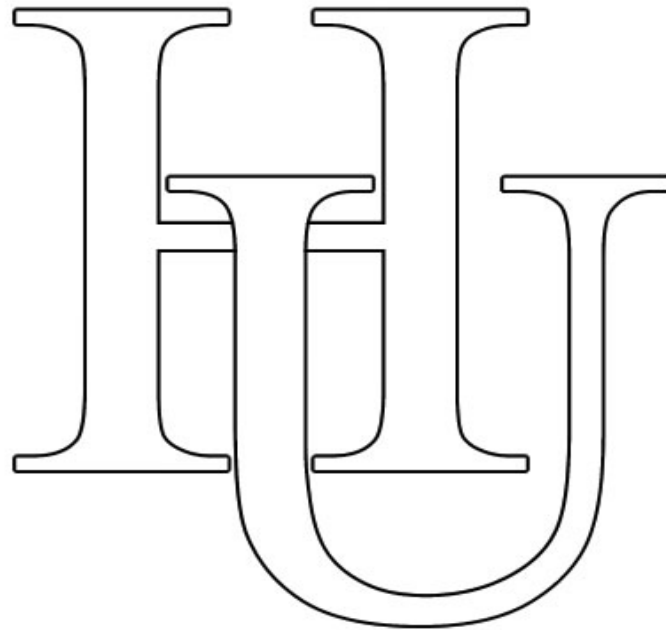


# **Harwood Union Handbook**



**Middle/High School Student Planner  
2024-2025**

Last updated October 2024

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## Academic Program

Harwood Middle/High School is a Proficiency Based Learning Community. For details regarding our program please visit our website at [www.harwood.org](http://www.harwood.org).

## Academic Honesty

Students are expected to attend Harwood ready to learn and in their learning demonstrate the ability to discern academic integrity. Academic honesty requires that students produce work that is their own work.

The **student** is expected to uphold the spirit and the letter of academic honesty both philosophically and behaviorally in completing all school-related tests, quizzes, projects, reports, homework assignments or in-class assignments. Students are not allowed to aid other students in being academically dishonest, which may include giving, sharing, taking, or presenting shared information or materials.

If a student does not uphold these expectations with summative assessments and/or there is any suspicion of academic dishonesty in summative assessments, the following process will occur:

First time	Second time	Third time	Fourth time
<ul style="list-style-type: none"><li>• The student will meet with the teacher of the class where the dishonesty is suspected</li><li>• The teacher will contact the parent to connect about the situation and review next steps, and submit documentation.</li><li>• A Restorative Dialogue may be held with the teacher, student and supported by a member of the student support team (if desired)</li><li>• The student may receive a “zero” for the assignment AND have an opportunity to redo the assignment</li></ul>	<ul style="list-style-type: none"><li>• Everything from 1st time</li><li>• The student will <b>NOT</b> receive credit for the assignment</li></ul>	<ul style="list-style-type: none"><li>• Everything from 2nd violation</li><li>• Student is required to complete a course in academic honesty and provide documentation of completion</li><li>• Failure to successfully complete the course may result in not earning</li></ul>	<ul style="list-style-type: none"><li>• Everything from the 3rd violation</li><li>• Student may automatically receive an incomplete, and may NOT receive course credit.</li></ul>

for a full score, under the supervision of a staff member. <ul style="list-style-type: none"> <li>• The student may also be required to complete a restorative project or task.</li> </ul>		successful course completion.	
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### Arrival/Dismissal

The student day is from 8:40 - 3:20. We ask that all students arrive during the hours delineated. For security and supervision purposes, the building is not open to students prior to 8:15. We ask that you follow the delineated arrival and dismissal procedures set forth by your child's building.

If you are to make dismissal plan changes, you must complete the following [Student Attendance Form](#). For safety and security all changes in dismissal plans cannot be made individually with your child or by your child. Day of dismissal plan changes require that a parent/caregiver provide verbal permission for the dismissal change, in addition to a completed form.

### Attendance

HUUSD maintains high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning. This includes the expectation that the student will be in the school by the designated start time as outlined in [HUUSD policy F25: School Attendance](#)

Families are asked to complete the [Student Attendance Form](#) if their child will be absent, late to school, or having an early dismissal.

Please note:

- If your student is absent related to any illness, our nursing staff will be in touch to confirm symptoms and plan for a return to school.
- If your student is absent for more than 5 consecutive days for an illness (mental or physical health), you will need to provide a

doctor's note for the absences to be excused.

- In the event of a chronic illness (mental or physical health), please contact your students' school counselor to discuss on-going needs and support.
- In the event chronic illness (mental or physical health) will result in repeated absences for part or all of a day please contact your students' school counselors to discuss on-going needs and support.

**Excused** Absence, Late Arrival, or Early Dismissal from school:

- Sick-Physical Health or Sick-Mental Health (up to 5 consecutive without doctor's note)
- Single Medical Appointment (defined as brief, singular appointments)
- Scheduled court appearance
- Driver's license road test appointment
- Required attendance by military recruiter
- Religious holiday (on the day of the holiday only)
- College Visit (for Juniors and Seniors only)
- Family Emergency (defined as severe accident, serious illness, death, or funeral of close family member)

All other reasons are considered unexcused.

In our ongoing work to ensure students are accessing their education and as required by Vermont state law, those with 5, 10, 15 and 20 absences will receive a letter of notification regarding said absences. These letters are required under [HUUSD policy F30: Truancy prevention/Attendance Procedures](#).

### **Building Security/Safety**

**Student Safety:** The safety of every student is a matter of serious concern at all times. To assure the safety of children while attending school or under school supervision:

- 1) School buildings and equipment, including buses, will be regularly inspected for health, fire and safety hazards.
- 2) Children will be supervised in class, on the playground, during recess and lunchtime, and during activities sponsored by the school.
- 3) Rules will be made to prevent accidents in the building.

- 4) Each building will be secure during school hours.
- 5) The school and district each maintain a safety/crisis response team tasked with reviewing and improving safety and security measures throughout our schools.

### **Safety Drills**

- The Vermont Fire and Building Safety code mandates a certain number of fire (evacuation/egress) drills and safety response to violent intruder drills each year. Each of the HUUSD schools follow these mandates by scheduling and implementing drills to help ensure safety of all staff and students: [Vermont School Safety Drills](#)
- Practicing drills is important so students know what to do in the event of an emergency. Each classroom will be marked with an emergency exit route, and each student will be taught about personal safety by school staff.

### **Building Access**

It is the goal of our school to provide a safe environment for students and employees while facilitating access to school buildings and premises for other members of our community. The safety and security of our school is a shared responsibility of all members of our community and are further detailed in the school district's Access Control and Visitor Management [policy](#) and [procedures](#).

- During school hours, visitors may enter the building through the front doors of the school.
- **Visitors:**
  - Visitors include: vendors, parents, contracted services, alumni, community members, visiting teachers/administrators/students, etc.
  - All visitors shall enter through the main entrance.
  - Between the hours of 7:45 am and 3:20 pm visitors are required to enter through the main high school door and the receptionist will unlock the door electronically.
  - All visitors will report to the main office, verify their purpose, sign in and obtain a guest pass. The pass must be worn at all times while in the building. Upon completion of the visit, they must return to the main office and sign out.
  - Requests for classroom visitations must be scheduled with the building principal at least two (2) days prior to the requested date.
  - The main office personnel will arrange for an escort if needed.



## **Bullying, Harassment & Hazing**

HUUSD believes that students should have a safe, orderly, civil and positive learning environment. Bullying, harassment and hazing are prohibited in our schools, as outlined in [HUUSD policy F32: Prevention of Bullying, Harassment and Hazing](#).

Each school has at least two staff who are designated to receive complaints of bullying, harassment and hazing. The designated employees at our school are:

- Assistant Principal, Bethany Turnbaugh - 583-8168 or [bturnbaugh@huusd.org](mailto:bturnbaugh@huusd.org)
- Director of Student Support Services, Dr. Melody Frank -583-8167 or [mfrank@huusd.org](mailto:mfrank@huusd.org)

Bullying means any overt act or combined of acts directed against a student by another student, group of students or an adult which

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

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

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

## **Bus Information and Expectations**

Bus service is guided by [HUUSD policy F9 Transportation](#). HUUSD contracts with the First Student corporation for bus service. The bus barn can be reached at (802)- 244-6422. Questions about bus transportation should generally be directed first to your child's school.

Current bus routes can be found on the [HUUSD website](#). To request an addition of a bus stop, contact the administration of your child's school. Please note that these requests may take several days to be reviewed and established. We work to build efficient, safe routes that can serve a maximum of students.

Bus route times can vary due to road conditions and other factors. Please plan for students to be on the bus at least 5 minutes prior to the scheduled time.

Seatbelts are provided on our regular buses and are a component of our overall bus safety plan. Students are encouraged to wear seatbelts.

Students may only bring items they can carry in a bag and hold on their laps on the school bus. Department of Transportation (DOT) regulations prohibit items in the aisle. Items that interfere with the other riders' personal space will not be allowed on the school buses. Students are prohibited from bringing on the bus skis, ski poles, snowboards, snowshoes, skateboards, ice skates, ice hockey bags, golf bags, and large musical instruments. Families need to arrange alternative transportation for these items.

Please note that per HUUSD policy [E13: Video and Audio Recording on School Buses](#), buses are equipped with onboard cameras.

## **BUS EXPECTATIONS & DISCIPLINE**

Students are expected to follow the school-based standards of safety and respect. Bus expectations include

- Use appropriate language.
- Stay seated, facing forward, unless disembarking or given permission to move when the bus is stopped.
- Keep your hands to yourself.
- No food.
- Actively listen to the driver.

- Speak quietly/ avoid excessive noise.
- Treat others, and the bus, with courtesy and respect.

All expectations applied while on school grounds (for example, vaping) apply on the bus as well.

Disregarding instructions of the school bus driver, distracting the driver, or interfering with the safe operation of the school bus, is a significant safety hazard. Incidents of bus misconduct may result in progressive administrative responses that could eventually result in the inability to continue riding the bus. **Riding the bus is a privilege and not a student right.** HUUSD Administration may suspend bus ridership privileges at any time, even after a first report, depending on the nature of the infraction. Administration will always take into consideration the age of the student, the severity of the incident, and the timing between the previous and most recent incident when referring to the above mentioned procedural guidelines.

### **Cancellation /School Delay (Emergency Closings)**

The School Board has authorized the Superintendent to close school, delay the opening of school, or cancel specific bus routes in the event of hazardous weather or other emergencies which present threats to the safety of students, school staff members, or school property. In such an event, all families will be contacted by phone and email through our electronic notification system.

Such closings, delays, and cancellations shall also be announced by radio stations serving the district (including WDEV 550 AM and 96.1 FM), on local television (including WCAX Channel 3) and also at <http://corp.sover.net/schoolclosings/index.phtml>. In the event of a delay it is typically a two hour delay meaning all bus routes will be two hours behind their typical schedule. During a delay all normal food services will be provided.

### **Communication**

HUUSD values its open communication with families and our communities. To that end you can find all district communications on the HUUSD website at [www.huusd.org](http://www.huusd.org). Harwood Union Middle/High School provides families electronic newsletters on a bi-weekly basis. Newsletters can also be found on the Harwood website at [www.harwood.org](http://www.harwood.org).

### **Assembly**

Our assembly program is the cornerstone of our school community, providing a forum to support student voice and school spirit. Assemblies are held on a bi-weekly basis. In addition, they provide an opportunity for performers and speakers to present at Harwood. Expectations:

- No food or drinks are allowed in the auditorium.
- All personal electronic devices must be turned off.
- Be respectful of classmates and performers.
- Backpacks are to be left in lockers and/or classrooms.
- It's everyone's responsibility to create an exceptional program.

### **Complaints**

On occasion, parents and school personnel may experience differences of opinion or concern. The proper channel for complaints involving instruction, discipline, or learning materials is as follows:

- Speak to the adult directly involved. Please talk to the staff member first. Remember, the story you hear at home may not be the full picture. If you feel there isn't a satisfactory solution then please:
  - ask to have a meeting with the adult and the principal. If you feel there is not a satisfactory solution,
  - ask for a meeting with the superintendent. If you feel there is not a satisfactory solution,
  - bring your concern to the school board.

Although no member of the community shall be denied the right to petition the Board for redress of a grievance, complaints will be referred back through the proper channels for resolution prior to investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations. Handling of complaints is guided by school board policy [D10 Public Complaints](#).

### **Computer/Electronics Responsibility**

HUUSD supports the use of computer devices for all students as an essential tool for learning. The appropriate use of computer devices is a student responsibility. Respect and care is fundamental in maintaining a safe learning environment for all. Students who damage a computer device intentionally may be charged repair or replacement fees according to the following schedule; see [here](#) for a fee schedule.

### **Condom Availability Procedure**

To support preventative health and wellness initiatives for HUMHS students and in accordance with 16 VSA § 132, condoms will be made available at HUMHS grades 7-12.

HUMHS has identified the following locations where condoms, safely stored, will be made accessible to students: Health Room 308, HS Counseling Offices, MS Counseling Office, School Nurse, Wellness Center, and Physical Education Offices. Information about condom use will be made available in these same locations. Other locations may be added as appropriate.

No secondary student will be refused access to condoms through this program in accordance with state law. Minors in Vermont have a legal right to access a full range of reproductive and sexual health services without parent permission.

### **Dress Code**

As per [Vermont Agency of Education](#), HUUSD has a legal obligation to provide a safe, orderly, civil and positive learning environment.

Students are not allowed to wear clothing with a printed message, word, phrase, picture or graphic that contains profanity, obscenity, or the promotion of any illegal activity or violence. Further, such articles of clothing may not contain communications that violate school policies (e.g., Title IX or the District's Policy for the Prevention of Hazing, Harassment and Bullying).

Students wearing an article of clothing that is deemed to be in violation of this administrative rule by the building Principal, after considering First Amendment protections for free speech, will be required to change or cover the clothing.

### **Driving to School**

Students may drive to school provided they meet the following criteria:

1. Hold a valid Vermont driver's license.
2. Have parental permission to drive to school.
3. Have a valid Harwood Parking Permit.
4. Are either a junior or senior

Student drivers are expected to observe all speed limits and traffic rules on school grounds.

Please note that vehicles parked or driving through the Harwood Campus can be searched by the administration.

Failure to follow these expectations may result in one or more of the following at the administration's discretion:

1. Disciplinary action
2. Loss of driving privilege

### 3. Vehicle to be towed at owner's expense

#### **Drugs & Alcohol**

HUUSD prohibits drugs and alcohol on school grounds. It is the policy of the Harwood Unified Union School District that no student or staff shall knowingly possess, use, sell, give or otherwise transmit, or be under the influence of any illegal drug, regulated substance, or alcohol on any school property, or at any school sponsored activity away from or within the school. See [HUUSD policy D8 Alcohol and drug free workplace](#) and [F7 Student Alcohol and Drugs](#) for further information.

#### **Educational Records**

[HUUSD policy F5 Educational Records](#) outlines our district's commitment to the implementation of the federal Family Educational Rights and Privacy Act (FERPA). It is the policy of the district to protect the confidentiality of education records and release information only as permitted by law.

Parents/guardians or eligible students (18 or older) have the right to inspect and review a student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of

birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

### **Firearms**

No firearms, which include but are not limited to guns, explosives, incendiaries or poison gas, are permitted in the school or on school grounds. HUUSD policy [F7 Firearms](#) outlines that any student who brings a firearm to school, or who possesses a firearm at school, shall be brought by the superintendent to the school board for an expulsion hearing.

### **Food Service**

HUUSD offers healthy meals to students every day. Breakfast and lunch can be ordered by students, in person, at school daily. Further information about our food service program, including monthly menus, can be found [here](#).

Applications for federal aid are available from the office and sent home at the beginning of each school year and are available online [here](#). While meals are free for all, it is still important for families eligible for the free/reduced lunch benefit to complete this paperwork-- the percentage of families eligible impacts everything from state funding of our school to grants available to local municipalities and non-profit organizations. Please see the form for an outline of income eligibility.

### **Grading**

Harwood Middle/High School is a Proficiency Based Learning Community. For details regarding our Grading practices and procedures please visit [here](#).

### **Lockers**

Each student is assigned a locker to store books, clothing, and equipment. The school is not responsible for any lost or stolen personal property, and as school property, lockers may be searched at any time. To protect property, students should not share locker combinations.

## MTSS/ EST

“Within each school district’s comprehensive system of educational services, Title 16 of the Vermont Statutes requires each public school to develop and maintain an educational support system (ESS) for children who require additional assistance in order to succeed in the general education environment. Support includes prevention, intervention, and pre-school services. The educational support system is required to include an educational support team (EST) and a range of support and remedial services, including instructional and behavioral interventions and accommodations. Act 117 requires each school board to assign responsibility for developing and maintaining the ESS to the superintendent or principal. It also requires each superintendent to annually report on the status of the ESS in their schools including how funds, such as Medicaid, are used to support the ESS.” - VT Department of Education, 2010

Within the HUUSD, our goal is to engage and support all learners through the development and implementation of a rigorous PreK-12 comprehensive curriculum to meet the diverse needs of all students in all content areas aligned with State and National Standards. Our multi-tiered system of support (MTSS) and our Educational Support Team (EST) process is a vital part of our educational system PK-12.

Our multi-tiered system of support (MTSS) and our Education Support Team (EST) process is a vital part of our educational system. The Multi-Tiered Systems of Supports (MTSS) is a socially just approach to providing equitable access and support to all students in the educational setting. It is an evidence-based framework for effectively integrating multiple systems and services to simultaneously address students’ academic achievement, behavior, and social-emotional wellbeing. MTSS relies on quality universal instruction and preventative proactive methods, while providing increasingly strategic support for students as their needs change.

### *Universal Supports*

The first tier of HUUSD’s MTSS is made up of Universal Supports accessible to all students through the school’s curriculum, classwork, and schedule. Examples include:

- High quality, evidence-based classroom instruction aligned to state standards
- Ongoing analysis of data to inform differentiated instruction
- Responsive decision-making

### *Targeted or Tier 2 Interventions*



The next tier of MTSS includes targeted, supplemental support and interventions coordinated through the Education Support Team (EST). These are developed through weekly data reviews by the EST, a referral made by a school staff member, or information from a student's caregiver. Through the EST process, students may receive some of the following:

- Intervention with a literacy (reading & writing) or math interventionist
- Social/Emotional or Behavioral Supports
- Dedicated time to meet with their school counselor
- Possible creation of an EST plan with measurable & observable goals and supports to help meet those goals

#### *504 Plans*

These plans provide students with a document disability accommodations to ensure they have equal access to their education, for both academic and non-academic activities. These plans come from Section 504 of the federal Rehabilitation Act of 1973. To qualify for this type of plan, a student must show a disability that substantially limits a major life activity and have a need for accommodations to mitigate the limitation(s).

#### *Individualized Education Program (IEP)*

If a student requires specialized instruction that cannot otherwise be provided through the system of support available to all students, an Individualized Education Program (IEP) may be an option. The federal IDEA law guarantees a free and appropriate public education (FAPE) in the least restrictive environment (LRE) based on the needs of the student.

To qualify for an IEP, a student must 1) be determined to have a disability; 2) show adverse effect in a basic academic skill area and; 3) have a need for specialized instruction that cannot be provided through the educational support system or standard instructional conditions.

Students on IEPs have goals directly related to their area(s) of need, accommodations in the classroom, measurable and observable goals, and specific, targeted intervention services.

#### **HUUSD Embraces All Children:**

HUUSD embraces our responsibility to create school cultures that are responsive to the needs of the children in our care, and our families. Under Federal law, undocumented children and young adults have the same right to attend public primary and secondary

schools as do U.S. citizens and permanent residents. Under state law, all Vermont children, including undocumented children, are required to attend school until the mandated age of 16. Meeting this obligation means working proactively to ensure all families feel safe, supported and welcomed.

Public schools may not:

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

### **Parking**

Limited parking is available within the designated parking area for students. Cars parked in unauthorized spaces may be ticketed and/or towed. Students need to register their vehicle prior to receiving a parking sticker.

- To obtain a parking permit you must complete an application and submit it to the Front Desk receptionist.
- Applications will be reviewed and prioritized by grade level.
- Students will be notified as to their parking status for the start of the school year.

Students who do not adhere to parking rules will lose privileges of driving to school and parking on school property.

### **Personal Items/Electronics/Toys**

Students are encouraged to leave all items of personal worth and entertainment devices at home. If a student uses any personal items during the school day that is not by permission or in adherence to school expectations, staff members can hold on to any personal items until the end of the day when it will be returned to the student, or a parent may be asked to come to school and pick up the item. In addition, skateboards, roller skates and rollerblades are not permitted on the school buses or on school property during school hours.

**PLEASE NOTE:** The school is not responsible for any lost, stolen or destroyed personal toys, possessions, entertainment devices, or

cell phones that are brought to school.

### **Placement, Promotion and Retention**

Placement, promotion or retention decisions shall be made in the best interests of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of each alternative and in consideration of social, emotional, physical and mental growth. Placement is completed in accordance with HUUSD policy [G9: Grade Advancement: Retention, Promotion and acceleration of Students](#) and its [accompanying procedures](#). In evaluating retention or promotion of a pupil, consideration will include not only the child's academic achievement and needs, but also the child's age, social and emotional maturity. Final authority for placement, promotion, and retention rests with the superintendent.

### **Posters/Flyers/Notices**

All items posted at Harwood must have the consent of the administration or designee

### **Reporting Systems/Progress reporting**

HUUSD teachers communicate student progress in a variety of ways. Family conferences are built into the school calendar two times within the school year; once in late October/early November and once in March (see the school calendar for specific dates).

At the 7-12 level, students and parents/guardians can access student progress/grades at any time through JumpRope, a web-based program. In addition to checking the website anytime, the registrar will email progress reports in January and June that include both students' current course scores and current Learning Expectation scores (which continue to change throughout a course/the year).

While JumpRope information can be accessed 24/7, thoughtful grading and feedback may take several days or more for teachers to enter into the database.

### **School Board Policies**

For information on Harwood Unified Union School District policies and procedures, please visit the [HUUSD Policies and Procedures page](#) on the district website.

### **Suspected Child Abuse or Neglect Protocol**

Any school personnel who has reasonable cause to believe a child is or has been abused or neglected must, by state law, report the suspected abuse or neglect to the Vermont Department for Children and Families. As [mandated reporters](#), school staff must report

suspected abuse but are not investigators. Further information about making a report of suspected abuse or neglect can be found on the [Department for Children and Families website](#).

### **Sexual Abuse Prevention (Act 1)**

Act I (Vermont's Sexual Abuse Response System) requires schools to:

1. provide instruction to students on how to recognize and prevent sexual abuse and sexual violence;
2. ensure that adults employed in schools receive orientation on the prevention, identification, and reporting of child sexual abuse and sexual violence, and
3. provide parents, guardians, and other interested persons the opportunity to receive orientation, identification, and reporting information on sexual abuse and sexual violence.

We strongly support keeping our students and schools safe from sexual abuse and violence. Age appropriate instruction is incorporated into our health and guidance program. Please let us know if you have any questions regarding how we meet our obligations in this area.

### **Student Behavior /Discipline**

Harwood Union Middle High School expects all students, staff and community members to practice the Harwood Way when on our campus.

## **Harwood Way**

### **I will...**

- honor my community through respectful language and actions.
- care for my learning environments and strive to keep my school safe, clean and comfortable for all.
- be ready to engage in my academic program.

*We All Belong Here*

Throughout the year staff and students engage with the Harwood Way in order to ensure clarity of our expectations and to ensure they are consistently modeled and practiced throughout our community.

16 V.S.A. §1161a(a) requires schools to adopt a comprehensive discipline plan. Among the requirements is that the plan must include “procedures for informing parents of the school’s discipline policies, for notifying parents of student misconduct, and for working with parents to improve student behavior.

Parents and Guardians are expected to annually review and sign Harwood Middle High School’s [Acknowledgment of Student Expectations](#) in the re-registration process before the start of each school year. Additionally,

- Parents/caregivers will be notified by a staff member when a student has engaged in a behavior that is in conflict with the Harwood Way.
- Staff members, including but not limited to teachers and student support team members, may invite parents and guardians to partner in following up with students to provide feedback and learning opportunities and ultimately improve student behavior.

#### **Harwood Middle/High School Discipline Rubric 2025-2026**

*\*response to behaviors may include but are not limited to the following*

Behavior/Challenge	Learning Opportunity/Consequence
Student Misbehavior (minor) including and not limited to: <ul style="list-style-type: none"><li>• 3+ unexcused extended late for Class (more than 10 min late)</li><li>• Unexcused missed class</li><li>• Disrespectful language or actions</li><li>• Disruption to the learning environment</li></ul>	Staff attempt in a variety of ways to remind students of the Harwood Way and our school wide expectations. If the reasonable request is not met, students may be asked to leave class and assigned a school detention.

<ul style="list-style-type: none"> <li>● Disrespectful use of space (including leaving a mess for others to clean up)</li> <li>● Learning tools (including but not limited to assigned chromebook) are damaged or mistreated</li> </ul>	
<p>Student Misbehavior (major) including and not limited to:</p> <ul style="list-style-type: none"> <li>● Repeated minor offense</li> <li>● Intentional physical action</li> <li>● Profanity directed at a student or staff</li> <li>● Vandalism</li> <li>● Stealing</li> <li>● Substance Abuse Incidents</li> </ul>	<p>Consequence may include but not be limited to:</p> <ul style="list-style-type: none"> <li>● Community Service</li> <li>● Afterschool Detention</li> <li>● In - school suspension</li> <li>● Out of school suspension</li> <li>● Removal from school temporarily or intermittently as determined by Vermont Law.</li> <li>● Any other means permitted by AOE regulations and/or state and federal law.</li> </ul>

## Student Health

We strive to work together to make our schools healthy environments where all can flourish. Our HUUSD nurse team is a resource in helping students and families understand current health requirements and recommendations. Please contact the school nurse and/or visit our school nurse page on the school website (<https://sites.google.com/huusd.org/huhealth>)

**Health Screenings** - Periodic health screenings are done according to state mandated schedules. Health screenings include but are not limited to hearing, vision, height, and weight. Screenings in school should not be considered diagnostic. The school nurse will contact families of students whose screening results fall outside of normal limits. In accordance with state recommended practices, vision and hearing screenings are done in preschool, kindergarten, 7th, 9th and 12th grades.

**Illness / First Aid** - Families SHOULD NOT send ill children to school. Ill children who come to school can spread the illness to others and also do not receive enough rest to fully recuperate. Students should be free of fever, vomiting and/or diarrhea for 24 hours before returning to school. Please see the guidelines on our school website or contact the school nurse with questions on when to keep your child home as a result of illness.

Parents/guardians will be called when it is apparent that a student should not be at school due to illness. If a parent /guardian can't be reached, emergency contacts will be notified.

First aid provided at school is generally limited to care of injuries and sudden illnesses occurring during the school day or during any school sponsored activity. In case of accident or injury occurring at school, first aid will be given by the school nurse or her/his designee.

**Medications** - It is desirable for medication to be given in the home. However, if a child is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication, only the school nurse or a designee will administer the medication in compliance with the regulations that follow.

#### Prescription Medications

- 1) **Written orders** from a physician detailing the name of the drug, dosage and time interval the medication is to be taken, and diagnosis and/or reason for giving the medication.
- 2) **Written permission** from the parent or guardian requesting the school district comply with the physician's order. Please contact your school nurse for a form to provide this permission.
- 3) Medication brought to school in the container appropriately labeled by the pharmacy or physician.
- 4) Delivery of all medications to elementary schools is the responsibility of the parent/guardian or other designated adult. Medication should not be transported to/from elementary school grounds by students.

#### Non-Prescription Medications

- 1) **Written permission** from a parent or guardian detailing the name of the medication, dosage and time to be administered, and the reason for giving the medication. Please contact your school nurse for a form to provide this permission.

- 2) **Delivery of all medications to elementary schools is the responsibility of the parent/guardian or any other designated adult.** Students should not transport medications to and from elementary schools.
- 3) The medication should be transported in its original container.

### **School Entry Medical Requirements**

**Immunizations** are required for all students for polio, diphtheria, tetanus, pertussis, measles and rubella. The Vermont Immunization Law requires all students in grades preschool-12<sup>th</sup> grade be immunized for school attendance unless an application has been made for religious or medical exemption. Please contact the school nurse for further information.

**Medical Evaluations** are required for each student prior to entering school for the first time.; the exam must have been completed within the last year. The American Academy of Pediatrics “Bright Futures” initiative recommends all students receive an age appropriate well care exam annually.

### **Student Preferred Name/Gender Identity**

HUUSD is committed to fostering a school culture that respects and values all students. HUUSD recognizes that some students may prefer to identify by a first name and/or middle name other than their legal name. Additionally students may prefer to be recognized by a gender identity different from that noted on their birth certificate.

Students over 18, or under 18 with the permission of parent/guardian, can request use of a chosen name and/or gender identity. The preferred name/gender identity will be used in many school contexts, such as class rosters, student informational systems (i.e. Powerschool), student ids, and school Gmail accounts. HUUSD is required to use a student’s legal name for official records such as transcripts and state standardized testing platforms; however, whenever reasonably possible, a student’s preferred name/gender identity will be used.

Please note that a legal name change is separate from the procedures outlined here. That legal process is completed with the county district court and differs from the specifics outlined here.



Anyone in the HUUSD community (Student, Staff) seeking to change their first name to a chosen name and/or to change their gender identity may complete a request for such a change at any time. If that person is under 18 years of age, legally their parent(s)/guardians must participate with and support this change. To initiate this process, the student and parent/guardian must complete the [Preferred Name/ Gender Identity Change Request Form](#), available online, or from the school registrar and guidance office.

This change request is intended to be used for those wishing to change the way they are identified from the name and/or gender given at birth; it is not a legal name change. Keep in mind the school is required to continue to use the legal name and gender identified at birth on legal documents such as transcripts and state testing.

Questions about this process should be directed to the school administration and/or guidance department. HUUSD Procedures on preferred name and pronoun requests can be found [here](#).

### **Teacher Advisory (TA)**

Advisory at Harwood Union Middle/High School builds relationships, promotes belonging, and guides students in defining and actualizing a personal plan for success. The program focuses on the following:

- Academic advising and advocacy: monitor student's academic progress in general and towards specific goals, to discuss and facilitate revisions to a student's personalized learning plan and portfolio, and support students in building self-advocacy skills.
- Community conversations: school-wide conversations may include, but are not limited to: announcements, opportunities, issues, and successes that relate to Harwood and the greater community including parents and families..
- Recreation/team and community building : have fun, relax, and feel supported while building a strong group relationship.
- SEL skills: work on critical social and emotional skills such as communication, conflict resolution, personal problem-solving, decision-making and wellness activities. These skills are supported through our actions in the three other drivers.

If a request is made to change advisory's these [procedures](#) will be followed.

### **Title I: Staff Qualifications Notification**

Families in Vermont may access information about their child's teachers' qualifications by visiting an online portal , using the

directions below. If you do not have computer access, please contact Meg Libby at 802.583.7953 or [mllibby@huusd.org](mailto:mllibby@huusd.org) to request your student's teacher(s) professional qualifications.

- 1) Login to access the [Online Licensing System](#)
- 2) Click on "To Search For an Educator"
- 3) Type in the educator's Last Name and First Name then hit "Search"

Educator information will appear.

If you would like information regarding the qualifications of para-educators who work with your child, please contact Angela Young at (802) 583-7955 or [ayoung@huusd.org](mailto:ayoung@huusd.org).

## **Title IX**

**Title IX Grievance Procedures and Dissemination of Policy-** 34 C.F.R. §§106.9(b) and 106.9(a)(1) provide that recipients of federal funding publish their grievance procedures with respect to discrimination on the basis of sex and that each recipient "implement specific and continuing steps to notify.... students and parents of elementary and secondary school students....that it does not discriminate on the basis of sex in the educational program or activity which it operates, and that it is required by Title IX....not to discriminate in such a manner." The latter section requires publication of this notice in a variety of ways, including in bulletins, catalogs, or application forms.

## **Tobacco Prohibition**

The use of tobacco on school grounds is not allowed, in accordance with state law. This ban extends to any student, employee, or visitor to the school, and applies at all times, whether or not school is in session. See HUUSD policy [E8 Tobacco Prohibition](#) for further information.

## **Video Surveillance**

In accordance with E14 [HUHS Policy Video Surveillance](#), Harwood Union Middle/High School uses security cameras to protect school district property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal or

undesirable activities which may occur, although any information obtained may be used as evidence in such cases. The use of security cameras shall be conducted in a professional, ethical and legal manner, and recorded data shall be handled in compliance with state and federal law, including the Family Educational Rights and Privacy Act (FERPA) where it applies, and according to the following criteria:

### **Unscheduled (UP) Time**

Unscheduled Time is a result of students having already completed the majority of their Graduation Expectations in advance of their Senior year and thus not needing to carry a full course load. Students are always encouraged to take more courses to continue their learning at Harwood. If they chose not to, they are able to have the privilege of UP time if they continue to meet the expectations detailed below.

#### **Students with UP time are expected to:**

- Sign in and out of the main office when leaving early or arriving late (due to UP time privilege during the beginning and end of each day).
- Remain in the Senior Cafe during UP time when on campus - including arriving before the end of the student's first block or not leaving at the start of the student's last block.
- Maintain a proficiency score of 2.8 in all registered courses
- Follow the expectations for all students as outlined in the Handbook including but not limited to:
  - being in all classes on time
  - parking in your assigned parking space (if applicable)
  - having permission to leave campus (when applicable)

**Please note** that students are only allowed UP time during the first and last block of the day. Students can not leave campus and return before the end of the day. If students leave campus during other times of day they will lose their UP Time privilege.

### **Volunteers**

In ongoing efforts to assure student safety at all costs, as of July 1, 2017, ALL coaches, volunteers, and chaperones will need a background and records check in order to work in any HUUSD school OR to accompany students on field trips.

If you know in advance that you will be volunteering in ANY capacity during the year it would make sense to get the background

check done as soon as possible. The process could take 3-6 weeks, and sometimes longer. The steps to do so are:

1. Call Meg Libby at HUUSD Central Office @ 583-7953 to make an appointment. All inquiries about the process should also go to Meg Libby at [mllibby@huusd.org](mailto:mllibby@huusd.org)
2. Be prepared to:
  - a. Bring two forms of ID
  - b. Bring a check made payable to HUUSD for \$13.50 (or the exact change)
  - c. Make an appointment to be fingerprinted at the Sheriff's office (you will need two forms of ID there also)
  - d. Fingerprints cost \$25.

### **18-YEAR-OLD STUDENT STATUS**

If a student will be 18 years of age while enrolled at Harwood Union, they must complete the [18 year-old status form](#). This form will provide the school with the necessary information regarding the student's educational information and who the student has authorized to have access to this information. The school, upon receipt of this notification, will inform the parents of the student's decision.