavior and consequences for those behaviors. The staff strives to implement the discipline system consistently, and we encourage students to discuss concerns they have in a private setting. At the same time it is important to understand that “fair is not always equal”. It is also important to understand that confidentiality may limit the information that can be shared about findings and consequences in specific cases. A description of tier behaviors and consequences follows.

Tier 1: Tier 1 behaviors are behaviors that disrupt the learning environment. These behaviors include, but are not limited to, interrupting the teacher or other students repeatedly, failing to

follow learning directions, or repeated motions or noise that distracts self or others. Other behaviors that distract and detract from the learning environment include behaviors that are unacceptable in a professional workplace. These behaviors include personal displays of affection and clothing that is disrespectful or revealing. Teachers may identify other behaviors that negatively impact the learning environment in their classrooms, and may assign a classroom-based intervention to stop the behavior. Classroom-based interventions include redirection, time-outs, and teacher-administered lunch or after school detentions. When redirections or other classroom approaches don't stop the behavior, middle school and high school teachers use a "3 strike" system. Tier 1 behaviors that do not respond to interventions are recorded, and, when 3 are accumulated, a student is given an office referral. The office referral for 3 accumulated Tier 1 violations will result in 3 lunch detentions. The student will be required to fill out a behavior report form, and this form will be sent home along with the staff member report form. A report will be entered in the PowerSchool discipline log as three accumulated Tier I reports.

Tier 2: Tier 2 behaviors violate school policy. These behaviors include, but are not limited to, verbal or physical aggression, insubordination, disruption of the learning environment that makes engagement in learning difficult for most students, destruction of property, or misconduct that could be a violation of Hazen's Hazing, Harassment, or Bullying policies. In cases of a Tier 2 violation, a student will be asked to leave a classroom or other school area and will be directed to report to the Behavior Support Room. Students will receive 3 lunch detentions or a one hour after school detention for each tier 2 behavior. However, an in school or out of school suspension may be assigned based on the severity of the policy violation, the number of such violations that a student has accrued, and/or the emotional state of the student at the time of the incident. Parents will be notified of all out-of-classroom interventions by email or phone, and a staff report of the incident and the student behavior report form will be mailed home. When a student receives multiple behavior reports for either repeated Tier 1 or Tier 2 behaviors, the school will initiate a behavior planning process. The school will consult with the district behavior specialist to create a plan for success. Parents will be invited to participate in the process.

Tier 3: Tier 3 behavior is any behavior that puts members of the school community in immediate danger of harm. This includes any violation of the school weapon or drug policies. Law enforcement will be notified, and the student will receive an immediate in school or out of school suspension.

Restore Time

Teachers may require a restore time as appropriate. Students may be required to attend a fifteen minute Restore Time with that teacher. Students who earn two Restore Times within a two week period will meet with the teacher, and the Behavior Specialist or Associate Principal to have a restorative discussion, and parents will receive a phone call from the teacher about the behavior. Students who refuse to attend the Restore Time will receive detention. They will still be required to restore the missed classroom time with the teacher.

Restorative Mediation Process

Restorative Mediation is an alternative disciplinary option rather than out of school suspension. It can also be part of the re-entry process after suspension. Through the restorative process those involved will take responsibility and gain an understanding of the consequences of their actions. The Restorative Mediation process is strictly confidential with a goal of restoring positive relationships in the community.

After School Restorative Sessions and Workshops

After School Restorative Sessions and Workshops will be scheduled as needed for students needing support or direction with behavior issues. Restorative sessions will take precedence over ALL other school related functions (Ex. sports, clubs, activities etc.). Students missing a restorative session or workshop who have not made a prior arrangement with the Principal will have an in-school suspension the following school day. It is important to remember that a suspension in or out of school is an absence and counts toward the attendance limits. Students will not be allowed to participate in afterschool activities and/or sports.

Out of School Suspension

During the period of Out of School Suspension (OSS), students are encouraged to keep up with all academic assignments. OSS is considered an excused absence and all work must be completed in a time limit that does not exceed the length of the suspension. Students are not permitted on school grounds for any reason and may not participate in or attend any extracurricular activities in which the school is involved, including dances.

Alcohol and Drug Abuse

The following procedures will apply when a student is found using or possessing alcohol, other illegal drugs, paraphernalia, or substances that appear to be alcohol or drugs, on school property or at school sponsored activities:

- *1st Offense* - Minimum of 5 days OSS. Hardwick Police will be notified. A parent conference is mandatory with the administration. During the parent conference, the Principal may require the family to obtain a drug assessment for the student or for the student to meet with a school counselor.
- *2nd Offense* - 10 days of OSS. Hardwick Police will be notified. A parent conference is mandatory with the administration. The student must complete a drug assessment and show documentation of attendance before returning to school. During the parent conference, the administration will obtain the necessary signatures for release of information to the school. The administration may recommend expulsion to the Superintendent.

The following procedures will apply when a student is found selling, distributing, and/or sharing alcohol and/or other illegal drugs on school property or at school sponsored activities.

- *1st Offense* - 10 days OSS. Hardwick Police will be notified. A parent conference is mandatory with the administration. The administration may recommend expulsion to the Superintendent
- *2nd Offense* - OSS until the School Board makes a decision on the status of the student. Hardwick Police will be notified. A parent conference is mandatory with the administration.

The procedures pertaining to the selling, distributing, and/or sharing of alcohol and other illegal drugs will remain in effect during the entire school career of the student.

Searching Procedures

School officials retain the right to search students when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

Tobacco Products / Nicotine Inhalation Products

Possession and/or use of Tobacco Products or substances that appear to be tobacco products:

- 1st Offense = Up to a 3 day ISS, parent contact, referral to counselor and law enforcement.
- 2nd Offense = Up to a 5 day ISS, parent contact, referral to counselor and law enforcement, Student Plan.
- 3rd Offense = Up to a 5 days OSS, parent contact, referral to counselor and law enforcement, Student Plan.

Weapons

Weapon means a firearm as defined in Section 921 of Title 18 of the United States Code and 134 V.S.A. §4016, including:

- Any weapon whether loaded or unloaded which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above
- Any firearm muffler or firearm silencer
- Any explosive, incendiary or poisonous gas:
 - o Bomb
 - o Grenade
 - o Rocket having a propellant
 - o Missile having an explosive or incendiary charge of more than one quarter ounce
 - o Mine or similar device
- Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- Any other weapon (including knife), device, instrument, material or substance whether animate or inanimate, which in the manner it is used or intended to be used, is known to be capable of producing death or serious bodily injury.

Sanctions

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 school shall be expelled for at least one calendar year. However, the administration or School Board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to:

1. The student was unaware that he or she had brought a weapon to school.
2. The student is disabled and the misconduct is related to the disability.
3. The student does not present an ongoing threat to others and a lengthy expulsion would not serve the best interests of the pupil.

HAZING, HARASSMENT & BULLYING

Hazing, Harassment and Bullying will not be tolerated in any form. Copies of the full policy and procedures are included on the school website. Reports can be made to any adult, however, there are 2 designees at Hazen Union. They are Jason Bahner and Kasey Potter. They can be reached at 472-6511 or email: jbahner@ossu.org or kpotter@ossu.org

Harassment is defined as an incident or incidents of verbal, written, visual or physical conduct, including 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 a 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. **Examples: Inappropriate comments and/or language about someone's race. Demeaning someone about their gender or sexuality, inappropriate touching of body parts, unwelcome physical contact, posting inappropriate photos online.**

Bullying is 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:

- is repeated over time;
- is intended to ridicule, humiliate, or intimidate the student; and
- 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

Examples:

Physical: pushing, shoving, inappropriate touching, damaging another's possession

Verbal: teasing, name calling, threats, intimidation, demeaning jokes, rumors, gossip and slander

Sexual: Demeaning someone about their gender or sexuality, inappropriate touching of body parts, unwelcome physical contact, posting inappropriate photos online.

Emotional: Often done by a group. Leaving someone out on purpose, telling lies to hurt another person's reputation and humiliating someone publicly.

Cyberbullying: using technology- sending mean text messages, posting videos, stories or photos that ridicule someone, and spreading rumors through social networking sites.

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

- **Any type of physical brutality such as whipping, beating, striking, branding, electrical shocks, placing a harmful substance on or in the body, or other similar activity; or**
- **Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or other activity that creates or results in an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; or**
- **Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects a student to an unreasonable risk of harm; or**
- **Activity that induces, causes, or requires a student to perform a duty or task, which involves the commission of a crime or an act of hazing.**

***NOTE: Full policies and procedures for Hazing, Harassment, and Bullying are available @ www.hazen.ossu.org and in the appendix.**

School Buses Rules

Bus riding is an important means of transportation for many Hazen students. However, riding a school bus is a privilege granted to students provided they cooperate with the bus drivers, follow school bus rules, and respect the rights and safety of others.

School Bus Rules for Students:

1. Riding a school bus is a privilege and not a right and, as such, can be taken away for inappropriate behavior.
2. All school rules and behavioral expectations apply to the bus.
3. Any activity that infringes upon the rights or safety of others is prohibited.
4. Parents or guardians of students who vandalize the buses may be financially responsible for repairing the damages.
5. When an individual ignores the rules and driver's discipline, the driver shall report the student to the Principal.

The following steps will be taken:

1. Parental notification of the behavior.
2. If the behavior continues, there will be a two week suspension of riding privileges
3. Riding privileges will be reinstated with a four-week probationary period.
4. If a second offense occurs within the four-week probationary period, the student may be suspended from riding the bus for the remainder of the probationary period.
5. If the seriousness of the student's conduct warrants, the principal may suspend riding privileges without a warning and notify the parents/guardians.

If a student loses his/her bus riding privileges, it is the responsibility of the parents or guardians to transport the student to school. Absences and tardies will continue to be recorded.

Parents need to be aware that we installed surveillance cameras on all buses. This is an increased safety measure. The system includes video and audio and students need to be aware that both will be used to determine responsibility related to serious behavior infractions and/or vandalism. Please be reminded that bus transportation is a privilege and must be treated so

Orleans Southwest Supervisory Union

Revised Date: 2-10-2020

SURVEILLANCE PROCEDURES

In accordance with Orleans Southwest SU Security Surveillance, the following administrative procedures shall be enforced:

1. Cameras will be positioned in areas where it is necessary to protect district assets and provide for the personal safety of individuals on school grounds, property or buses. Cameras shall not be used to monitor areas where the public has a reasonable expectation of privacy; including but not limited to locker rooms, dressing rooms, and bathrooms. Cameras and other video recordings shall only capture images not sounds in Schools. Cameras on buses will capture video and sound.
2. Personally identifying information will be collected and disclosed consistent with confidentiality protections under state and federal law.
3. Only authorized personnel will be involved in, or have access to the security surveillance system, be permitted to operate the controls, or view video surveillance recordings.

- Administrators and designated staff may have access to surveillance camera data in their areas of responsibility.
 - Law enforcement offices may be granted access to all surveillance camera data for the purpose of monitoring and responding to an immediate crisis.
4. Parents and students **will not** have access to the security surveillance system. Parents and students may make requests for educational records as provided by state or federal law.
 5. Monitors shall only be viewed by the Superintendent of Schools, the Principal (or designee) in an area out of view from the public view.
 6. Signs advising users of the presence of video surveillance practices shall be posted.
 7. Annual notice will be provided to parents and students regarding the use of surveillance tools within the school building and outline the destruction cycle of video recordings.
 8. The security surveillance system will be maintained in a secure area.
 9. A video recording of actions by students may be used by the Principal (or designee) as evidence in any disciplinary action brought against any student. Video surveillance and the resulting recordings may also be used for:
 - a. the promotion of a safe school environment;
 - b. the protection of district property;
 - c. adherence to school district policy and legal obligations;
 - d. the prevention of criminal activities; and
 - e. inquiries and proceedings relating to law enforcement.
 10. A [log](#) will be maintained for a period of 12 months as to who has accessed the camera data.
 11. Recorded surveillance camera data must be retained for a period of 30 days.
 12. Surveillance camera data is not considered to be Directory Information and may be subject to confidentiality restrictions, including but not limited to FERPA requirements.
 - All requests from sources external to the school district to release information obtained through surveillance cameras must follow established procedures to request that information be released.

STUDENT RESPONSIBILITIES

Accidents

Every accident in the school building, on school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the administration in charge and/or to the school nurse.

Assemblies

The following behaviors will apply at an assembly:

1. Students will sit with the staff member they are currently in class with, unless otherwise stated.
2. Students will be courteous and appreciative of the speakers, performers and the audience.
3. Students will remain seated until the program has been completed and students will be dismissed in an orderly fashion.

Backpacks

Students are responsible for their belongings, including purses and book bags. All belongings must be kept in student lockers or on his or her person. No bags may be left unattended in the hallway, cafeteria, front lobby, gym lobby, or any other common area of the school. Unattended bags may be moved to the office.

Cell Phone and Personal Electronic Device Policy: In an effort to minimize distractions during learning time and to support student academic success, students are reminded that cell phones, iPods,

iPads, MP3 players, etc. are to be used appropriately and in accordance with school policy. **CELL PHONE USE IS ONLY PERMITTED BEFORE 7:50 (not in the dining hall), DURING PASSING TIMES, AND AT LUNCH for High School students. Middle School students will NOT be allowed to use their phones during the school day.** All cell phones and personal devices are to be turned off and put away (in backpacks or in classroom designated storage spaces) during class time when in any class, TSA, study halls, the Labs, Library, or any office. To avoid distractions from learning, cell phones should not be kept in pockets or other locations on the person. **Cell phone use is not permitted in hallways, bathrooms, or any place during class time.**

**** It is expected that parents will refrain from calling or texting students during school hours. If a family emergency requires contacting a student during the school day, the main office can be called at 472-6511 and the student will be located so that the communication can take place. In non-emergency situations, the main office will deliver messages from families to students.****

Students are expected to comply with staff requests to follow the cell phone policy. If a student is inappropriately using a cell phone or other personal electronic device during class time, the following consequences will result.

First Offense: Staff will give the phone to the Principal's Office who will return the phone to the student at the end of the day.

Second Offense: Staff will give the phone to the principal and the student's parent or guardian will be called to come in to pick up the phone.

If a student refuses to turn over a cell phone to staff when requested, the Student Support team will be called and it will be considered a second offense. If the student refuses to relinquish the phone to the administrator, the principal's office will be notified and the parents called to come pick up the cell phone from the student.

Earbuds/Headphones

Music and headphones/earbuds will not be permitted during class or student support block unless permission is given by the staff member in charge. Permission will be based on the nature of the task or tasks that students are engaged in.

Exceptions

With prior approval of the principal, the above prohibitions may be relaxed under the following circumstances:

- Emergency response radios or pagers if you are a member of a local volunteer force
- A student's current and valid 504 or IEP
- Other special circumstances, health-related reasons, or in the case of an emergency.

***NOTE: Hazen Union School's 1:1 policy is available on our website @ www.hazen.ossu.org**

Dress Code

We strive to be the best high school in the state, and we expect students to dress appropriately for a public school setting. Students and their families may choose school clothing. However, there are items of clothing and accessories that are prohibited in the school such as those that:

- 1. Clothes that advertise, promote, or depict alcohol, tobacco and/or illegal substances**
- 2. Display vulgar, offensive or demeaning language**
- 3. For safety reasons, shoes must be worn at all times.**

We expect students to wear school clothes that are appropriate in preparation for college and career readiness. Students whose appearance interferes with the educational process by drawing undue attention of other students or school personnel, by posing as a potential safety hazard to themselves or others, or by being interpreted by school personnel to be offensive in either the message that is implied or the parts of the body that are revealed will report to the Behavior Room for the remainder of the day or until a parents/legal guardians brings a change of clothes or will be sent home.

The school shares in the responsibilities of student dress code and appearance with the parent/legal guardians and the individual student in the area of health, safety and cleanliness of person and apparel. If there is a question as to whether or not any student's apparel or appearance is appropriate for school, school officials will decide.

Lockers

Each student is assigned a locker and its combination at the beginning of the school year. Please observe the following:

1. Do not share your locker or combination with other students
2. Keep your locker locked at all times.
3. Report broken locks to the office.
4. Don't keep valuables in your locker.
5. Keep lockers clean.

Please keep in mind:

- Lockers may be searched by the administration with reasonable suspicion.
- The school assumes no responsibility for anything lost from lockers.
- Lockers must be cleaned out by the last day of school. Materials left in lockers after the last day of school will be disposed of during the summer.
- Misuse and abuse of lockers may result in the loss of that privilege.

Passes

While classes are in session, students must have a pass signed by the adult in charge to leave any classroom or learning lab.

Public Displays of Affection

Public display of affection and sexually explicit behavior beyond hand holding are not appropriate at school and will result in disciplinary action. Parents will be notified if students persist in this behavior.

Student Privileges

The Senior class and the National Honor Society may propose privileges to the administration. The administration will work with these student groups to approve privileges.

Unauthorized Areas

The parking lot, sides of the building, wooded areas, athletic fields, loading dock area and unsupervised areas within the building are considered unauthorized areas for students during the school day. Students wishing to be outside the building during lunch must stay in the area outside of the cafeteria.

Valuables

Students should not bring valuables or large sums of money to school. ***The school does not accept any responsibility for lost, damaged, or stolen materials.*** All thefts and acts of vandalism on students' personal property will be investigated in accordance with the code of conduct and school procedures.

STUDENT USE OF MOTORIZED VEHICLES

Vehicles on School Grounds

Students are permitted to drive on school property with permission of the administration, using the following guidelines:

1. The speed limit on school property is 10 mph.
2. Erratic or unsafe driving practices may result in legal prosecution and loss of driving privileges on school grounds, according to discipline guidelines.

Snowmobile Use on Hazen Property

Snowmobile use on Hazen Union School property will be allowed on trails maintained and designated by the Hardwick Snowflake Ridgerunners and the Vermont Association of Snow Travelers (VAST). Operators who ride snowmobiles must enter Hazen's property from the designated VAST trail #14 proceeding to marked parking area near the heating plant, leaving the property in the same manner. Any deviation from this path will result in the removal of permission for the violator.

Parking Lot

At no time during the school day are students permitted to leave the school building to access the parking lot. On a case by case basis the Principal or Assistant Principal may grant permission for a valid reason.

EXTRACURRICULAR ACTIVITIES

General

Hazen Union School believes that all students should have the opportunity to engage positively with their educational environment. We offer many clubs, organizations, and athletic activities to provide students with healthy extra-curricular experiences. The eligibility procedure at Hazen Union aims to promote high academic standards and good school citizenship while encouraging students to participate in a variety of activities.

Participation in any extracurricular activity is based on current academic standing and citizenship. A student may become ineligible under a variety of academic and/or behavioral circumstances. Students representing Hazen Union in any extracurricular activities are expected to meet excellent behavioral standards. Should a student's behavior during the school day cast doubt on whether or not he/she will be able to provide positive leadership in an extracurricular event, his/her participation may be limited or restricted altogether. Eligibility will be evaluated by the Athletic Director and the Principal/Associate Principal.

Definition of extracurricular activity:

Every group, team, or organization is subject to this procedure if it has an advisor who is paid through the extracurricular salary schedule (outlined in the Master Agreement) and has a standing membership. All other groups will submit an eligibility plan to the administrative team for approval.

Extracurricular & Athletic Eligibility:

Athletic and extracurricular participation is awarded based on maintaining a Habits of Work grade of 2.5 in each class. Students who fall below the minimum requirement are placed on “probation” until the next official grade report. A student may petition for reinstatement of their athletic and extracurricular participation throughout the quarter and is responsible for obtaining the recommendations of all teachers if they believe their grades have increased to meet the minimum requirements. Upon determination that a student is ineligible, the student will receive notification from the athletic director. Quarter 4 grades that fall below the minimum requirement will have two weeks after the last day of school to resolve their grade with their teacher. Failure to resolve their grade will result in a two game/meet suspension for fall sports and extracurricular activities.

Academic Eligibility Criteria:

- Any extra-curricular participants must be enrolled full time at Hazen Union or in an approved home school program. Seniors must carry a minimum of 6.5 credits. This policy also applies to Hazen Union students attending the Green Mountain Technology and Career Center.
- Eligible students may participate fully in their activity.
- If a student drops a course after the official add/drop date of the semester with a failing grade, they will be considered ineligible for extracurricular & athletic activities until the next semester.
- Ineligible students are not allowed to participate in games, performances, or trips
- Ineligible students may participate in practices, rehearsals, and meetings.
- **It is expected that students will be present in school the full day to be eligible to participate in after-school extracurricular activities. Students who are “absent unexcused” for one or more classes will be ineligible for the day. In cases of excused absences, the student will be eligible unless the Principal determines that participation will be inconsistent with the promotion of high academic standards, good citizenship, and being a positive role model.**

Procedures to Establish Eligibility

Citizenship Guidelines:

- If a student receives Detention or Suspension then he/she will be ineligible on the day of detention or for the duration of that suspension. A longer period of ineligibility may be imposed at the discretion of the Principal.
- Multiple referrals (more than two) for minor behaviors to the Options and Opportunities Center (Options) may also result in a period of ineligibility to be determined by the Athletic Director and the Principal.

Academic Guidelines:

The Athletic Director will prepare a list of ineligible students every Monday. The Athletic Director will provide a copy of the list to the Associate Principal. The Associate Principal will notify extra-curricular advisors of their ineligible students. The Athletic Director will notify coaches of ineligible students.

- A student who has a HOW grade that is lower than 2.5 in any class or learning experience is considered ineligible.
- To maintain eligibility, students with a HOW grade lower than 2.5 in any class or learning experience students may attend a Extracurricular Support Block at least twice during the week which will be monitored by the Athletic Director or a designee.

Modifications to the Process

An extracurricular advisor may modify the eligibility determination process to cover unique circumstances (i.e. long term fundraisers, trips, etc...). The written modification must be approved by the Principal. After approval, a written copy will be given to the Athletic Director or club advisor.

School Dances

Regular School Dances:

1. There will be no more than one dance per month.
2. Dances are scheduled from 7:00pm to 10:00pm.
3. School dances are only for students and approved guests who are students in grades 7-12.
4. Guests may be required to complete a "Guest Form."
5. The group sponsoring the dance is required to secure four adult chaperones who must be employed by Hazen Union School.
6. The group sponsoring the dance is required to secure a police officer to work the event.
7. All school policies for student behavior apply to school dances.
8. Anyone leaving early will not be readmitted.
9. Students are not permitted to go to lockers during the dance.
10. Students are not to bring beverages to school dances.
11. Backpacks are not permitted in school dances.
12. Only socks are permitted on the gym floor.

Prom

1. The Prom is usually scheduled from 8:00 pm to 12:00 midnight.
2. Guests must be in grades 9-12 or up to 20 years old.
3. Guests older than 20 require specific permission from the administration to attend.
4. The above rules numbered 4-10 apply to the Prom

Appendix A

NETWORK USE AGREEMENT

The use of the Orleans Southwest Supervisory Union School District (OSSU) electronic resources is a privilege, not a right. Inappropriate use will result in the loss of these privileges.

Students may access electronic resources and the Internet for educational purposes only. Access to network services is given to students who agree to act in a considerate and responsible manner. OSSU reserves the right to terminate, suspend, or otherwise limit network access at any time.

Users have limited privacy expectations in the contents of their personal files and records of their online activity while on the OSSU Network. System administrators have access to all files and accounts on the network and OSSU reserves the right to inspect or review accounts and/or files at any time.

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

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

The following is a partial list of activities that are not permitted.

- *The use of email, chat rooms, instant messaging, etc., unless authorized by a faculty member.*
- *Using obscene language.*
- *Purposefully accessing or sending materials, which include pictures, video or audio files, that are rude, disrespectful, abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal*
- *Damaging computers, computer systems or computer networks*
- *Violating copyright laws*
- *Using another's password*
- *Revealing personal identity, address and/or phone number*
- *Using a false name*
- *Trespassing in another's folders work or files*
- *Intentionally wasting limited resources*
- *Employing the network for commercial purposes*
- *Downloading or playing games, unless assigned.*
- *Any activity that involves money transactions.*
- *Unauthorized installing or uninstalling of software.*

Sanctions:

- *Violations may result in the loss of access.*
- *Additional disciplinary action may be determined in line with existing practice regarding inappropriate language or behavior.*
- *When applicable, law enforcement agencies may be involved.*

Appendix B

SECURITY SURVEILLANCE POLICY

Hazen Union School is committed to providing a safe and secure environment to all that enter our school environment and facilities and/or use Hazen Union services and physical resources. Hazen Union School recognizes it has a responsibility to taxpayers to take reasonable steps without infringing upon the rights of citizens, to protect the facilities and resources provided by the community for the education of Hazen students.

As a part of the school administration's effort to accomplish the aforesaid, modern technology may be used to provide security within our buildings, on our campus, and on our transportation system. This technology may include the use of video surveillance technology such as is provided through the use of video cameras.

Procedures for the use of video materials shall be developed by the administration. These procedures shall clearly spell out parent/student rights, rules regarding storage of videotapes, rules for viewing videotapes, and protection of video materials from damage. These procedures shall be available to the public upon request to the administration.

Security Surveillance Procedures - In accordance with Hazen School Security Surveillance, the following administrative procedures apply:

1. Cameras will be positioned in areas where it is necessary to protect district assets, provide for the personal safety of individuals on school grounds or property. Cameras shall not be used to monitor areas where the public has a reasonable expectation of privacy; specifically locker rooms, dressing rooms, or bathrooms.
2. Personal identifying information will be collected and disclosed consistent with confidentiality protections under Vermont and federal laws.
3. Only individuals authorized by the Principal (or designee) shall have access to the security surveillance system, be permitted to operate the controls, or view video surveillance recordings. This includes the Building & Grounds Supervisor, Receptionist's Office, and Options and Opportunities Center Interventionist.
4. Parents and students will not have access to the security surveillance system or the subsequent recordings.
5. Monitors shall only be viewed by the Principal (or designee) in an area out of view from the public.
6. Signs advising users of the presence of video surveillance practices will be posted.
7. The security surveillance system will be maintained in a secure area.
8. A video recording of actions by students may be used by the Principal (or designee) as evidence in any disciplinary action brought against any student. Video surveillance and the resulting recordings may also be used for:
 - a. the promotion of a safe school environment;
 - b. the protection of district property;
 - c. adherence to all district legal and administrative directives;
 - d. the prevention of criminal activities; and
 - e. inquiries and proceedings relating to law enforcement.

Appendix C

Prevention of Bullying of Students

Type: Mandatory Policy
Area: EL2 Treatment of Students
Date Warned: 1/14/13
Date Adopted: 3/18/13

POLICY

The Hazen Union School District recognizes that all students should have a safe, orderly, civil and positive learning environment.¹ Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the severity, will warrant corrective action and/or discipline. Behaviors that do not rise to the level of bullying may still be subject to intervention and/or discipline under another section of the discipline plan or policy.

For the purposes of this policy, “bullying” is defined as any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:

- A. is repeated over time;
- B. is intended to ridicule, humiliate, or intimidate the student; and
- C. either:
 - a. occurs during the school day on school property, on a school bus or at a school-sponsored activity; or
 - b. 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.²

Examples of bullying include:

- Name-calling and verbal taunts
- Physical threats or actual physical harm
- Off-campus text messages or social media posts that ridicule or intimidate to the extent that the targeted student is not able to fully access the school’s programs

In order to be bullying, incidents such as the ones described above must be *repeated over time, directed at a particular student, and intended to ridicule, humiliate or intimidate.*

In some cases, acts of bullying may constitute unlawful harassment, where the conduct is based on or motivated by a student’s or student’s family member’s actual or perceived:

Race	Sexual Orientation
Creed	Gender Identity
Color	Marital Status
National Origin	Disability
Sex	

¹ 16 V.S.A. §570(a)

² 16 V.S.A. §11(a)(32)

Any allegations of harassment will be addressed under the Orleans Southwest Supervisory Union School District's Policy on the Prevention of Harassment of Students.

Dissemination of Information, Training, and Data Reporting

- A. Notice to parents and employees: Annually, prior to the commencement of curricular and co-curricular activities, the School District/Independent School shall provide notice to custodial parents or guardians, staff members, and contracted employees of its prohibition against bullying, the procedures concerning reporting and investigating bullying and the possible disciplinary consequences for bullying.
- B. Notice to students: The superintendent shall develop and initiate age-appropriate programs to annually inform students about the substance of the policy and procedures in order to help prevent bullying. Notice to students shall be in age appropriate language and will include examples of bullying. Such notice shall inform students and parents that bullying that *does not* occur during the school day, on school property, on a school bus, or at a school-sponsored event still may be subject to disciplinary action, pursuant to 16 V.S.A. §§ 11(a) (32) and 1162(a)(3), if the misconduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs.

Notice to parents and students shall state that any student who knowingly makes false accusations regarding bullying may be subject to disciplinary action.

- C. Training: The superintendent shall implement training for school staff within the context of an annual professional development program. Such training shall be designed to enable staff to prevent, recognize, and respond to bullying.

Data reporting: The Orleans Southwest Supervisory Union School District delegates the responsibility of data collection to *the Superintendent*. S/he shall collect data on the number of reported incidents of bullying and the number of incidents that have been verified and shall make such data available to the Vermont Department of Education.

It is the policy of OSSU that no person (student or school employee) may retaliate against a person who has filed a complaint of bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the bullying complaint. A person may violate this policy regardless of whether the underlying complaint of bullying is substantiated.

“Retaliation” is any adverse action by any person against a person who has filed a complaint of bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the bullying complaint^[3]. 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.

Legal Reference: 16 VSA Section 570a, 570b, 570c

PROCEDURES

Reporting Bullying Complaints

The principal or headmaster of each school in the Hazen Union School District will annually designate two employees to receive complaints of bullying and harassment. **The names and contact information for those designated employees: Jason Bahner or Kasey Potter, 472-6511.**

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

- A. Student reporting: any student who believes that s/he has been bullied under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute bullying, is encouraged to report the conduct to a designated employee or to any other school employee.
- B. School employee reporting: Any school employee who witnesses conduct that s/he reasonably believes might constitute bullying shall take reasonable action to stop the conduct and to prevent its recurrence and shall immediately report it to a designated employee. Any school employee who directly receives information about conduct that might constitute bullying shall immediately report it to a designated employee.
- C. Parent reporting: Any parent or legal guardian/custodian who witnesses conduct that s/he reasonably believes might constitute bullying or who reasonably believes his/her child or ward is being bullied should promptly report the conduct to a designated employee or any school employee.
- D. Documentation of the report: If the complaint is oral, the designated employee shall reduce the complaint to writing, including the time, place, and nature of the alleged conduct, and the identity of the complainant, alleged perpetrator(s), and any witnesses.
- E. False complaint: Any person who knowingly makes a false accusation regarding bullying may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of bullying when the person has a good faith belief that bullying occurred or is occurring.
- F. Confidentiality and Record Keeping: The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the district’s obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.

Response to a Bullying Complaint

For the purposes of this policy “school administrator” means a superintendent, principal/head of school/technical center director, or his/her designee.

- A. Notification: Upon receipt of a complaint of bullying the designated employee will immediately notify the school administrator of the complaint. If either the complainant or the accused individual is under the age of 18, his or her parent(s) or guardian(s) shall be promptly notified that a complaint of bullying has been filed and be provided with a copy of this policy.
- B. Investigation: Unless special circumstances are present and documented, such as reports to the Department for Children and Families (“DCF”) or the police, school vacations, or other witness absence/unavailability, the school administrator shall:
 - a. No later than **one school day** after the filing of the complaint with a designated employee initiate or cause to be initiated, an investigation of the allegations. The school

administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator.

- b. No later than **five school days** from the filing of the complaint with the designated employee, the investigator shall submit a written determination to the school administrator. The report shall include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes bullying.

C. Consequences for Violations of This Policy³

- a. If, after investigation, the school finds that the alleged conduct occurred and that it constitutes bullying, the school may take prompt and appropriate disciplinary and shall take remedial action reasonably calculated to stop the bullying and prevent any recurrence of bullying. Examples of remedial action include: mediation between the parties, education and counseling for the bully, and safety planning.
- b. Violators of the bullying policy shall - based on relevant surrounding facts and circumstances, including but not limited to a consideration of prior instances of similar behavior and the student's overall disciplinary history - be subject to the following potential discipline and/or remedial action(s):
 - i. Awareness/Education/Counseling;
 - ii. Acts of restitution;
 - iii. In-school suspension;
 - iv. Out of school suspension; or,
 - v. Expulsion.
- c. Safety Planning⁴
 - i. A safety plan shall be developed in all instances where a student has been the target of bullying that results in physical harm and/or the student is known to be expressing suicidal ideation as a result of bullying. A safety plan shall not be considered a substitute for in-school procedures and policies that apply to students experiencing mental health crises.
 - ii. A safety plan should be considered in instances where the targeted student is known to have difficulty accessing the educational programs at the school as a result of bullying.
 - iii. A safety plan may include such measures as checking in with the target and his/her parents on a regular basis, identifying a safe in-school person for the target to seek out when s/he feels threatened, informing teachers to pay particular attention to interactions/ dynamics between identified students and rearranging the schedule of the perpetrator, and providing additional supervision in areas ordinarily subject to lesser supervision (e.g., lunchroom, playground).
 - iv.

- D. Parental notification: Upon completion of the investigation, the school administrator will notify the parent(s) or guardian of the complainant and accused individual(s) of the outcome of the investigation. In cases where the school determines that bullying has occurred, a school administrator may seek a waiver of the confidentiality rights of the perpetrator(s) in order to inform the complainant of any specific disciplinary action taken.

- E. Appeal of Discipline Decisions: A person determined to be in violation of this policy and subjected to disciplinary action under it may appeal the determination and/or the disciplinary

³ 16 V.S.A. § 570c(5).

⁴ Not required by law, but considered best practice to prevent recurrence of harm.

action(s) taken in the same manner as other disciplinary actions, in accordance with the District's disciplinary policy, applicable statutes, or collective bargaining agreements.

Reporting to Other Agencies

- A. Reports to Department of Children and Families: When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6901 et seq.
- B. Reports to law enforcement⁵: Information obtained and documented by school administration regarding the school's response to notice of student conduct that may constitute bullying may constitute an "educational record" regarding the student or student(s) involved as defined by the Family Education Rights and Privacy Act.⁶ Accordingly, such information may not be disclosed to local law enforcement without prior parent approval except in response to a lawfully issued subpoena⁷, or in connection with an emergency if disclosure is necessary to protect the health or safety of the student or other individuals.⁸
 - a. Nothing in this policy shall preclude persons from reporting incidents and/or conduct witnessed first-hand that may be considered to be a criminal act to law enforcement officials.⁹ Such conduct includes but is not limited to: physical attacks resulting in bodily harm, sexual assault, and simple assault.
- C. Continuing Policy to Investigate: Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this policy to pursue and complete an investigation upon receipt of notice of conduct which may constitute bullying.

⁵ 16 V.S.A. § 570c(4).

⁶ 20 U.S.C. § 1232g(a)(4)(A).

⁷ 34 C.F.R. § 99.31(a)(9)(ii).

⁸ 34 C.F.R. § 99.36(c) (requiring proof of an "articulable and significant threat to the health and safety of others). There is no affirmative obligation imposed by the health and safety exception requiring disclosure by the school district under these circumstances, only the option for disclosure. Id.

⁹ Id.

Appendix D

Anti-Harassment of Students

Type: Mandatory Policy

Area: EL2 Treatment of Students

Date Written: 9/17/13

Date Adopted: 10/15/13

POLICY

The Hazen Union School District/Independent School ("District/Independent School") 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. This policy addresses incident(s) and/or conduct that occur on school property, on a school bus or at a school-sponsored activity, or incident(s) and/or conduct that does not occur on school property, on a school bus or at a school-sponsored activity but where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs.

Harassment is a form of unlawful discrimination that will not be tolerated. It is the policy of the District/Independent School to prohibit the unlawful harassment of students based on race, creed, color, national origin, marital status, disability, sex, sexual orientation, and gender identity, to the extent required by law. In addition, retaliation is a form of unlawful discrimination that will not be tolerated. Consistent with these purposes, annually,¹ each school shall select two or more designated employees to receive complaints and shall publicize their availability in any publication of the District/Independent School that sets forth the comprehensive rules, procedures, and standards of conduct for the school.²

It is the intent of the District/Independent School to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this harassment policy is to prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that is likely to substantially disrupt the educational learning process and/or access to educational resources, or create a hostile learning environment.

The District/Independent School shall promptly and effectively address all complaints of harassment in accordance with the procedures established by this policy. In cases where harassment is substantiated, the school shall take prompt and appropriate remedial action reasonably calculated to stop the harassment. Such action may include a wide range of responses from education to serious discipline. Such serious discipline may include termination for employees and, for students, expulsion or removal from school property. Nothing herein shall be construed to prohibit punishment of a person for conduct which, although it does not rise to the level of harassment as defined herein, otherwise violates one or more of the school's other disciplinary policies or codes of conduct.

Definitions

A. **"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 identity³ 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,⁴ which means conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual or physical conduct of a sexual nature when one or both of the following occur:

- (i) submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, 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

(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.

B. **“Complaint”** means an oral or written report by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of harassment.

C. **“Complainant”** means a student who has filed an oral or written complaint with a school employee or a student who is the target of alleged harassment in a report made by another person.

¹ See 16 V.S.A. §565(c)(1).

² See Appendix A.

³ Effective July 1, 2007, 1 V.S.A. §144 defines “gender identity” as “an individual’s actual or perceived gender identity, or gender-related characteristics intrinsically related to an individual’s gender or gender-identity, regardless of the individual’s assigned sex at birth.”

⁴ This statutory definition of sexual harassment describes only the “quid pro quo” form of sexual harassment that can occur between an adult and student. However, sexual harassment may also include student to student conduct as well as conduct that creates a hostile environment.

D. **“Designated employee”** means an employee who has been designated by the school to receive complaints of harassment pursuant to subdivision 16 V.S.A. §565(c)(1).

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

F. **“Notice”** means a written complaint or oral information that harassment may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the harassment, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred.⁵

G. **“Retaliation”** is any adverse action by any person against a person who has filed a complaint of harassment 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.

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

III. Reporting Student Harassment

A. Student reporting: Any student who believes that s/he has been harassed under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute harassment, should promptly report the conduct to a designated employee or any other school employee.

Name: Jason Bahner 472-6511

Email: jbahner@ossu.org

Name: Kasey Potter 472-6511

Email: kpotter@ossu.org

B. School employee reporting: Any school employee who witnesses conduct that s/he reasonably believes might constitute harassment shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee. Any school employee who overhears or directly receives information about conduct that might constitute harassment shall immediately report the information to a designated employee. If one of the designated employees is the person alleged to be engaged in the conduct complained of, the complaint shall be immediately filed with the other designated employee or the school administrator.

C. Other reporting: Any other person who witnesses conduct that s/he reasonably believes might constitute student harassment under this policy should promptly report the conduct to a designated employee.

⁵ See 16 V.S.A. §14(c)(3).

D. Documentation of the report: If the complaint is oral, the designated employee shall

promptly reduce the complaint to writing in a harassment complaint form, including the time, place, and nature of the alleged conduct, and the identity of the complainant, alleged perpetrator, and any witnesses.

E. **False Complaint:** Any person who knowingly makes a false accusation regarding harassment may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of harassment when the person has a good faith belief that harassment occurred or is occurring.

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

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

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
(800) 416-2010 or (802) 828-2480 (voice)
(877) 294-9200 (tty)
(802) 828-2481 (fax)
Email: human.rights@state.vt.us

¹² See 16 V.S.A. §565(d).

¹³ See 16 V.S.A. §565(d).

Office for Civil Rights, Boston Office:

U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
617-289-0111 (voice)
877-521-2172 (tdd)
617-289-0150 (fax)
Email: OCR.Boston@ed.gov

Legal References:

Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq.; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d;
Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§1681 et seq.; Family Education Rights Privacy Act; 20 U.S.C. 1232g;
Public Accommodations, 9 V.S.A. §§4500 et seq. ;
Education, Classifications and Definitions, 16 V.S.A. §11a (26);
Education, Harassment, Notice and Response, 16 V.S.A. §14;
Education, 16 V.S.A. §140(a)(1);
Education, 16 V.S.A. §166(e);
Education, Harassment and Hazing Prevention Policy, 16 V.S.A. §565;
Education, Discipline, 16 V.S.A. §1161a;
Education, Suspension or Expulsion of Pupils, 16 V.S.A. §1162; Child Abuse, 33 V.S.A. §§4911 et seq.;
Adult Protective Services, 33 V.S.A. §6901 et seq., all as they may be amended from time to time.

Washington v. Pierce, 179 VT 318 (20

Designated Employees

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

Name: Jason Bahner - 472-6511

Email: jbahner@ossu.org

Name: Kasey Potter – 472-2777

Email: kpotter@ossu.org

PROCEDURES

Following a Report

A. Notification:⁶ Upon receipt of a complaint of harassment the designated employee shall immediately inform the school administrator of the complaint. In addition, the designated employee shall immediately provide a copy of this harassment policy to the complainant and accused individual. If either the complainant or the accused individual is under the age of 18, his or her parent(s) or guardian(s) shall be: (1) promptly notified that a complaint of harassment has been filed and provided with a copy of this policy; (2) notified if an alternative dispute resolution method will be offered and, if it occurs, of the outcome of any such attempt; and (3) notified in writing of the results of the complaint investigation. All notification letters shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. A school administrator may seek waiver of confidentiality rights of the accused in order to inform the complainant of any disciplinary action taken in cases where the school determined that harassment or other misconduct occurred.

B. Investigation:⁷ Unless special circumstances are present and documented, such as reports to the Department for Children and Families (“DCF”) or the police, the school administrator shall, no later than one school day after the filing of a complaint with a designated employee, initiate or cause to be initiated, an investigation of the allegations. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.

No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator. The report shall include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes harassment. When the initial determination concludes that an accused student has engaged in harassment, the school administrator shall use his or her discretion to decide the appropriate disciplinary and/or remedial action. In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies.

⁶ See 16 V.S.A. §14(a).

⁷ See 16 V.S.A. §565(b)(1)(E).

All levels of internal review⁸ of the investigator's initial determination, and the issuance of a final decision, shall, unless special circumstances are present and documented by the District/Independent School, be completed within 30 calendar days after the review is requested.

C. Action on a substantiated complaint: If, after investigation, the school finds that the alleged conduct occurred and that it constitutes harassment, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the harassment and prevent any recurrence of harassment. Such action may include warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee.

D. Alternative dispute resolution:⁹ At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation, for resolving complaints. The following should be considered before pursuing alternative dispute resolution methods: (1) the nature of the accusations, (2) the age of the complainant and the accused individual, (3) the agreement of the complainant, and (4) other relevant factors such as any disability of the target or accused individual, safety issues, the relationship between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual. If an alternative dispute resolution is either not appropriate or is unsuccessful, the school administrator shall initiate or cause to be initiated an investigation of the allegations in accordance with the timelines established in this policy.

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

F. Independent Review:¹⁰

A complainant may request an independent review if s/he: (1) believes that the school did not correctly analyze the complaint and failed to conduct an investigation of the incident because the school believed the alleged conduct did not constitute possible harassment, (2) is dissatisfied with the final determination following an investigation as to whether harassment occurred, or (3) believes that although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem. The complainant

shall make such a request in writing to the superintendent of schools/head of school. Upon such request, the superintendent/head of school shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 565(f), and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant and relevant school officials and a review of the written materials from the school's investigation. Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing: (1) as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and (2) of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Commissioner. The reviewer shall advise the student of other remedies¹¹ that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the District/Independent School. The District/Independent School may request an independent review at any stage of the process.

Confidentiality and Record Keeping

- A. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the District's/Independent School's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.
- B. The Superintendent or school administrator shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the District/Independent School in a confidential file accessible only to authorized persons. All investigation records, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept for at least six years after the investigation is completed.

Reporting to Other Agencies

When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. §4911, et seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. §6901 et seq.

¹¹ Such as those identified in Section VIII of this policy.

If a harassment complaint is made in a public school about conduct by a licensed educator that might be grounds under the State Board of Education Rules for licensing action, the principal shall report the alleged conduct to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner. If a harassment complaint is made in an independent school about conduct by a licensed educator that might be grounds under the State Board of Education rules for licensing action, the head of school is encouraged to report the alleged conduct to the Commissioner.

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

Dissemination of Information, Training, and Data Reporting

A. Dissemination of Information.¹² Annually, prior to the commencement of curricular and co-curricular activities, the District/Independent School shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and employees. Notice to students shall be in age-appropriate language and include examples of harassment. At a minimum, this notice shall appear in any publication of the District/Independent School that sets forth the comprehensive rules, procedures and standards of conduct for the District/Independent School.

B. Training.¹³ The school administrator shall use her/his discretion in developing age- appropriate methods of discussing the meaning and substance of this policy with students to help prevent harassment. The school administrator shall implement training for school staff within the context of professional development to enable staff to recognize, prevent and respond to harassment.

C. Data Gathering. Public school districts shall provide the Vermont Department of Education with data requested by the Commissioner.

⁸ An “internal review” is any procedure provided by the school through policy or practice and is not the same as an “independent review” as described below.

⁹ See 16 V.S.A. §565(b)(1)(C).

¹⁰ See 16 V.S.A. §565(f).

¹² See 16 V.S.A. §565(d).

¹³ See 16 V.S.A. §565(d).

Appendix E

Anti-Hazing

Type: Mandatory Policy
Area: EL2 Treatment of Students
Date Warned: 4/30/14
Date Adopted: 5/20/14

POLICY

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

Legal References

16 V.S.A. §11(a)(30) (Definition of hazing)
16 V.S.A. §§140a-140d (Hazing)
16 V.S.A. §165(a)(1), (8) (School Quality Standards)
16 V.S.A. §565 (Powers of school boards) 20 U.S.C. §1232g (FERPA)
34 C.F.R. Part 99 (FERPA rules)
Cross Reference: Reporting Suspected Child Abuse or Neglect
Harassment of Students

PROCEDURES

Definitions

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

- o Any type of physical brutality such as whipping, beating, striking, branding, electrical shocks, placing a harmful substance on or in the body, or other similar activity; or
- o Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or other activity that creates or results in an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; or
- o Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects a student to an unreasonable risk of harm; or
- o Activity that induces, causes, or requires a student to perform a duty or task, which involves the commission of a crime or an act of hazing.

Hazing shall not include any activity or conduct that furthers the legitimate curricular, extracurricular, or military training program goals provided that the goals are approved by the School Board of the District

and provided that the activity or conduct furthers those goals in a manner that is appropriate, contemplated by the School Board, and normal and customary for similar public school programs. An example of this exception might be reasonable athletic training exercises.

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

Notification of Hazing Policy

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

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

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

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

Reporting of Hazing

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

It shall be a violation of this policy for a person to retaliate against a student or other person for

reporting a suspected incident of hazing or cooperating in any investigation or disciplinary proceeding regarding an incident of hazing.

It is possible that an incident of hazing might also fall within the definition of abuse, neglect, or exploitation as those terms are defined in 33 V.S.A. §4912(2) and 33 V.S.A.

§§6902(1), (7) and (9). Reporting a suspected incident of hazing to the Principal does not relieve the reporter of any obligations additionally to report such suspicions to the Commissioner of the Vermont Department of Social and Rehabilitation Services as set forth in 33 V.S.A. §4914 or to the Commissioner of the Department of Aging and Disabilities as set forth in 33 V.S.A. §6904 as outlined in policy F8.

Investigation of Reports of Hazing

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

Disciplinary Action

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

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

Training of Staff

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

Reporting Incidents of Hazing to Law Enforcement Officials

All staff members are subject to the confidentiality requirements of the Family Education Rights and

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

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

Legal References:

16 V.S.A. §11(a)(30) (Definition of hazing)

16 V.S.A. §§140a-140d (Hazing)

16 V.S.A. §165(a)(1), (8) (School Quality Standards)

16 V.S.A. §565 (Powers of school boards) 20 U.S.C. §1232g (FERPA)

34 C.F.R. Part 99 (FERPA rules)

Cross Reference: Reporting Suspected Child Abuse or Neglect Harassment of Students