

Parent/Student Handbook 2009-2010

Handbook Signature Page	3
Extracurricular Activity Abstention Agreement	4
Parental Notification of Early Dismissal	5
Important Dates for 2009-2010 School Year	6
Marking Period/Bell Schedules	7
Mission Statement	8
Schoolwide Expectations for Student Learning	8
Expectations	
Social and Civic Expectations	
Notice of Non-Discrimination	8-9
Student Rights-Legal Primer	9-10
Free Speech/Free Expression	
Search and Seizure	
Due Process	
Legislative Requirements	10
Animal Dissection	10-11
Crisis Prevention and Response Policy	10-12
School Safety Drills	12
Mount Holly Late Bus	12
Grading Policies	12
Summer School	13
Senior Trip	13
High School Graduation	13
Readmittance Procedure	13
Incompletes	14
Retention Criteria (Grades 7-8)	14
Cheating/Plagiarism	14
Homework	14
Honor Roll	15
Act 157 Compliance	15
Student Directory Information	15
Parent/Student Rights Regarding Education Record	15-16
Technical Education	16
Services and Organizations	17
Athletic Programs	
National Honor Society	
Mount Holly Bus Transportation	17-18
Ludlow Municipal Transit System	18
Extra-Curricular Activities	18-19
Field Trips	19
Library	19
Nurse	20
Medication	20-21

Permitting Students To Carry Medication	21
Senior Privileges	21-22
Student Council and NHS Privileges for Juniors	23
Change in Address and Telephone Number	23
Visiting the School	23
Guests	23
Accidents/Accident Insurance	23-24
Asbestos Management Plan	24
School Attendance	24-26
General Statement	
Procedures-Senior High Program	
Student Attendance (Grades 7-12)	
Middle School Attendance Policy	
School Tardy Policy	
Sign-Out Procedure	27
Eighteen Year Old Students	27
Automobiles	27
Care of Building and Equipment	28
Clothing: Appropriate Dress	28
Dances and School Sponsored Activities	28-29
School Prom	29
Food/Drink	29
School Closings/Delayed Openings	29
Public Displays of Affection	29
Financial Obligations to the School	30
Free and Reduced Lunch	30
Locker Rules	30
Lost and Found/Valuables	30
Passes	30
Electronic Devices	31
Student Computer and Internet Use	31-33
Telephone	33
Textbooks, School Supplies and Materials	33
Student Behavior	33-35
Major Rules	35-40
Weapons Policy	
Alcohol and Drugs Policy	
Tobacco Policy	
Bullying, Hazing and Harassment Policy	
Leaving School Property	
Misconduct	41-42
Extracurricular Participation Policy	43-44
Policy Change Statement	44
Policies	45-46
Education Support System (EST) Information	47

SIGNATURE PAGE

2009-2010

(Must be signed and returned to Main Office)

(Please print student's name)

The Black River High School and Middle School asks that the parent/guardian and student sign and return this page to the Main Office. Thank you for your cooperation.

My signature below indicates I have read and understand the information outlined in the 2009-2010 Parent/Student Handbook and understand that my student will adhere to the practices and policies within. By signing this document I also agree to allow my student to participate in school related activities that are during class time, off school campus, and still within the Black River High School and Middle School area.

Parent/Guardian Signature

Date

Student Signature

Date

Field Trip Permission Form

I give my child _____ permission to participate in field trips at Black River High School and Middle School for the 2009-2010 school year. I recognize that this will be the sole permission form for the entire year. When I am notified in advance of each field trip, if I do not wish for my child to participate, I will notify my child's teacher in writing.

Parent/Guardian Signature

Date

Student Work Display Permission Form

By law, we are required to get parental permission before displaying:

- Student Work
- Photographs which involve students
- Video tapes which involve students

Therefore, we are asking parents to sign below allowing us to use any of the above methods whenever one or more are appropriate to the education setting.

Parent/Guardian Signature

Date

**SAMPLE FORM - ORIGINAL CAN BE
FOUND IN STUDENT FORMS**

**Extracurricular Activity
Substance and Alcohol Abstinence Agreement
2009-2010**

All students must sign and return this form to the Main Office

This agreement must be signed before a student may participate in any practices, games or extracurricular activities. Please print your child's name on the first line of the agreement and sign where indicated.

STUDENT AGREEMENT

I, _____ have read and understand the Rules Prohibiting Alcohol, Illegal Drugs and Tobacco Use.

By signing this acknowledgment form I agree to abstain from the possession or use of any alcohol, illegal drugs, or tobacco product regardless of time, place, or occasion.

I understand that if it is determined that I have been in possession or use of any alcohol, illegal drugs or tobacco product that any time from the beginning of the first day of student activities/school in August through the last day of school and/or the last student activity, whichever is later, that I will be subject to the consequences for any and all activities in which I participate.

Student Signature

Date

PARENT/GUARDIAN AGREEMENT

I have read and understand the Rule Prohibiting Alcohol, Illegal Drugs and Tobacco Use.

By signing this acknowledgment form I agree to support my son or daughter in their promise to abstain from the possession or use of any alcohol, illegal drugs, or tobacco product regardless of time, place, or occasion.

I understand that if it is determined that my son or daughter has been in possession or has used any alcohol, illegal drugs, or tobacco product at any time from the beginning of the first day of student activities in August through the last day of school and/or the last student activity, whichever is later, that he/she will be subject to the consequences for any and all activities in which he/she participates.

Parent Signature

Date

**SAMPLE FORM - ORIGINAL CAN BE
FOUND IN STUDENT FORMS PACKET**

**BLACK RIVER HIGH SCHOOL
BLACK RIVER MIDDLE SCHOOL
2009-2010 School Year**

**PARENTAL NOTIFICATION WHEN THERE IS AN EARLY
DISMISSAL OF SCHOOL**

There may be times when the school needs to close early due to safety concerns, building maintenance problems or bad weather. Please complete the following information and have your child return it to the Main Office as soon as possible so that we may enter the information into our Alert Now system file. Please **print** all information requested. **Please make sure to include yourself if you wish to be called. This is not a required form - parents have the choice of returning or not depending on their own personal preferences.** If no form is returned, your child will be sent home by his or her usual mode of transportation.

Name of Student: _____

Parent/Guardian: _____

I would like the school, in the following priority order, to call one of the persons on this call list.

1. Name: _____
Relationship to Student: _____
Telephone Number(s): _____

2. Name: _____
Relationship to Student: _____
Telephone Number(s): _____

3. Name: _____
Relationship to Student: _____
Telephone Number(s): _____

**SAMPLE FORM - ORIGINAL CAN BE
FOUND IN STUDENT FORMS PACKET**

IMPORTANT DATES FOR 2009-2010 SCHOOL YEAR

Black River High School and Middle School **Picture Day: Wednesday, October 14, 2009**

Dates School Is Closed Reason

September 7	Labor Day
September 30	In-service Day
October 23 and 24	Teacher Convention Days
November 11	In-service Day
November 25-27	Thanksgiving Break
December 23	Early Release Day
December 24-January 1	December Break (Classes start on January 4)
January 18	Martin Luther King Day
January 19	In-service Day
February 15-19	Winter Break
March 19	In-service
April 19-23	April Break
May 31	Memorial Day
June 18	Projected last day of school

(The school year will be adjusted if there are any closings due to weather or other causes during the school year.)

Music Department Concert Schedule

October 20	Fall Concert (BRHSMS and LES Combined) - 7:00 PM
December 8	BRHSMS Holiday Concert (snow date December 9) - 7:00 PM
December 10	Mount Holly Holiday Concert (snow date December 17)
December 16	LES Holiday Concert (snow date December 18) - 7:00 PM
March 16	BRHSMS Spring Concert (snow date March 24) - 7:00 PM
May 10	LES Spring Concert - 7:00 PM
May 25	BRHSMS "POPS" Concert - 7:00 PM
May 28	LES Memorial Day Program - 1:15 PM
June 3	Mount Holly Spring Concert

District and State Music Auditions and Festivals

November 5	All New England Choral Festival, Plymouth State University
November 20-21	District VI Fall Music Festival, Bellows Falls Union High School
February 5-6, 2010	District VI Winter Music Festival, Windsor High School
May 6-8, 2010	All-State Music Festival, Rutland High School

Black River High School and Middle School
2009-2010
MARKING PERIODS

Marking Period	Start Date	End Date	Warnings Mailed	Report Cards Mailed
Semester 1 Quarter 1	September 1	October 30	September 25	November 6
Quarter 2	November 2	January 22	December 11	January 29
Semester 2 Quarter 3	January 25	April 2	February 26	April 9
Quarter 4	April 5	June 18	May 8	June 22
				(Tentative)

ALL WARNINGS AND REPORT CARDS WILL BE MAILED HOME

Middle School exploratory class will run on both semester and quarter basis. Physical Education and Life Skills are semester courses. Music, FLEX, Computer, and Art are quarter courses.

The school building opens at 7:40 a.m. for all students in grades 7-12

Schedule for Grades 9-12

Fall/Spring	Time
Period 1	7:45 - 8:27
Period 2	8:30 - 9:11
Period 3	9:14 - 10:34
Period 4	10:37 - 11:18
LUNCH	11:21 - 11:41
Period 6	11:46 - 1:06
Period 7	1:11 - 2:32

Schedules for Grades 7 and 8

Grade 7			Grade 8		
Period A	7:45 - 8:00	Advisory	Period A	7:45 - 8:00	Advisory
Period B	8:02 - 8:50	Math or English	Period B	8:02 - 8:50	Civics or Science
Period C	8:52 - 9:40	English or Math	Period C	8:52 - 9:40	Science or Math
Period D	9:42 - 10:35	Soc. Studies or Science	Period D	9:42 - 10:33	English or Math
Period E	10:37 - 11:18	Band, Chorus, Academics	Period E	10:33 - 10:37	Break
Period F	11:18 - 11:25	Break	Period F	10:37 - 11:18	Band, Chorus, Academics
Period G	11:27 - 12:15	Science or Soc. Studies	Period G	11:22 - 12:15	Math or English
Period H	12:17 - 12:43	Enrichment	Period H	12:17 - 12:43	Enrichment
Period I	12:45 - 1:06	Lunch	Period I	12:45 - 1:06	Lunch
Period J	1:11 - 1:51	Exploratory Class	Period J	1:11 - 1:51	Exploratory Class
Period K	1:54 - 2:32	Exploratory Class	Period K	1:54 - 2:32	Exploratory Class

LUDLOW/BLACK RIVER SCHOOL DISTRICT
Mission Statement

The Ludlow/Black River School Districts are dedicated to creating a positive and safe learning environment. We will provide students with an exceptional education that, while recognizing their individuality, challenges all levels of learners with high academic standards. We will encourage family and community involvement as a means for developing citizens with an appreciation for diverse ideas. Together we will empower students by fostering the academic, social, and personal skills needed to prepare them for an increasingly complex society. With strong administrative leadership, a clear vision, and highly dedicated staff, we will nurture a respectful school community of healthy responsible lifelong learners.

SCHOOLWIDE EXPECTATIONS FOR STUDENT LEARNING

Expectations

All Black River High School and Middle School students will:

- Communicate effectively and demonstrate understanding through expression.
- Write effectively for a wide variety of purposes.
- Read critically to understand, interpret, and respond to a variety of materials.
- Use effective reasoning and questioning strategies.
- Solve problems and conduct research in various fields of knowledge.
- Use technology appropriately to gather and communicate information, ideas, and concepts.

Social and Civic Expectations

All Black River High School and Middle School students will:

- Demonstrate respect for self and others.
- Develop satisfying, productive, and collaborative relationships with others.
- Develop skills needed to make informed decisions and healthy lifestyle choices.
- Take an active role in service to the school and community.

NOTICE OF NON-DISCRIMINATION

It is the intent of the Union #39 School District that the School Directors and their employees will not discriminate on the basis of race, color, religion, national origin, creed, age, gender, disability and handicap, marital status, family status, receiving of public funds, and sexual orientation in the admission and access to, or treatment and employment in, its programs and activities including vocational education, policies, procedures, and practices, as and to the extent provided by law.

Union #39 School District recognizes its responsibility to identify students who are in need of classroom accommodations under Section 504 of the Rehabilitation Act of 1973, and to provide them regular and/or special education related aids and services that are designed to meet

their individual educational needs as adequately as the needs of non-handicapped students.

All Board policies regarding harassment, hazing, bullying, and discrimination are available at the High School Main Office or at the Central Office on High Street. The designated employees to receive and investigate discrimination and harassment complaints are:

Black River High School/Middle School -James Frail, Principal (228-7030)
Rutland Windsor Supervisory Union - Joan Frangiose (228-3738)

A person may file a harassment complaint with the 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 802-8283.2480 (voice)
877-294-9200 (tty)
802-828-2481 (fax)
Email: humanrights@state.vt.us

Office for Civil Rights, Boston Office
U.S. Department of Education
33 Arch Street, Suite 900
Boston, MA 02110-1490
617-289-0111 (voice)
877-521-2172 (ttd)
617-289-0150 (fax)
Email: OCR.Boston@ed.gov

STUDENT RIGHTS - LEGAL PRIMER

Following are summaries of the rights of all public school students, based on federal court decisions. These constitute procedures that the school is obligated to follow:

Free Speech/Free Expression

Generally, speech outside of the classroom is protected if it does not:

- Disrupt classroom activity.
- Infringe on the rights of others.
- Endanger the health or welfare of others.

Federal courts have ruled that students can be punished for offensive, lewd, or indecent speech and that while students may advocate unpopular or controversial views, that right is balanced by the school's right to establish standards of civil and mature behavior.

Search and Seizure

Rulings made under the Constitution's Fourth Amendment have declared that schools need only "reasonable suspicion" in light of the presented evidence or circumstances to make a legal search. School officials do not need to adhere to the stricter standard of "probable cause" that law enforcement officials must follow. There must be reasonable grounds to believe that the search will reveal a violation of school rules and produce evidence of unlawful activity.

Due Process

Students have the right to an oral or written notice of charges that may be made against them. They must also have the opportunity to be given a hearing, so they may present their version of events. The U.S. Supreme Court has recognized that situations do not allow for students to have the same due process as adults, unless a student is threatened with a long-term suspension when more elaborate safeguards may become necessary.

LEGISLATIVE REQUIREMENTS - 16 V.S.A.

The following is a list of legislative requirements under the Vermont Education statutes. Please call the school principal to learn more about these requirements and how to exercise your rights under these statutes.

1. Parents are permitted to opt their children out of the annual hearing test (1422).
2. High schools are required to give technical centers the names and address of students and their parents so that they may be contacted and notified of technical center offerings (1541).
3. Students have the right to be excused from participating in or observing activities involving the dissection or vivisection of animals (912).
4. Students with life threatening allergies can carry medications at school (748).
5. Students and students' parent or guardians have the right to opt out of the federal requirement that student contact information be provided to military recruiters or institutions of higher education (7908).
6. Students and their parents and guardians have an option for school choice (563(28)).
7. The High School Completion Program allows a person not enrolled in school between the ages of 16 and 21 to be eligible to request an individual graduation plan in order to obtain a high school diploma (1049).

ANIMAL DISSECTION

It is the intent of the Black River School to comply with the requirements of Act 154 of 2008 regarding the right of students to be excused from participating in or observing activities involving the dissection or vivisection of animals. Students enrolled at Black River shall have the right to be excused from participating in any lesson, exercise, or assessment requiring the

student to dissect, vivisect, or otherwise harm or destroy an animal or any part of an animal or to observe any of these activities, as part of a course of instruction.

The science teacher will notify students in advance of any lab work that will involve animal dissection. A student who wishes to be excused from the activity will be assigned to another classroom and provided with school work relating to the laboratory project.

BLACK RIVER HIGH SCHOOL AND MIDDLE SCHOOL CRISIS PREVENTION AND RESPONSE POLICY

Policy

It is the policy of the Rutland Windsor Supervisory Union #39 School District to maintain a safe, orderly, civil, and positive learning environment, and to be prepared, in so far as possible, to prevent and respond to unexpected crises quickly and appropriately. While the very unexpected nature of a crisis may make preparation difficult, the Board believes that staff and students should be ready to respond quickly and appropriately to emergency situations.

Definition

Examples of school crises include but are not limited to fire, bus accidents, nuclear disaster, criminal acts, civil disturbances, disease epidemic, physical injury, death, presence of intruders on school premises, hazardous materials spills, weather related emergencies, natural disasters, bomb threats, terrorist activities, or other emergencies.

Administrative Responsibilities

To help prevent the occurrence of some individually caused crises, the Superintendent shall research and share information about educational programs and practices designed to create and sustain a safe learning environment.

The Superintendent is directed to create a school crisis prevention and response plan and administrative procedures that identify how the students and staff shall respond to emergency situations, and the role that local emergency service providers shall play in crises preparedness and incident management. This shall include the establishment of a school crises team and consultation and cooperation with law enforcement, the fire department, and rescue squads to create a community public safety committee.

The school crises plan and procedures shall be aligned with and follow the recommended practices outlined in the Vermont School Crisis Guide and related resources.

Generally, the Principal or his/her designee will organize and oversee the planning and operation of the crisis team and will serve as the incident commander, according to the crisis plan and emergency procedures. The plan shall be reviewed annually and routinely practiced during regular drills.

Fire and emergency preparedness drills shall be conducted and recorded by the Principal in accord with the requirements of Section 1481 of Title 16 of the Vermont Statutes Annotated. At a minimum, the students shall be drilled at least once a month during the school year so that they may leave the school building in the shortest possible time and without panic or confusion. In addition, students shall be drilled at sufficient intervals on other procedures described in the school's emergency preparation plan. A record of each drill together with the time consumed in completing the procedure, shall be kept in the official school register, and such register shall be

open at all times for inspection by representatives from the Department of Labor and Industry and the Department of Education.

Following a major incident, the crisis team and/or the public safety committee shall debrief and review the effectiveness of the crisis response and present a report and any recommendations for crisis plan updates to the superintendent.

SCHOOL SAFETY DRILLS

Fire drills and other school safety drills are very serious matters. They are required by state law to be held throughout the school year. Students will be practicing three different types of emergency procedures: clear the hallways, lockdown, and fire drills. During a fire drill it is essential that every student:

- Be familiar with the exit route from each room he or she uses.
- Leave the building as promptly as possible after the alarm has sounded and report by **current class** to the designated safety area for attendance.
- Stay clear of roadways and fire lanes once out of the building.
- Follow these rules without questions so that staff can deal with the emergency.
- Return to the building only when the signal is given. At that time, students should return quickly and in an orderly fashion.

There will be times when students will not be allowed to use their cell phones. A sudden and excess use of cell phones could hamper emergency efforts.

Directions for clear the hallway and lockdowns will be communicated to students during the school year.

MOUNT HOLLY LATE BUS

A late bus to Mount Holly is provided daily at 4:00 p.m. for students who are involved in an extracurricular activity or supervised program. Students must sign up in the office by 2:00 p.m. for the late bus.

GRADING POLICIES

Teachers will explain their marking systems, including the weighting of tests, quizzes, and homework to all students as they enter courses. Teachers will also provide these explanations in writing. Students and parents are encouraged to review these grading explanations. Students are also assessed quarterly in relation to their effort and conduct.

BRHSMS follows a numerical grading system with 60% being the minimal passing grade. The following is a comparison chart of numerical/letter grade values.

<u>Numerical Value</u>	<u>Letter Grade</u>
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
Below 60	F

SUMMER SCHOOL

Except for Driver Education, students will receive credit from summer school only if the course is remedial in nature: i.e., the student is repeating a course he or she has failed. Please discuss your summer school plans with the guidance counselor prior to enrollment.

SENIOR TRIP

Aim and Purpose: The senior trip is considered a culmination of years of hard work, happy memories and being together as a class. It is meant as a reward for seniors and not an entitled privilege. The itinerary for the trip should be a combination of fun activities and educational experiences.

Eligibility: To be eligible to attend the senior class trip, a senior must meet the following criteria:

1. Enrolled at the Black River High School.
2. Classified as a senior on track for graduation.
3. No drug or alcohol violations during their senior year.
4. Has not exceeded more than three school suspension (in-school or out of school) during their senior year.
5. Has not exceeded the attendance policy in a class.
6. Has no outstanding financial obligation to the school.

Items three, four and five can be appealed to the school principal.

HIGH SCHOOL GRADUATION

No senior will be allowed to participate in the graduation ceremony unless they have met all the graduation requirements as defined in the program of studies booklet for the school year.

READMITTANCE PROCEDURE

The following procedure has been developed to streamline the process so that students who wish to return to school may re-enroll. The goal is to have this readmission done in a systematic manner that ensures that the best educational planning and scheduling to the enrollee. This procedure will only apply to those enrollees who are over the age of sixteen and have dropped out of school.

Procedure

Enrollees must enter at the beginning of a school semester. Enrollees must submit a written statement of reasons for returning to school and its connection to their future plans. The enrollee's schedule will be developed by the counselor and approved by the principal. Enrollees should make the request to re-enroll two weeks before the beginning of a semester.

This procedure does not apply to special education students, 504 students and agency referrals.

INCOMPLETES

All incompletes recorded on a report card must be made up within two weeks of the start of the following marking period. Incompletes for the 4th marking period that are not made up will also be recorded as No Credit (N/C) at the end of the first week of the next school year. Extensions may be given with the permission of the instructor.

RETENTION CRITERIA (GRADES 7-8)

A student in grade 7 and 8 will be considered for retention if the student has not demonstrated satisfactory achievement and is failing two or more courses in English, Social Studies, Science, or Math as indicated by report card grades.

The principal, after consulting with the student's teachers, guidance counselor, and parents, shall decide if a particular student should be retained.

The school board is presently developing procedures on grade advancement: retention, promotion, and acceleration of students.

CHEATING / PLAGIARISM

We place a high value on academic honesty. When cheating/plagiarism is discovered or suspected, there will be intervention by the teacher. The student will appear before the teacher for a private conference to ascertain the facts of the situation. For any offense a zero will be assigned for the work with no chance for make-up. In addition, the students' parents and the school Principal will be notified by the teacher.

HOMEWORK

Home study is a necessary part of each student's educational program. Homework will have a valid educational purpose and will be relevant to the objectives of the course, unit, or lesson in which the student is participating.

Parents should provide an atmosphere conducive to good study. Parents should only give assistance and guidance that will enable children to think for themselves in completing homework.

The student is responsible to find out and complete homework assignments. Middle School students may call the Middle School Homework Hotline at 228-5184. In some cases, the student may have to remain after school with the teacher to meet overdue homework responsibilities. In most cases, homework assignments are calculated as part of the quarterly grades.

Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of rushing through an assignment at the last minute. Students should plan at-school and at-home study time carefully. The student should meet with the teacher for assistance in such planning.

HONOR ROLL

An Honor Roll is published on a quarterly basis after report cards are distributed. Honor Roll categories are:

High Honors	All grades 90% or above
Honors	All grades 80% or above

In order for a student to be eligible for the Honor Roll they must be enrolled in classes offering a total of a least 3 credits.

ACT 157 COMPLIANCE

It is the policy of Black River High School and Middle School to comply with Act 157 and to maintain a comprehensive system of education services that will result, to the maximum extent possible, in all students succeeding in the regular classroom. An important part of Act 157 compliance is the development of an Educational Support Team (EST). Our team consists of school personnel who collaborate with each other to help students. Teachers will typically refer students to the EST team for extra support. **A parent can also make an EST referral by contacting the principal.** Please see last page of this handbook for more information on EST.

STUDENT DIRECTORY INFORMATION

Black River believes that keeping accurate and appropriate educational records on students are a necessary part of a sound educational program. The school, as trustee of this information, maintains these records for the educational guidance and/or welfare of the students. Directory information will include the student's name, address, date and place of birth, dates of attendance, and awards received. Directory information is regarded as public information and will be provided by school officials **unless the parents/guardians specifically request directory information not to be revealed.** Under the federal education law, No Child Left Behind, school are required to send student names, addresses, and telephone numbers to all branches of the U.S. Armed Forces. Please notify Guidance or the Main Office in writing if you **do not** want your child's information made available to the military. This applies to all students in grades 9-12.

PARENT/STUDENT RIGHTS REGARDING EDUCATION RECORDS

An eligible student or parent of a student enrolled in BRHSMS has certain rights concerning the educational records that the school district maintains. These rights are afforded by the Family Educational Rights and Privacy Act (FERPA), the Education of the Handicapped Act (P.L. 94-142) and the policy and procedures of BRHSMS. You have the right:

- To a list of the types and locations of student educational records maintained by BRHSMS and the titles and addresses of the school officials responsible for those records.
- To inspect and review your (your student's) educational records within a reasonable time after such a request (no more than 45 days after the identification, evaluation, or placement of a handicapped student), including:

1. A response to reasonable requests for explanations and interpretations of the educational records.
 2. To have a representative or the parent of a handicapped student inspect and review the records.
 3. A copy of any of your (your student's) records at no more than the school district's copying cost.
- To seek the correction of your (your student's) educational records through a request to amend them, or through a hearing procedure provided by law, including the right to a copy of BRHSMS "Procedures for Request to Amend Information in Education Records."
 - Not to have information from your (your student's) education records disclosed without prior written consent. **Except:**
 1. To school officials with legitimate educational interests;
 2. Directory information, that includes student's name, degrees, and awards received, participation in officially recognized activities and sports, height and weight of members of athletic teams, and date separated. You have the right to refuse to permit the designation of any or all of these categories as directory information by a written notice to the Main Office at BRHSMS within thirty (30) working days of the date of this notice;
 3. To officials of another school or school system in which you (your student) seek(s) or intend(s) to enroll or in concurrently enrolled.
 4. To government officials or other authorities, as provided by law;
 5. In health and safety emergencies;
 6. In connection with the application for and receipt of financial aid.
 - To review the record of disclosure of personally identifiable information from your (your student's) record.

BRHSMS will assume that either parent of a student (under the age of 18) has the right to inspect, review, and release the student's education records, unless it is provided with a legally binding instrument that provides to the contrary. In order to request inspection and review of your (your student's) education records, (or if you have any questions concerning your rights in this matter) contact the Guidance Office, BRHSMS, 43 Main Street, Ludlow, Vermont 05149, telephone 228-3132 for an appointment.

NOTE: When a student reaches the age of 18 or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent shall thereafter only be accorded to and required of the student, except the record of a dependent eligible student that may be disclosed to the parents of that student without the consent of the student.

TECHNICAL EDUCATION

The River Valley Technical Center in Springfield serves as the vehicle for providing secondary students opportunities to learn skills, acquire knowledge, and develop attitudes necessary to become productive members of the work force, or to go on to further post-secondary education.

Bus transportation is provided for students to and from Springfield.

SERVICES AND ORGANIZATIONS

Athletic Programs

Black River has a strong tradition of interscholastic sports competition and students are encouraged to participate. The following sports and sporting activities are offered:

Soccer	Basketball	Baseball	Softball
Golf	Skiing	Snowboarding	Cross Country

Please refer to the Black River Athletic Handbook for all information, guidelines, and rules for athletes.

National Honor Society

Membership in the Black River High School Excelsior Chapter of the National Honor Society is an honor bestowed by the faculty upon high school students who have exemplified excellence in four areas: scholarship, service, leadership and character. These four traits, in accordance with national mandates, are weighed equally in the selection process for membership.

Students are first selected based on a GPA of 3.4 or above and will be interviewed by the Faculty Council prior to acceptance into the National Honor Society. Regular attendance and participation in Society functions and maintenance of the standards by which he or she was selected are required of each member. Students who are selected to apply to join the National Honor Society will be provided full requirements and application packets at the time of selection.

MOUNT HOLLY SCHOOL BUS POLICY

The primary aim of the Mount Holly school bus transportation services is to transport all Mount Holly students safely to and from school. While passengers on school buses, students will behave in an orderly manner and will obey the directives of school bus drivers. The general rules for behavior on the buses are:

1. The bus driver is in charge at all times.
2. Students must be at the pick-up points on time.
3. Board or leave the bus only when it is stopped.
4. Students are to remain seated while the bus is in motion and they must keep all parts of their bodies inside the bus at all times.
5. Loud, boisterous, or other distracting noises will not be tolerated.
6. Articles will not be thrown on the bus or out of the bus.
7. Quarreling or fighting with a neighbor or rough play will not be tolerated.
8. Swearing or other inappropriate language will not be used.
9. The use of tobacco, drugs, or alcohol is forbidden.
10. Food and drinks should not be consumed on the bus, including gum and candy.
11. Objects of an injurious or objectionable nature are not to be brought on the bus.
12. Students must respect the bus driver at all times. Failure to do so will result in loss of transportation to school.
13. Students will be held responsible for any damage to the bus or its equipment.
14. Drivers are not permitted to let children get off the bus at a stop other than their own without a note from a parent or guardian, signed by Office Staff.

It is the responsibility of the parent(s) or legal guardian(s) to insure the safety and well-being of their child up until the time he or she gets on the bus in the morning, and resume that responsibility when their child gets off the bus in the afternoon.

Violations of these rules, or other behavior problems, will be handled according to the policy “Students Conduct on Buses.” Students who do not follow the behavior expectations for the bus may be subject to bus reports. The first bus report will result in an in-school consequence, the second bus report results in an automatic three-day suspension from the bus, a third bus report results in an automatic week-long suspension from the bus and any additional reports may result in the loss of bus riding privileges for the remainder of the year.

LUDLOW MUNICIPAL TRANSIT SYSTEM DISCIPLINE POLICY

The Ludlow Municipal Transit System provides transportation in Ludlow and to Springfield for students and other citizens of the community. Students are expected to be courteous and to behave appropriately when riding these buses to insure the safety and comfort of all passengers. Directions of the bus driver must be followed at all times. Inappropriate behavior will result in referral to the Transportation Supervisor and the Chief of Police for disciplinary action and may result in loss of the privilege to ride the Ludlow buses.

Students and parents are advised that the Ludlow Municipal Transit System has adopted the following discipline policy:

1. First Discipline Report: Warning, parents notified by mail.
2. Second Discipline Report: Two to seven (2 to 7) day bus suspension, depending on the severity of the infraction. A meeting will be held with parents, the Chief of Police, the Transportation Supervisor, and the bus driver.
3. Third Discipline Report: Bus suspension for the remainder of the year.

Immediate suspension from the Ludlow bus will be imposed for:

1. Bringing on the bus:
 - a. Firearms
 - b. Incendiary devices
 - c. Fireworks of any kind
 - d. Matches or cigarette lighters
 - e. Any device that may threaten the safety of any passenger
2. Physically or verbally attacking or threatening any person riding the municipal bus system, no matter what the age.
3. Touching inappropriately, physically, or suggesting anything sexual in any manner, male or female, that may make riders feel uncomfortable.
4. Vandalizing the interior or exterior of a bus.

EXTRA-CURRICULAR ACTIVITIES

The high school and middle school offers many extra-curricular activities for students in grades 7-12. Students are encouraged to become involved in as many activities as possible to encourage the development of social and leadership skills. It is important for students to

remember that when they join an activity, they represent their school at all times and should behave properly. Every group wants its members to be a credit to the school and community.

Participation in extra-curricular activities requires that the student be academically eligible. A student who is found to be ineligible because his or her average is below 70% may be allowed to participate after one week if the following conditions are met:

- a. He or she is in good standing, passing all courses and has achieved a 70% overall average in all classes.
- b. He or she must continue to maintain the 70% overall average for an additional two weeks. The student is responsible for submitting progress reports to the advisor every two weeks.
- c. He or she has the approval of the guidance counselor.
- d. Extenuating circumstances may be reviewed by the administration.

Students ineligible due to an "Incomplete" may participate after completion of their work and provided they meet eligibility requirements and the conditions stated above.

For students attending classes at the River Valley Technical Center or Stafford Technical Center, academic eligibility will be determined by an official progress report from the school to BRHS effective the day BRHS issues report cards.

It is the student's responsibility to get the progress report from the Guidance Office. Students must be in school on the day of the event in order to participate.

We sponsor many activities at the high school and middle school including:

Band**	Chorus**	Drama Club
National Honor Society	Student Council	Vermont History Project

(Students in grades 9-12 earn credit for participation in Band and Chorus)**

FIELD TRIPS

Students are representatives of the school when on field trips and should act accordingly. Students should follow all regular school rules. Students violating any rule will be subject to disciplinary procedures any may be prevented from attending further field trips.

LIBRARY

The library is a focal point for learning and a valuable resource. Students are encouraged to utilize the many library services for reference work or for the reading of books, magazines, or newspapers, or for access to the online catalog, a variety of databases and the Internet.

Materials may be borrowed and renewed. Students will be held responsible for making restitution for books that are lost or damaged. Borrowing privileges may be suspended for those students who have overdue materials until those materials are returned.

The library will open each morning at 7:30 a.m. for students to do research and to get advance passes. Students will not be admitted to the library without a pass. Please remember to get passes early, as classes may be scheduled in the library, and space may be limited. Enter and leave the room quietly so a studious atmosphere can be maintained. The library is open each day until 2:45 p.m., or later if pre-arranged.

NURSE

Any student who becomes ill during the day may get a pass from his or her teacher to the Main Office where he or she may obtain a pass to the nurse's office. The nurse will contact the parent/guardian if the student needs to go home.

Office hours for non-acute problems will be as follows:

7:30-8:00	all students
11:21-11:41	first lunch students
12:45-1:05	second lunch students

The nurse is available at any time for emergencies, [acute illness, i.e, vomiting, diarrhea, injuries, or bleeding] or for those students who truly feel they cannot wait.

MEDICATION

Non-Prescription Medication

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

Any medication to be used by students at BRHSMS must be reported to the school nurse and a form filled out and returned. The purpose of this procedure is to provide the school with complete health information to assist your child in case of an emergency. There are no exceptions to this rule. Non-prescription medications may be administered by the school nurse with parental permission. Forms are in the nurse's office at Ludlow Elementary School.

Prescription Medication

Permission forms must be on file each year with the nurse

Any student who must take prescription medications during the regular school day must comply with the following regulations:

1. **All** prescription medications must be administered by the nurse or the nurse's approved designee.
2. The student and parent/guardian must provide written orders from a physician detailing the name of the student, the medication item, the dosage, and the reason for giving to the nurse **before** the medication can be given. A renewal of a long-term medication order is required each school year.
3. Written permission from the parent/guardian of the student requesting that the school district comply with the physician's order must accompany the physician's order.
4. Students with chronic illnesses, (e.g. seizure disorders, cystic fibrosis, diabetes, etc.) who are responsible for self-administering their medications should be allowed to continue the practice. Medication shall be kept in the nurse's office.
5. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

6. Medication shall be stored by the nurse in a locked cabinet.
7. The above procedures must be followed for all prescription medication.
8. Unused medication shall be destroyed or returned to the parent/guardian for disposal.

PERMITTING STUDENTS TO CARRY MEDICATIONS

H.748 is a bill that allows students with life threatening allergies or illnesses to carry medications at school. This bill required collaboration between school officials, parents, and physicians, and allows qualified students to carry their medication anywhere in school and to all school functions.

In order for a student to be granted this responsibility, a parent will be required to submit a detailed physician's authorization. The authorization must give the names and dosages of all medications, as well as certify that the child is knowledgeable and capable of administering the medicine. The parent will then work with the school nurse to develop a plan of action for responding to the child's life threatening condition. The parent will also be required to sign a statement releasing the school and school employees from liability concerning the child's medicine.

SENIOR PRIVILEGES

The intent of the Senior Privilege Program is to allow students opportunities to develop responsibilities for managing their non-class time. The concept provides a transitional time from the traditional constraints of public high school to the freedom experienced in the adult world which students enter upon graduation.

The program is being offered to all eligible seniors in the Class of 2010. Parental approval is required as well as their support in monitoring appropriate use of the privilege. The administration will support a parental request to suspend their child's senior privileges.

- Study Hall⇒Morning: Seniors may elect to arrive at school late providing they do not have a class and sign in upon arrival.
- Study Hall⇒Other Periods: Seniors may leave school grounds during the day if they have a study hall with teacher's permission and by signing out and in at the Main Office. If the study hall is the last block of the day, there is no need to sign back in at 2:32 p.m.
- Lunch: Seniors may leave school grounds during lunch by signing out and in at the Main Office.
- Midterms and Final Examinations: Seniors with an average of 90 or higher in a course may be excused from taking the midterm and final examination at the discretion of the teacher.
- Passes: Seniors are not required to fill out passes when leaving class to go somewhere in the building providing that they have their senior privilege card on them.
- National Honor Society: Seniors who are also members of National Honor Society are not required to perform separate hours of community service, but can use the

- required fifty hours for both senior privileges and their membership requirements.
- Additional privileges can be presented to the faculty for approval.

Eligibility Requirements

Community Service:

- A student must complete 10 hours of community service per semester or a total of 20 hours of community service.
- Community service hours may be performed in the summer months prior to the start of school in the fall.
- A senior must obtain the signature of a supervising adult confirming the student's supplied community service record. To qualify service, all work done must be free of compensation and performed to benefit a community member or organization.
- All community service hours will be reviewed by the senior class advisors.

Academic Eligibility:

- To maintain senior privileges, a student must have passing grades. If at anytime a senior's grades fall below passing their senior privileges will be suspended until a time that their grades are brought up.
- Any and all debts to the school must be resolved to maintain senior privileges.

Senior Privilege Rules

1. Seniors are forbidden from transporting any underclassmen or seniors lacking privileges off school property at anytime while school is in session.
2. Seniors may not purchase any items off-campus for any underclassmen or senior lacking privileges and deliver them to said individuals during school hours.
3. Seniors must sign out; seniors must sign in immediately upon arrival back to school.
4. A destination must be given at all times when signing out.
5. Seniors are not allowed to disrupt classes either leaving the school or upon arrival.
6. Seniors are responsible to follow all school rules such as tardiness, attendance, etc.
7. Seniors are not to engage in any off-campus disturbances.

Consequences for Abusing Privileges

If any student abuses their privileges the consequences will be:

- First Offense: warning with possible loss of privileges.
- Second Offense: loss of privileges for a school week.
- Third Offense: loss of privileges for the remainder of the semester.

STUDENT COUNCIL AND NHS PRIVILEGES FOR JUNIORS

Some juniors may be given privileges due to Student Council or National Honor Society memberships. Students must remain active meetings and events, and not be tardy or disruptive at meetings and events to maintain privilege status. In addition, they must be in good standing with the school in regards to academics, outstanding debt, and/or other obligation in order to participate. The rules for Student Council and National Honor Society privileges are the same as Senior privileges listed above.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Any change of address (including e-mail) or telephone number must be reported to the Main Office. The school must also have a phone number where parents can be reached in case of an emergency. These phone numbers and other important information should be printed on the Emergency Information Record at the beginning of the year.

Please also complete the Parental Notification When There Is An Early Dismissal form and return it to the Main Office if you wish the school to call you if school is cancelled during regularly scheduled school hours. Sample form can be found on page 5.

VISITING THE SCHOOL

All visitors are required to check in at the Main Office. Parents are always welcome to visit BRHSMS at any time during the school year. The faculty would like to extend a special invitation to parents who would like to sit in on classes in progress. Please consult the Principal in advance if you would like to observe classes.

GUESTS

The school policy is to welcome only those visitors who have legitimate business to attend school. Parents of student visitors must call the school in advance and request permission for their child to visit BRHSMS. No student visitors will be allowed on days when their school is in session unless the visitor is considering transferring to Black River. Visitors to the school will be asked to leave if they are unwilling to follow school rules.

ACCIDENT/ACCIDENT INSURANCE

Accidents in the building or on school grounds, at athletic events, or any other school-sponsored activity must be reported immediately to the person in charge. In the event of an accident during the school day, a registered nurse is on duty to help.

If the nurse is absent, accidents should be reported to the school secretary. **It is essential that all parents and guardians fill out Emergency Information Records at the start of the year so the school can contact them in the event of an emergency.**

The school is not financially responsible for costs associated with accidents that occur in school and at school-sponsored events. All students do, however, have the option to purchase student insurance at minimal cost. Enrollment forms are available at the Main Office and are mailed directly to the insurance company. If parents do not subscribe to that policy, parents or parental insurance are responsible for medical costs. Any student who participates in school sports must either show proof of insurance through parents' policy or purchase insurance. Proof of insurance forms are available through the sports coaches.

ASBESTOS MANAGEMENT PLAN

In accordance with the provisions of the Asbestos Hazard Emergency Response Act, the BRHSMS building has been inspected for asbestos containing materials. Such materials are located in the building and a "Management Plan" for the safe control and maintenance of asbestos-containing in the school building has been developed and submitted to the State of Vermont. This plan, which is designed to protect the safety of those in the building, is available for inspection without cost or restriction during normal working hours at BRHSMS and also at the Central Office at 8 High Street in Ludlow.

SCHOOL ATTENDANCE

Title 16, Section 1121 of the General Laws of Vermont requires regular school attendance by persons under the age of sixteen. Aside from the fact that there is specific legislation regarding student attendance, the Black River Union #39 School District believes that regular attendance is necessary in order to obtain adequate understanding of the instruction and material discussed by teachers and students in the classroom. It is also recognized that the school has a responsibility to develop good attendance habits in preparation for the world of work.

The Black River Union #39 School District will maintain a register in which absence, tardiness, attendance, transfer, and termination of all students who enroll in the school is recorded.

PROCEDURES - SENIOR HIGH PROGRAM

1. Students are allowed 10 days of absenteeism both excused and unexcused absences per semester. Absenteeism for transfer students will be prorated based upon the amount of time remaining in the semester.
2. Although a student is allowed 10 days of excused and unexcused absences, a student with **three unexcused absences** per semester in a class will automatically lose credit. The student will be scheduled for an appeal hearing with the Attendance Review Board. Parents and students will be informed each time an unexcused absence occurs.
3. Teachers are encouraged to discuss with students the consequences of exceeding the 10 day limit following the 5th absence.
4. Teachers must notify the Guidance Office when a student has seven (7) absences in their class. A letter will be sent to students and parents on the 7th absence

- reminding them of the attendance policy and that credit may be denied.
5. Teachers must notify the Main Office when the student has reached their 11th absence, a notification of loss of credit will be sent to parents and the principal will meet with the student to discuss the loss of credit(s). The following choices will be presented to the student:
 - Appeal the decision to the Attendance Review Board.
 - Remain in the class and appeal at the end of the semester, provided that the student is passing, reasonable progress is being made in the classroom and no additional absences will occur during the semester.
 - Drop the class and be assigned to a study hall or another acceptable option determined by the school administration.
 6. If the appeal is chosen the principal will determine the date. The student will be advised to meet with the guidance counselor and to appear with any other advocate he or she may choose. **If the student does not come to the appeal, the credit will automatically be denied.**
 7. If the appeal is denied by the Attendance Review Board, the student may appeal this decision to the Superintendent of Schools. A meeting with school board members will be arranged upon request if the parent/student wish to appeal the superintendent's decision.
 8. Students and parents are strongly encouraged to discuss any unforeseen absences with their teachers and the high school principal prior to the absence. Planned excused absences are pre-approved absences that allow students to gather advanced assignments from their teachers and to establish a schedule for completing assignments and tests. It is recommended that a student use this process in cases such as scheduled surgery, college visits, religious holidays, family trips and other extenuating circumstances.
 9. The attendance Review Board
 - will consist of the Principal, Guidance Director and the Student Support Specialist. The special education teacher will be part of the attendance review board for their assigned students.
 - meet as required
 - will make one of the following decisions:
 1. remain in the class for credit
 2. deny credit
 3. extend the number of allowable days
 4. other consideration as deemed appropriate
 - notification of decision will be sent to the student and parents, with copies to counselor and teacher of the class.

STUDENT ATTENDANCE-GRADES 7-12

1. Field trips, class trips, standardized testing, assembly programs, sport events and in-school meetings are not counted as a class absence. Students referred to an in-school suspension will receive an excused absence for each day/class period spent

- in the room. Home suspensions are considered excused absences.
2. All absences must be explained. A written note or a verifiable phone call from a parent or guardian is required for an excused absence. Students returning to school from an absence must come to the office to receive an admit slip to class. This will inform the teacher of the status of the absence.
 3. Excused Absence: Excused absences are those related to illness, a family emergency, religious observances, appointments with professional health providers which cannot be arranged during non-school hours, legal mandates such as court appearances, family trips and severe weather conditions. Only the aforementioned reasons for missing school will be excused by the school administration.
 4. Students who are late for school must stop at the office for an admit slip. Parents/guardians are requested to call the school or send a note explaining the reason for the tardiness. "Missed the bus," "had to work," "car trouble," "overslept," "ran out of gas," etc. are not acceptable excuses. Tardiness in excess of half the period will be recorded as an absence.
 5. Students who are absent from school are not allowed to participate in school activities.
 6. The Department of Children and Family Services (DCF) and the truant officer will be notified of any child of compulsory school age, who has not attended school for more than 10 consecutive days. The school and the social/law enforcement agencies will work cooperatively with truant children and their families.

MIDDLE SCHOOL ATTENDANCE POLICY

5 absences:	Teachers encouraged to talk to the student about absences
7 absences:	Letter sent to parents
11 absences:	Parent meeting with team
15+ absences:	EST referral

Attendance is critical for passing grades and final grade promotion.

SCHOOL TARDY POLICY

Every three unexcused tardies to class will be combined to equal one absence from class. Teachers will close their classroom door and have students sign a late log in the Main Office. Students with three tardies in a five school day period will be assigned detention.

All students in grades 7 through 12 who arrive at school after the 7:45 a.m. late bell must report to the Main Office to sign in and obtain a pass to class. In the event of inclement weather, parents of student who drive to school should call the Main Office notifying administration that their child will be tardy.

SIGN-OUT PROCEDURES

Early Dismissal

Students must provide prior written permission from a parent and permission must be approved by the school office staff to be excused from classes early. Students are encouraged to drop off their permission note first when they arrive at school. In the case of an emergency, a phone call from a parent is sufficient, as long as it is followed by a note to the office within 24 hours of the student's return to school. Students must always sign out in the Main Office before leaving the school grounds.

EIGHTEEN-YEAR-OLD STUDENTS

Eighteen-year-old students may write their own absence and dismissal notes if parental permission is granted. Eligible students must have on file in the Principal's office written permission from a parent before exercising this privilege. Eighteen-year-old students must still obtain administrative approval for early dismissals. Excusable reasons include illness, medical/dental appointments, family emergencies and legal obligations. **This DOES NOT include sign out privileges for lunch and study hall times.**

AUTOMOBILES

Parking spaces for faculty and staff will be assigned. These spaces are between the building and alongside the Art Room.

Students are permitted to drive and park on school property using the following guidelines:

- The speed limit on school property shall not exceed 10 miles per hour.
- Erratic or unsafe driving may result in contacting the local police and loss of driving privileges.
- Parking spaces will be on a first come, first serve basis each day.
- There will be NO parking in the following spaces: handicapped, west side of the building, on grass, or blocking access to the dumpster.
- Students may not be in their cars or drive off campus during the school day without prior administrative approval.
- All vehicles must use the established roads and must be properly registered. All off-road and unregistered vehicles are prohibited on school grounds.

Violations of the guidelines will result in:

- First Offense: Verbal warning.
- Second Offense: Written warning and parental notification.
- Third Offense: Will result in loss of driving and parking privileges for the remainder of the school semester.

Students who attend the River Valley Technical Center will use the school bus for transportation to and from the Center. If different transportation arrangements have been made, written permission must be obtained from the Technical Center, Black River High School administration and the student's parents.

CARE OF BUILDING AND EQUIPMENT

We will take pride in the appearance of BRHSMS. Considerable time and effort is spent in preparing this building. It is your building and represents money spent by parents and community. Any misuse of the building or equipment, including computers, will require adequate compensation in labor and/or financial restitution to the school.

CLOTHING: APPROPRIATE DRESS Guidelines and Standards

All students and staff are expected to dress appropriately for school, show respect for themselves, respect for one another and the BRHSMS community. Clothing that is distracting, disruptive, or disrespectful is not allowed in school.

1. Hats are allowed only in high school classrooms based on the teacher's discretion. Middle School student's are not allowed to wear hats in the classrooms. A student may not enter a high school classroom wearing a hat unless previously approved by the teacher. **This is a privilege, not a right, and if abused will be taken away. Hoods are not allowed to be worn at school.**
2. T-shirts or other clothing with an image, logo, or language that refers to drugs, alcohol, or tobacco or is disrespectful, obscene, vulgar, harassing, demeaning, intimidating, sexually suggestive, abusive, or suggesting illegal activity are not allowed.
3. Skirts and shorts may be no shorter than mid-thigh length.
4. Shirts must have sleeves or straps no thinner than one inch. Shirts must show absolutely no midriff or bare back when a student is standing in a relaxed position. Excessively revealing low cut shirts are also not acceptable. No spaghetti straps, halter tops, or tube tops are allowed at any time.
5. Undergarments may not be visible at any time.
6. Hair must be groomed so that it is clean and safe for any school activity in which he or she will take part.
7. Footwear must be work at all times.
8. No clothing will be distracting or disruptive to the educational process or have the potential to be unsafe.
9. No clothing will be work that constitutes a safety hazard.

Individuals wearing inappropriate clothing in school will be expected to change. Refusal to do so or repeat instances will result in a referral for disciplinary action. The faculty holds the authority to make additional rules that may be necessary and proper for amending the dress code.

DANCES AND SCHOOL-SPONSORED ACTIVITIES

All school rules and student expectations apply to all school-sponsored activities including all extracurricular events. Admittance to a school dance will be refused for any students arriving in an unacceptable manner of dress. Students will not be readmitted to a dance

once they have left. Dances are open only to Black River students and their parents or guardians. All guests to any school function must have the prior approval of the school administration. All school-sponsored activities must be approved by the administration and placed on the master calendar in the Main Office. Request forms and specific dance guidelines are available in the Main Office. Police will be in attendance at all school dances.

SCHOOL PROM

The school prom is a school-sponsored activity organized by the senior class. Students in grades 9-12 are invited to attend the prom. No student enrolled in an elementary or middle school program will be allowed to attend the prom. An invited guest over the age of 21 will need the approval of the senior class advisor(s) and the school principal. At least one member of each couple attending the prom needs to be enrolled at Black River. Students will not be readmitted to the dance once they have left unless they had prior approval from an adult chaperone.

FOOD/DRINK

Unless the classroom teacher has granted permission, all food must be consumed in the cafeteria or outside the building. By no means will food and drink be consumed in the science labs, gymnasium, library, and near computers.

SCHOOL CLOSINGS/DELAYED OPENINGS

There will be times during the school year when schools are closed, have a delayed opening or early dismissal due to weather or other emergencies. Parents and students should listen to entire school closing announcements, as there may be exceptions or additions. School cancellations and delayed openings will be announced using our **Alert Now System** as well as on the following radio and television stations:

WHDQ-FM - 106.1

WJJR-FM - 98.1

WSYB-AM - 1380

LPCTV

WPTZ, Channel 5

WNNE, Channel 31

WCAX, Channel 3 Burlington

Even if school is open, parents should not hesitate to keep their children at home if they consider the roads to be unsafe.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection and sexually explicit behavior beyond hand holding are not appropriate at school and school-sponsored activities. Parents will be notified if students persist in this behavior.

FINANCIAL OBLIGATIONS TO THE SCHOOL

Students are responsible for items loaned to them by the school, or for property damage. Students who do not return these items or fulfill their financial obligations will have a debt account. School bills must be paid in full if a student wishes to have senior privileges or participate in the graduation ceremony.

FREE AND REDUCED PRICE LUNCHES

These are available to students who qualify according to standards developed by the Federal Government. Application forms and information are available to parents and should be returned to the Main Office when completed. Forms are accepted at any time during the school year. Any changes in income should be reported to the Main Office.

LOCKER RULES

Students are assigned a locker and its combination at the beginning of the school year. Please observe the following:

- Do not share your combination with other students.
- Keep your locker locked at all times.
- Report broken locks to the office.
- Don't keep valuable in your locker.
- Keep lockers clean.
- 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.

LOST AND FOUND/VALUABLES

Any student who has lost property or believes his or property has been stolen, is personally responsible to report this to the administration. School personnel will take any misplaced articles to the Main Office. Any student who finds property of another is personally responsible to bring it to the Main Office. The administration will make every attempt to find lost or stolen property, but we are not responsible for its replacement.

The school is not responsible for valuables or money that are lost or stolen while a student is attending school. Students wishing to have valuables protected while they are in attendance should deposit them in the office with the secretary at the beginning of school and collect them at the close of school.

PASSES

Students are not allowed to leave any classroom or study hall without a pass/permission slip and should be held accountable for having a pass/permission slip to enter a classroom or study hall. Students will be required to sign a log book when leaving and returning to a classroom.

ELECTRONIC DEVICES

Students are not to use cell phones, CD and MP3 players, electronic games, or other electronic devices during the school day. Where such items are misused during class time, they will be confiscated and returned at the end of the school day. Students may be allowed to use electronic devices in the classroom with teacher approval.

The only time during the school day that cell phones will be allowed will be during lunch time. Special permission can be obtained from a staff member for an important personal reason or part of a school activity. Students shall have no expectation of privacy in the possession of a portable electronic device which is used in the violation of school rules or public law.

Electronic devices will be taken away from students and returned to the student at the end of the day if they are found not in compliance. If a third violation occurs, the electronic device will remain with the school principal or his/her designee until a parent meeting can be arranged.

Telecommunication devices must be properly stored during the school day to avoid disturbing the learning environment. Any device with digital picture taking capability are prohibited from use in locker rooms, bath rooms, and other designated areas. If the use of such device violates policy or law, retention and search of the device (i.e text or call history) will result.

The school assumes no responsibility for loss or damage to personal property of students, including cell phones and other portable electronic devices, whether in the possession of students or if confiscated by school personnel.

STUDENT COMPUTER AND INTERNET USE

Users are responsible for appropriate behavior on school computer network, just as they are responsible for appropriate conduct on school grounds. Communications on the network are often public in nature. General school rules for behavior and communications apply as outlined in the School Handbook. The network is provided for users to conduct research and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Parent permission is required for minors. **Access is a privilege - not a right.** Access necessitates responsibility. Administrators have the right and responsibility to review files and communications to maintain system integrity and to ensure that users are using the system responsibly.

The following are some examples (but not limited to) of inappropriate use of the system:

- Trespassing in other's folders, work, or files.
- Using other's logon information to gain computer/device access.
- Accessing online gaming sites, personal/dating sites, hacking sites, etc.
- Providing others with your password.
- Violating city, state, federal, or copyright laws.
- Damaging computers, computer systems, or computer networks.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Writing or sending messages that are hateful, inappropriate, or contain sexual implications, slander, racial slurs, gender slurs or insults, or any other comments

- that treats someone's age, sexual orientation, religion, or political beliefs, national origin, or disability in an offensive manner.
- Sending and/or displaying messages or pictures that are hateful, inappropriate, or lascivious.
- Using obscene language or profanity.
- Harassing, insulting, or attacking others.
- Promoting violence.
- Engaging in racial, gender, or other slurs.
- Remotely accessing computers or other devices within or outside the school's network.
- Receiving or transmitting information pertaining to dangerous devices, such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices.
- Transmitting areas considered inappropriate without written parental permission.
- Accessing areas considered inappropriate without written parental consent.
- Using the internet/computers for non-school related purposes.
- Flagrant use of computers, materials, and time.

The following policies are in effect for users of the computers maintained by the Union #39 High School, Middle School, and/or Ludlow Elementary School:

1. Users will not install or run any additional executable programs or files on any computer, or from any personal storage device without the express written permission of the Computer Technician. This includes freeware programs, shareware programs, and any other program or plug-in that adds or removes any type of functionality to any program which includes, but is not limited to the operating system, browsers, downloads, networking, new software or any other software. This includes installing programs into their own directory or another users' folder or school computer system. This policy is not in effect for files that are used for course data offered at the school.
2. Users will not install or remove any type of hardware into any computer system or peripheral of, without the express written permission of the Computer Technician, unless the installation is in regards to specific computer courses offered by the school which that user is taking and is done under the direction of the teacher. This permission does not extend to the functional or sometimes not functional workstations that are used by users in the classroom for instructional purposes. Nor does it extend to personal storage devices (floppies, USB drives, etc.) that are used to store school curriculum data specific to courses they are presently taking.
3. Users will not alter the appearance of functionality of any program without express written permission by the Computer Technician.
4. Users will not script any code into any program or web page that is useless, malicious, or offensive.
5. Users must be logged in under their own login name when using any computer system in the school.
6. Users will not share log on information with other users.
7. Users will not attempt to use any means to bypass the content filter system which

- blocks access to inappropriate web content.
8. Users will not try to access any wireless access point or hardwired network node/switch with their own personal computer (desktop, laptop, palm, etc.) without express written permission from the schools Computer Technician and the school's administration.
 9. Users will not use any program [on the school's computer(s) or web based] to offend another user or faculty member. This includes but is not limited to profanity, inappropriate pictures or comments, racial slurs, or other content deemed offensive by the schools administration.

School staff reserve the right to monitor computer use and communications for acceptable use. Consequences for unacceptable use are decided by the school principal or designee and may result in cancellation of privileges and disciplinary action including suspension from school.

Students and their parents/guardians will sign an agreement giving permission for the student to use the computer network and Internet at BRHSMS.

TELEPHONE

Office and classroom phones are used for school business. Students who need to make calls may use the limited access phone in the Main Office. **Calls should be made between classes or at lunch.** In an emergency, see the office staff. The school, however, reserves the right to deny students access to the phone if the privilege is abused.

TEXTBOOKS, SCHOOL SUPPLIES, AND MATERIALS

Textbooks, and in certain cases, other school supplies and materials are provided to the student on a loan basis.

Such property is generally intended for use by a number of students over a period of several years and should not be abused. For example, textbooks should be covered. Book covers are available in the Guidance Office and Main Office on a first come, first serve basis.

Students are responsible for the return of all loaned property. In the event textbooks or materials are damaged or lost, students will be subject to a repair or replacement charge.

STUDENT BEHAVIOR

Creating and maintaining a positive school climate is everyone's job. Along with the instruction that occurs in the classroom, learning to be a responsible member of the community is a commitment that everyone attending BRHSMS is expected to make. Responsible behavior promotes opportunities for all students to find success. Following are guidelines to reinforce the principles of safety, respect, and productivity.

Acceptable student behavior is characterized by the following examples:

- Demonstrating self-control and self-respect.
- Respecting other persons, their property, their right to an education and their

privacy.

- Helping to keep school buildings, school grounds, and instructional materials clean and free from destructive acts.
- Behaving honestly.
- Cooperating with others to promote the goals of the school.
- Arriving at school on time, maintaining regular school attendance, and getting to classes on time.
- Bringing appropriate materials to class.
- Complying with the law and with school policy, rules, and procedures.
- Following directions of employees of the Union #39 School District exercising their duties and responsibilities.

Unacceptable student behavior is characterized by the following examples:

- Actions which are disruptive to the educational process (i.e., inappropriate classroom or lunch room behavior, destroying or defacing school property, refusal to follow directions, clothes that distract from a proper learning environment or exhibit messages contrary to the public good for purposes of the school).
- Actions which are physically or mentally injurious to any individual or group of individuals (i.e., fighting, hitting, name calling, intimidating, dangerous operation of motor vehicles).
- Preventing or attempting to prevent any staff member or student from carrying out his/her responsibilities and learning activities (i.e., making loud noises, talking back, throwing things, purposeful physical interference, refusal to provide information and/or providing false identification or false information; leaving school without permission).
- Inappropriate physical contact (i.e., aggressive behavior, fighting, shoving, pushing, etc.).
- Actions or expressions that are profane, obscene, prejudiced or abusive to any individual or groups of individuals (i.e., swearing, belittling, name calling with ethnic and/or religious references).
- Selling, distributing, possessing or using alcoholic beverages or illegal drugs, unauthorized prescription drugs, and possession of drug paraphernalia, on school property or at school-sponsored activities (i.e., alcoholic beverages, drugs, marijuana pipes, rolling papers). See Policy on Alcohol and Drug Abuse, Policy JH.
- Use of tobacco in violation of school policy and law.
- Loitering on school district property. (A student is loitering when he or she continues to remain on school property after being requested to leave.)
- Actions which damage or may result in loss of school department property or the property of others (i.e., theft, destruction or defacing of property).
- Possession of or bringing to school a dangerous weapon, including a firearm or destructive device. See Policy on Weapons, Policy JFA.
- Verbal or physical conduct directed at a person's race, national origin, color, religion, age, gender, disability, sexual orientation, ancestry, marital status or place of birth where tolerating the conduct is necessary to obtain an education benefit. Verbal or physical conduct directed at a person's race, national origin,

color, religion, age, gender, disability, sexual orientation, ancestry, marital status or place of birth where tolerating or rejecting the conduct effects an education decision or the conduct interferes with one's education or employment or creates an offensive educational or employment environment. See Harassment of Students, Policy F33.

- Participation in a bomb threat or other conduct prohibited by policy and law.
- Actions in violation of the laws and regulations of the United States, the State of Vermont, the Town, or policies of the Board of School Commissioners, and/or school rules.

NOTE: The behaviors listed above, and the examples in parentheses are not intended to constitute an exhaustive or finite list of inappropriate behaviors, but to illustrate types of behavior which is unacceptable.

Consequences:

The previous list of behaviors is not inclusive nor can the consequences for every offense be predicted. The school believes every offense should elicit an appropriate consequence. It also recognizes the need for discretion and sensitivity with regard to the unique circumstances of each case.

Consequences for failure to meet student expectations and violations of school policies may result in, but not limited to, disciplinary actions including loss of appropriate activity, disciplinary warning, detention, community service, probation, suspension, long-term suspension or other actions as deemed appropriate by school administrators. Both suspensions and long-term suspensions may result in the loss of credit. According to policy, students who violate drug and alcohol expectations will be removed from participation from all extra and co-curricular activities for at least three months. Violations of weapons policies will result in long-term suspension. Students and parents are encouraged to consult the district's policy manual for specific details on suspension and long-term suspension.

Chronic violation of student behaviors will result in increased severity of disciplinary consequences and may ultimately result in long-term suspension and loss of credit. Some behaviors have specified procedures and consequences that are covered elsewhere in the handbook, including weapons, drug, alcohol, or tobacco possession, sale, or use.

Examples of behaviors that will result in disciplinary consequences include: insubordination or failure to comply with a reasonable request from staff; threats of any sort; profanity; bullying, harassment; fighting or assaulting behavior of any type on school premises or at any school function regardless of location; lying; stealing; hazing; trespassing; deliberate destruction of property; use of fraud in any school-related activity; willful creation of any safety hazard or mischievous activation of any type of safety or fire alarm.

MAJOR RULES

1. At BRHSMS, student behavior and conduct that place the safety and health of students and staff at risk are unacceptable at any time in our school community. As a result, violations of the following major rules are considered very serious and will lead to serious consequences for students.
2. As a school community, we have an obligation to maintain a safe, secure, and

positive environment for learning. To that end, the school district reserves the right to enlist the assistance of the police and drug-sniffing dogs periodically, when appropriate, to maintain a safe, healthy learning environment for all students. Violations of these rules are considered serious and may involve counseling recommendations for the student to correct the behavior. If the recommendations are not followed, further disciplinary action may be initiated.

3. **Weapons Policy:** It is the policy of the Black River High School and Middle School to comply with the Federal Gun Free Schools Act of 1994 and Act No. 35 of the 1995 session of the Vermont General Assembly requiring school districts to provide for the possible expulsion of students who bring weapons to school.

Definitions: For the purposes of this policy, the terms weapon, school, and expelled shall have the following meanings:

Weapon:

- Firearm or any device, 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 poison gas
- Any device which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant
- Any combination of parts either designed or intended for use in assembling any device described in the preceding examples
- Knives, num-chucks, dirk knife, dagger, or other devices that are designed to inflict harm
- Mace, pepper spray

School: means any setting which is under the control and supervision of the school district. It includes school grounds, facilities, field trips and vehicles used to transport students to and from school or school activities.

Expelled: means the termination for at least ten (10) months of educational services to a student. At the discretion of the District and administration, an expelled student may be afforded limited educational services at a site other than the school during the period of expulsion under this policy.

Implementation:

Any student who brings a firearm to school or who possesses a firearm at school shall be reported to the Superintendent by the Principal subsequent to an investigation, which finds that the student violated the provisions of this policy.

The Superintendent shall submit a report to the Board and the police of the findings of the investigation. The Board will conduct an expulsion hearing. If after completion of the hearing, the Board finds that the policy has been violated, they shall expel the student for twelve (12) months.

Any student who brings a weapon other than a firearm or who possesses a weapon at school other than a firearm, shall be reported to the Superintendent by the Principal subsequent to an investigation, which finds that the student violated the

provisions of this policy. The Board will conduct an expulsion hearing, unless the Principal, in conjunction with the Superintendent, finds that:

1. The student was unaware that he or she had brought a weapon to school
2. The student did not intend to use the weapon to threaten or endanger others
3. The student does not present an ongoing threat to others and a lengthy expulsion would not serve the best interests of the student.

If after completion of the hearing, the Board find that the policy has been violated, they shall expel the student for up to twelve (12) months.

4. **Alcohol and Drugs:** It is the policy of the Black River High School and Middle School that no student shall knowingly possess, use, sell, give, or otherwise transmit, or be under the influence of any illegal drug, regulated substance, inhalant or alcohol on school property, at any sponsored activity away from or within the school and/or vehicles used to transport students to and from school or school activities.

Definitions:

Alcohol and Substance Abuse: Alcohol and Substance Abuse is the ingestion of a substance in such a way that it interferes with a person's ability to perform physically, intellectually, emotionally, or socially.

Drug: Drug means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant or any other controlled substance as defined by state or federal regulation or statute.

Procedures for Dealing with Substance Abuse Incidents: Students who are experiencing problems with alcohol and drugs are in need of assistance. The type of assistance needed may vary; however, the school system is committed to providing the most appropriate response to each individual. The actions set forth below will be considered routine procedures. In situations where extreme violations occur, the specific action may be waived by the administrator. Any action taken by waiver of these procedures will be explained in a written report to the Superintendent. All disciplinary measures taken in accordance with this policy will comply with due process requirements and, where appropriate, will be consistent with the rights of students with disabilities as reflected in the school's discipline policy. All consequences apply to the student's high school career. Anonymous accusations, including electronic images, will not be the sole determining factor in disciplining a student.

Students Who are Suspected of Being Under The Influence of Alcohol and/or Drugs:

First Offense:

- a. A student may be treated as an ill student and will be sent home in the custody of parents or guardians or be referred to a hospital for evaluation by an administrator after the parents have been notified. In crisis situations the matter will be handled as a medical emergency and accordingly the school officials will involve ambulance and police assistance as may be appropriate.

- b. The student will be dealt with in accordance with the school's discipline program. A hearing will be held in accordance with the school's discipline program upon return to school. The student may not participate in any school sponsored activities until a hearing has been held.
- c. Police will be notified when drugs and/or alcohol are involved.
- d. The student will be referred to the school's Student Assistance Team. Any recommendation shall become administrative requirements for the student.
- e. The student will be suspended for 1-3 days.

Second Offense:

- a. Steps (a, b, c & d) of the first offense procedures.
- b. The student will be referred to the Student Assistance Team. Any recommendation shall become an administrative requirement for the student.
- c. The student will be suspended for 3-6 days.
- d. Failure to comply with (b) above will result in the student being suspended from school for an additional five (5) days

Third Offense:

- a. Step (a, b & c) of the first offense procedures.
- b. The student will be suspended from school for ten (10) days and may be recommended to the Board for long-term suspension or expulsion.

Students In Possession of Drugs, Drug Paraphernalia, Inhalants and/or Alcohol:

When students are found in possession of drugs, drug paraphernalia, inhalant and/or alcohol, the substance(s) will be removed from the student. Procedures for handling such incidents will be identical to those used when a student is found to be under the influence of drugs and/or alcohol.

Students Selling or Furnishing Alcohol and/or Drugs:

First Offense:

- a. Parents will be notified.
- b. The student will be referred to the school's Substance Abuse Team.
- c. The student will be suspended from school for ten (10) days after the parents have been notified.
- d. Police shall be notified when a violation has occurred.

Second Offense:

- a. Steps (a), (b) and (d) from first offense will be followed.
- b. The student may be recommended to the Board for long-term suspension or expulsion.

Suspected Substance Abuse:

When a staff member has reason to believe that a student might be having a problem related to substance abuse, the staff member shall make a referral to the Substance Abuse Team. A student can self-refer without consequences prior to being suspected for drug/alcohol offense.

Co-curricular Activities:

Students who violate the School District’s policy while they are members of a school team or club, are subject to additional disciplinary actions as are defined in the school’s co-curricular handbook.

5. **Tobacco:**

Possession or use of tobacco products by students enrolled at BRHSMS in school buildings or on adjacent property, on school buses, and on school property at any times, whether school is in session or not. Such use is also prohibited at all school-sponsored activities and trips, regardless of the location of such use.

Definitions:

School Grounds: This means any property and facilities owned or leased by the school and used at any time for school related activities, including but not limited to school buildings, school buses, areas adjacent to the school buildings, athletic fields and parking lots.

School Sponsored Activity: This means activities including but not limited to field trips, project graduation events, sporting events, work internships, fund raising events and dances.

Tobacco Products: Consistent with V.S.A. § 1001; the definition of a tobacco product means cigarette, cigars, cheroots, stogies, periques, granulated, ready rubbed, snuff flour, plug and twist tobacco plug cut, crimp cut, fine cut, and other chewing tobaccos, shorts, refuse scraps, clippings, cuttings, and sweepings of tobacco, and other kinds and forms of tobacco prepared in a manner suitable for chewing or smoking in a pipe or otherwise, or both for chewing and smoking. Additionally, “Bidis or Beedies” means a product containing tobacco that is wrapped in termburni leaf (*diospyros melanoxylon*) or tendu leaf (*diospyros exculpra*), or any other product that is offered to, or purchased by, consumers as bidis or beedies, or abuse of nicotine through any other means.

Procedures for Dealing with Tobacco Incidents:

Students who are experiencing problems with tobacco use are in need of assistance. The type of assistance needed may vary; however, the school system is committed to providing the most appropriate response to each individual. The actions set forth below will be considered routine procedures. In situations where extreme violations occur, the specific action may be waived by the administrator. Any action taken by waiver of these procedures will be explained in a written report to the Superintendent. All disciplinary measures taken in accordance with this policy will comply with due process requirements and, where appropriate, will be consistent with the rights of students with disabilities as reflected in the

school's discipline policy. All consequences apply to the student's high school career.

Students Who are Suspected of Possession and/or Using Tobacco Products:

First Offense:

- a. Any student in possession of a tobacco product shall have said tobacco confiscated by an employee and reported to the Principal or designee.
- b. Parents will be notified.
- c. Any tobacco violation shall be reported to the police.
- d. Student will be suspended for 1 or 2 days.
- e. The student will be referred to the SAP (Student Assistance Program) Counselor.

Second Offense:

- a. Steps (a, b & c) of the first offense procedures.
- b. Student will be suspended for 3 or 4 days.
- c. Student will be referred to the tobacco cessation program.

6. Bullying, Hazing and Harassment:

Parents and students need to know that the school has a no tolerance policy on harassment, bullying and hazing and all complaints will be taken seriously. Any form of bullying, hazing or harassment is very upsetting to a student, interferes with their education, diminishes their self-esteem and may have legal consequences.

There are separate policies on bullying, hazing and harassment. Each policy explains the philosophical and legal reasons for policy, the definitions and explanation of terms used in each policy and the procedures for managing the policy. Information is also available in the policy on how to file complaints and where to call to obtain information and assistance.

Each policy does warn about false reporting and retaliation. It also explains investigation steps, reporting procedures, record keeping and confidentiality. The policy and procedures for each category will be explained to students at the beginning of the school year. Violations of these three policies will be considered a Type IV infraction and the appropriate consequences will be applied to students. Depending on the severity of the infraction, additional penalties may be administered by school officials including expulsion from school and criminal charges.

A copy of the policies on bullying, harassment, and hazing are available upon request.

LEAVING SCHOOL PROPERTY

Students are not allowed to leave school property during the school day unless written parental permission has been obtained beforehand or student has obtained administrative approval. Students who are of legal age and living with a parent or guardian must obtain written parental permission to leave school property.

MISCONDUCT

Classroom teachers are primarily responsible for student discipline, and the administration is responsible for supporting teachers in that role. In general, there are four basic types of infractions. Examples of each are listed below.

Type I

- Vulgar language and gestures
- Forgery of passes and parental notes
- Generating gossipry and rumors
- Disrespect toward peers
- Class disruption
- Violation of the dress code
- Eating or drinking in unapproved areas
- Possession of lighters and matches
- Unauthorized area violation
- Misuse of pass

Type II

- Skipping class
- Inappropriate activities
- Endangering activities (unintentional)
- Leaving school grounds without administrative approval
- Destruction of property (unintentional)
- Failure to serve a detention
- Late to class three times within 5 consecutive school days
- Spitting on school grounds

Type III

- Vandalism (intentional)
- Endangering activities (intentional)
- Fighting
- Disrespect directed toward faculty or staff
- Distributing over the counter medications to students
- Stealing
- Insubordination
- Verbal threats (staff and students)
- Skipping school
- Spitting on a person or a person's property

Type IV

Physical assault

Bomb threat

Bullying, hazing, and harassment

In the cases of vandalism and destruction of property, the student and his or her parent or guardian are responsible for reimbursement of all costs incurred by Union #39 for repair and/or replacement of damaged property. **All discipline consequences shall remain in effect throughout the school year.**

IN-SCHOOL SUSPENSION

Academic work must be made up when a student serves an in-school suspension. If a student is disruptive during in-school suspension, that student will not be admitted to regular classes until an acceptable in-school suspension is served.

OUT-OF-SCHOOL SUSPENSION

An out-of-school suspension is considered an excused absence. A student receiving an out-of-school suspension is expected to complete all academic assignments and projects.

NOTE: Students serving an in- or out-of-school suspension may not participate in sports activities, may not be on school grounds and may not attend any school activities without permission of the principal.

GUIDELINES FOR THE APPLICATION OF CONSEQUENCES FOR MISCONDUCT

Type I

First Offense: Verbal warning
Second Offense: Teacher/office detention
Third Offense: Becomes a Type II infraction

Type II

First Offense: Office detention
Second Offense: School suspension and parent contact
Third Offense: Becomes a Type III infraction

Type III

First Offense: One-day suspension and parent contact
Second Offense: Two- to four-day suspension
Parent meeting and an acceptable discipline plan
Third Offense: Three- to five-day suspension
Parent meeting with the administration
Mandatory EST referral

Type IV

- Call parents and police.
- An immediate out-of-school suspension will be assigned, at minimum, with a possible extension and/or recommendation for long-term suspension or expulsion leading to a hearing before the school board.
- Before a student is re-admitted to school, a conference with the parents, the student, and the principal or his or her designee will be held.

Note, consistent with school board policy and state and federal law:

1. A student who poses a continuing danger to persons or property or a significant threat of disrupting the academic process of the school will be removed from the school or to a place within the school determined by the principal or his or her designee to be sufficiently secure to permit the academic process of the school to continue and insure the safety of students and staff.
2. The superintendent or principal may suspend a student for misconduct on or off school grounds when the misconduct makes the continued presence of the student harmful to the welfare of the school.
3. If all available services and disciplinary action has failed to generate noticeable improvement in behavior, the matter will be brought before the Superintendent of Schools and the School Board for further action.
4. Due process procedures established by school policy and state and federal law will be followed when addressing student misconduct at BRHSMS.

OFF-CAMPUS MISCONDUCT

Students may be disciplined by school authorities for misconduct that does not occur on school property, on a school bus, or at a school-sponsored activity when a sufficient connection between the misconduct and the welfare and legitimate interests of the school can be shown.

School authorities may discipline a student for off-campus misconduct when there is cause for protecting the safety and well-being of other students, teachers or school property or the student's own physical or emotional safety, or when the misconduct has a direct and immediate tendency to subvert the authority of the school by encouraging disorder or insubordination. Discipline will include suspension or expulsion for the remainder of the school year or up to 90 school days whichever is longer may be imposed.

Examples of off-campus conduct that impacts on the school and may result in disciplinary action include but are not limited to:

- Possession, consumption, or sale of illegal substances
- Harassment
- Bullying/cyberbullying
- Hazing
- Criminal conduct
- Violations of rules governing eligibility to participate in school-sponsored activities.

When suspensions or expulsions are imposed for off-campus misconduct, the same rules will apply as if the student were serving an in- or out-of-school suspension. These include that the student may not participate in sports activities, may not attend any school activities, and may not be on school grounds without permission of the principal.

EXTRACURRICULAR PARTICIPATION POLICY

All students have the right to a drug-free school and it is the responsibility of our community and specifically, all students, parents, and school personnel, to work together to

achieve this goal. The school recognizes that alcohol, tobacco, and other drug use is illegal and interferes with behavior, learning, health, and the full development of each student and seriously impacts the entire school community.

In support of this philosophy, it is the policy of the Union #39 School District that each student participating in any and all extracurricular activities is expected to abstain from the possession or use of any alcohol, illegal drugs, or tobacco products regardless of the time, place or occasion. Abstention will be enforced by the school district from the beginning of the first day of practice or student activities in August through the last day of school and/or the last student activity, whichever is later. All students who participate in any school activity will abstain through this entire period. Before participation in any extracurricular activity the student must have returned a **Policy Acknowledgment Form** signed by both the student and parent or legal guardian to be kept on file with the principal. A student who is found to have used or been in possession of alcohol, illegal drugs, or tobacco products during this time but prior to signing the extracurricular/athletic form will be held to the same expectations and will be subject to the same sanctions when they begin participation in an extracurricular activity that begins later in the year.

The consequences for all violations of this policy shall be:

Using/Possession

First Offense: Suspension from athletic/extracurricular programs for three months during which time they must complete 30 hours of administration approved community service. After 15 calendar days from the date of suspension a student may apply for reinstatement after enrollment and successful completion of a substance abuse program approved by the principal and completion of community service.

Second Offense: Any student who commits a second offense, in the same year, of the school district's policy may not represent the school and consequently the student will immediately be dismissed from all co-curricular activities (athletic and non-athletic) for the remainder of the school year.

Selling/Furnishing

- The police shall be notified by the Principal as required by policy.
- Suspension for one calendar year in all co-curricular activities (athletic and non-athletic) starting from the date of suspension.
- Student must participate in a substance abuse program at their cost and successfully complete the program. The student will be referred to the school's Substance Abuse Team for participation in a substance abuse program.

POLICY CHANGE STATEMENT

At the present time and during the school year, policies and procedures are reviewed by the School Board and the administration. Should there be a change, ample notice will be given to parents, students, and faculty.

POLICIES

Black River High School and Middle School and the Union #39 School District have the following policies in place and are available for review upon request to the principal. Policies are organized into 12 sections; not all categories will contain policy. See page 40 for full policy list.

Sections are as follows:

A	Foundations and Basic Commitments
B	School Board Governance and Operation
C	General School Administration
D	Fiscal Management
E	Support Services
F	Facilities Planning and Development
G	Personnel
H	Negotiations
I	Instruction
J	Students
K	School-Community-Home Relations
L	Education Agency Relation

Sec. B	School Board Governance & Operations	IE	Selection of Instructor Materials
BA	Policy Development & Adoption	IF	Procedure for Handling Complaints
BB		IG	Education Support System
BC	Policy Dissemination, Administration & Review	IH	Local Education Agency Plan
BD	Board Member Education	II	Special Education Referral
BE	Board Goal Setting & Self Evaluation	IJ	Student Identification - Evaluation
BF	Board Member Conflict of Interest	IK	Basic Staffing Team
BG	Board Meeting Agenda Preparation, Distribution	IL	Student Individualized Education Plan (IEP)
BH		IM	Extended Year Services
BI	Public Participation at Board Meeting	IN	Independent School Students
BJ	School Board Visits by Board Members	IO	Homebound Instruction
BK	Board Meetings	IOA	Section 504 Instruction for Homebound and Hospitalized Students
BKA	Regular Board Meetings	IOB	Home Schooling
BL		IP	The Education of Language Minority Students
BM	Board Relations with the Principal	IQ	Special Education Related Services
BN	Board Relations with Staff	IR	Independent Educational Evaluations
BO	Board Commitment to Non-Discrimination	Sec. J	Students
BP	School District Policy for Agency Funds	JA	Student Conduct and Discipline
Sec. C	General School Administration	JAA	Dress Code
CA	Personnel Recruitment, Selection, Appointment	JB	Bus Discipline
CB	Staff Development	JBA	Bus Camera Policy
CC	Job Descriptions	JC	Search and Seizure
CD	Evaluation and Supervision of Staff	JD	Interrogations or Searches of Students by Law Enforcement or other Non-School Personnel
CE	Personnel Files	JE	Student Records, Family Privacy
CF	Substitutes	JF	Student Safety
CG	School Volunteers and Work Study Students	JFA	Weapons
CH	Smoke Free Workplace	JG	Student Medications
CI	Alcohol and Drug Free Workplace	JH	Alcohol and Drug Abuse
CJ	Resignations	JHA	Possession and Use of Tobacco Products
CK	Public Complaints About Personnel	JI	Reporting Suspected Child Abuse or Neglect
CL	Harassment/Hazing	JJ	HIV or AIDS
CM	Bus Driver Drug Testing	JK	Transportation
CN	Suspension Room Camera	JL	Student Clubs & Activities (Secondary)
CO	Co-curricular Hiring	JM	Interscholastic Sports
Sec. D	Fiscal Management	JN	Admission of Resident Students
DA	Fiscal Management & General Financial Accountability	JO	Admission of Non-Resident Tuition Students
DB	Budgeting	JP	Student Publications
DC		JQ	Head Lice
DD	Financial Reports and Statements	JR	Eighteen-Year-Old Students
DE	Risk Management	JS	Confidentiality
DF	Purchasing Supplies and Materials	JT	Discipline for Disabled Students
Sec. E	Support Services	JTA	Discipline for Special Education and 504 Eligible Students
EA	Blood Borne Pathogens	JU	Hearings Under Section 504
EE	Emergency Closings	JV	Section 504 Reasonable Accommodations
EC	Safety and Security of School Facilities	JW	Limited English Proficiency Students
ED	School Emergency Care Plan	JX	Student Attendance
Sec. F	Facilities Planning and Development	Sec. K	School-Community-Home Relations
Sec. G	Union #39 Personal Practice Manual	KA	School-Community Relations
Sec. H	Negotiations	KB	Parental Involvement
Sec. I	Instruction	KC	Community Use of School Facilities
IA	Curriculum Development	KD	Public Solicitations/Advertising in Schools
IB	Copyrights	KE	Visits to School by Parents, Community Members or Media Interviewing, Videotaping and Recording
IC	Field Trips	KF	Participating of Home Study Students in School Programs and Activities
ICA	Field Trips Abroad	Sec. L	Education Agency Relations
ID	Selecting Library Materials		

EDUCATIONAL SUPPORT SYSTEM INFORMATION (EST)

What is the Education Support System?

The Educational Support System is a school based system designed to help all students improve their school performance and help them grow academically, socially, emotionally and physically. The system provides a way for school staff to address students' varying needs in school. Each Vermont school is required, by law, to develop an Educational Support System (ESS) and Educational Support Team (EST).

What is the Educational Support Team?

The Educational Support Team is a group of school staff who meet to review individual student referrals to recommend needed changes in the student's program. Teams usually have classroom teachers, a school counselor, the school nurse, special education teachers and others as members. Parents are invited to be members of their child's team. Schools have many different names for these such as Teacher Assistance Teams, Instructional Support Teams, etc.

Why would I need to know about the Educational Support Team?

You may need to know about the Educational Support Team because it can help your child if he or she is having difficulty in school. Parents may want to refer their child to the Team or the child may be referred to the Team by school staff. If you have concerns, you may refer your child to the EST by contacting your school principal.

What will the EST do for my child?

The EST will develop a plan to assist your child. In order to do this effectively, parents are considered active partners with the school. Your child's teacher may invite you to attend an EST meeting to discuss the concerns you or the school have. At the meeting, the EST will discuss services or accommodations that might assist your child in the school setting. Examples include extended time to complete tasks, an after school homework group, a behavior plan, tutoring, a peer buddy, and/or the services of an aide, the school nurse or community service providers. Assistance may also be useful from the special educator. If you or the Team feel it would be helpful, a referral may be made for a comprehensive evaluation which is part of the special education process.

Will others know about the concerns the school or I have?

Others may need to know about the concerns the school or you have. In order to contact community agencies and services you would need to give the school your permission by signing a Release of Information form. The school is required by law to keep personally identifiable information about your child confidential.

Will any community agencies be involved with my child?

The Team may provide you with information about community agencies that may be helpful to you and your child. Community services might include assistance with health care, counseling, housing, financial assistance, parenting issues, child care, etc. The Team may decide to refer your child and family to one of the agencies that assist with these issues.