

**Blue Mountain Union
School District #21
Student Handbook**



2018-2019

This handbook provides important information to parents and students. It is not intended to cover all policies, rules, and regulations used to operate the school. Some policies and administrative procedures are included in this handbook. The Policy Manual for the Blue Mountain Board of School Directors is available at www.bmuschool.org, and in the Superintendent's Office.

BOARD OF SCHOOL DIRECTORS

Angeline Alley	Board Chair	Ryegate
Brent Abare	Board Member	Groton
Bruce Stevens	Board Member	Ryegate
Paul Hazel	Assistant Chair	Ryegate
Wade Parker	Board Member	Ryegate
Julie Oliver	Board Member	Groton
Judy Murray	Board Member	Wells River
Kelsey Root-Winchester	Board Member	Wells River
Sara Dennis	Board Member	Groton

The Blue Mountain Board of School Directors meets regularly on the first and third Wednesday of each month beginning at 7:00 p.m. You are welcome and encouraged to attend these meetings. Agendas are posted at each town clerk's office and at www.bmuschool.org.

BMU's BOARD COMMITMENT TO NON-DISCRIMINATION (Refer to Policy #1052)

The Board recognizes its obligation to respect the legal rights of all students, parents, employees, and applicants for admission or employment, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the school district. The Board will seek to comply with all applicable federal and state non-discrimination laws. The Board will not unlawfully discriminate against any person or group on the basis of race, color, religion, national origin, place of birth, gender, sexual orientation, disability or age.

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Blue Mountain Union School District are hereby notified that this District does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identification, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Blue Mountain Union School District's compliance with the regulations implementing Title VI, Title IX, Section 504 or other state or federal non-discrimination laws or regulations is directed to contact the Superintendent at 802-222-5216.

Orange East Supervisory Union (OESU)
530 Waits River Road
Bradford, VT 05033
802-222-5216

BLUE MOUNTAIN UNION'S MISSION STATEMENT:

The **BLUE MOUNTAIN UNION SCHOOL** mission is to develop citizens who:

RESPECT

others and themselves

THINK

creatively, collaboratively,
and critically

THRIVE

locally and globally

PERSEVERE

through challenges

UNLEASH THEIR POTENTIAL

by finding and using their voice

ACADEMIC HONESTY

Academic Integrity matters at Blue Mountain Union School. It represents a student's commitment to honesty and respect for teachers and peers. It also demonstrates a student's responsibility for his/her own learning. Integrity is an integral part of the school's mission. It is the practice of the Blue Mountain Union School District to facilitate honesty and integrity among the student body. Students must work to be successful in the classroom, with each student's success based upon his/her own merit. To this end, academic misconduct of any kind is unacceptable.

Academic misconduct, intentional or unintentional, is unacceptable at Blue Mountain Union School. Misconduct is defined as cheating, plagiarism, falsification, interference, and/or complicity.

1. Cheating—providing or receiving unauthorized assistance on any schoolwork or test. (Examples: copying from another student, using cheat sheets or technology to cheat, stealing copies of tests or exams).
2. Plagiarism – presenting someone else's words, ideas, or graphics as one's own without giving credit to the original author (Examples: purchasing a term paper online, copying and pasting from a website without giving credit, submitting another's paper as your own, following the original sources too closely).
3. Falsification – falsifying or inventing information, data, or citations in academic assignments, or forging signatures on school-related documents.
4. Interference- interfering with or obstructing another student's academic work (Examples: stealing notes, tearing pages out of books, hiding resources).

5. Complicity – allowing another student to copy academic work, unauthorized collaboration on academic work, working in groups without approval from a teacher.

Violators are disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures will be determined by the teacher and/or administrator and will be based on the level of the offense.

ACCEPTABLE USE OF COMPUTER NETWORKS (refer to Policy #2454)

It is the policy of the Blue Mountain Union School District to use electronic resources to support and enrich the curriculum, taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students. The Board recognizes the importance of minimizing potential risk of exposure to inappropriate materials and to provide instruction about privacy rights, intellectual property, and copyright infringement. Therefore, the use of all such resources shall be consistent with related policies and administrative procedures. The Board may place restrictions on the materials students and staff access on the Internet or post on the school intranet system. Access to electronic resources shall be available to students and staff who agree to act in a considerate and responsible manner. Violations of this policy and accompanying procedures may result in disciplinary action. Students and staff will be held accountable for any misuse of electronic resources.

General Information

The Board recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by members of society, those changes may also enhance instruction and student learning. The Board supports access to rich information resources by students as well as the development of staff instructional skills to analyze, evaluate and utilize electronic resources within the curriculum.

Although traditional print and audio-visual materials are evaluated and selected in accordance with criteria outlined in Policy 2451 – Library Material Selection, the Internet opens classrooms to electronic resources that may not have been screened by educators for use by students of various ages. Educators shall research, develop and articulate the standards students will follow when using electronic resources. The Board believes that the benefit to students from access to information resources and opportunities for collaboration far exceed the disadvantages.

Expectations

Students and staff may access electronic resources for educational purposes only. Activities that are acceptable include classroom activities, career development, and curriculum driven research. The school's electronic resources and access to the Internet shall not be used for commercial or entertainment purposes, or as a public access service or public forum.

Students are expected to follow the rules of personal conduct outlined in the student handbook. Students and staff are expected to abide by state and federal laws in the use of electronic resources and the Internet, and should also be aware that it is the school's policy to monitor Internet activity. The school's designee(s) keeps a log of all Internet activity and it will be periodically reviewed by school administration.

Disclaimer of Liability

Blue Mountain Union School District shall not be liable for unacceptable use of electronic resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. Blue Mountain Union School District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

Blue Mountain Union School District makes no guarantee that the functions or services provided by or through the School system will be error-free or without defect. The School shall not be responsible for any

damages experienced, including, but not limited to, loss of data or interruptions of service. The School may not be held responsible for the accuracy or quality of information obtained through or stored on the system, or for financial obligations arising through the unauthorized use of the system.

Due Process

The Blue Mountain Union School District shall cooperate fully with local, state or federal officials in any investigation concerning to or relating to any illegal activities conducted through the School system. Disciplinary action shall be appropriate to meet specific concerns related to the violation and will focus on helping students learn how to use the electronic network in a responsible manner. Due process procedures shall be followed in all matters pertaining to violations or perceived violations of this policy.

Administrative Responsibilities

The Board authorizes the Superintendent to prepare appropriate Administrative Procedures for implementing this policy, and for reviewing and evaluating its effect on instruction and student achievement. Procedures for determining the consequences for violation of this policy are outlined in the Administrative Procedure that accompanies this policy.

ACCEPTABLE USE OF VERMONT VIRTUAL LEARNING COOPERATIVE (VTVLC) NETWORK

Purpose: The purpose of the network is to advance and promote educational opportunities, innovation and educational excellence, and to provide students and teachers access to a worldwide array of educational resources.

Network Use: The network shall be used in a manner consistent with the purpose of the network, the administrative rules for using the network, and with VTVLC policies. Communications using networked resources will be considered publications and will be governed by administrative policies and VTVLC policies regarding publications. Users are expected to conduct themselves in a responsible, ethical, and polite manner while using the network. Staff and student access to the Internet is provided with the understanding that some material that can be accessed on the Internet may be inaccurate; and that some resources may contain material that is deemed contrary to prevailing community standards or inappropriate for classroom use. Access to such resources will not be permitted. If such inappropriate material is inadvertently encountered, it shall be the user's responsibility to disengage immediately.

Responsibilities: Access to the network is a privilege, not a right, extended by the school to staff, students, and other users for the purpose stated above. Users have the responsibility to respect and protect the rights of other users in our network community and on the Internet. Users are expected to act in a responsible, ethical and legal manner, in accordance with the school and Vermont Virtual Learning Cooperative policies, in conformance with the purposes of the other networks they use on the Internet, and in compliance with state and national laws. A user who commits a violation may have his/her access privileges revoked, as well as whatever other disciplinary action may be assigned by the school building Principal/designee.

Network Use Guidelines: All use of the network will be consistent with its purpose as stated above. This policy does not attempt to articulate all required behaviors by users of the network. In any specific situation, we rely upon each individual's judgment of appropriate conduct. To assist in such judgment, the following guidelines are offered:

- Any use for illegal purposes, or in support of illegal activities, is prohibited.
- Any use for political or commercial purposes is prohibited.
- The use of electronic mail in any manner that is contrary to school policy is prohibited.
- Any use that disrupts the educational and administrative goals of the school or the Vermont Virtual Learning Cooperative is prohibited.
- Any use of a school network or VTVLC account by anyone but the authorized owner of the account is prohibited.
- Any reproduction of copyrighted material without explicit permission is prohibited.

- Privacy: Network storage areas will be treated like school lockers, which may be inspected at any time. Network administrators or other appropriate staff may review communications to maintain integrity system-wide and ensure that students are using the system in a responsible manner.
- Illegal copying: Users should neither download nor install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator or other appropriate staff; nor should they copy other people's work or intrude into other people's files.
- Inappropriate language: No profane, abusive, or impolite language should be used to communicate on the network or on the Internet.
- Inappropriate materials: Access of material that has been deemed inappropriate for educational use is prohibited. Should users encounter such material by accident, they should disengage. Students should report such encounters to their teacher immediately.

ACCESS TO STUDENT RECORDS (Refer to Policy #4800)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
2. The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirement of FERPA.

ACCIDENTS ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS

In the event of an accident on school property, specific school personnel are equipped to render first aid. In the event of a more serious accident, parents will be notified and asked to seek medical attention for their child. If parents cannot be located, the student will be taken to the nearest medical facility, which is Cottage Hospital in Woodsville, NH. Costs for medical, dental, hospital services due to injuries sustained by students while on school property and/or during a school function are the responsibility of the parent/guardian.

ASSIGNMENT NOTEBOOKS/TAKE HOME FOLDERS

BMU does not provide students with assignment books. We do encourage students to write down important assignment information; this can be done in their regular folder or notebooks. Folders are used by all K-4 teachers to send home important information on a daily or weekly basis. As teachers expect students to stay organized and get information home and back to school, we ask that all parents check with their children each evening to see what homework or notes they brought home. Please see that any forms or specific information is returned to school on time and that deadlines listed on notes are met. If your child has difficulty staying organized and bringing material home, please contact his/her classroom teacher to set up a meeting.

ATHLETIC AND ACADEMIC ELIGIBILITY

General Provisions

1. Candidates must be full-time students as defined by Policy 2051, or home-schooled students. Parents of home-schooled students must provide proof of their state approved plan.
2. Using the appropriate forms, parents must give written permission prior to a student's participation on a BMU team.

3. All students engaging in interscholastic athletics must have physical examinations at least every two years. Part of this process is the completion of a health questionnaire by parents.
4. Parents must provide evidence of appropriate accident insurance prior to participation.
5. By becoming a member of any team, participants agree to comply with rules and codes of conduct established by the BMU Athletic Department and by the Vermont Principals Association. Specific rules and penalties which are established shall be distributed to each participant in writing prior to the start of each season. Students and parents will provide written verification that they have received this information prior to participation.
6. During an athletic activity season, players who have participated in practice or competition as a member of a BMU team shall not practice or compete as members of non-school organized groups in the same activity. Students may participate in an event as an individual, but not as members of another team. Violation of this rule will be handled as follows:
 - For the first infraction, a warning to the student that the choice of participation on one or the other team must be made.
 - For the second infraction, the student will be dropped from the BMU team.

Requirements for Athletics, Club/Class Officers, and Major Extracurricular Roles

Academic Requirements

1. Students in grades 9 - 12 must maintain a 2.0 GPA and not be failing any classes to be eligible for the season. Grades will be checked prior to the season's first practice. Students will be notified of their eligibility by the Athletic Director.
2. Any student who chooses to participate in an activity or on an athletic team under the auspices of this policy must maintain a minimum 2.0 GPA throughout the season. GPA will be checked at progress report time and at the end of each quarter.
3. Eligibility will be determined at progress report time and at the end of a quarter.
4. Students whose GPA falls below 2.0, or fail a class, will be eligible if they attend 2 weekly 8th period study halls for the remainder of the season. Study Hall credit guidelines are delineated in the Athletic Handbook. *
5. Incoming ninth grade students must have a 2.0 GPA or higher on the fourth quarter report card.
6. Students playing on the middle school teams must maintain a 75% average and not be failing any classes to be eligible for the season. Grades will be checked prior to the season's first practice, at progress report time, and at the end of each marking period. Students will be notified of their eligibility by the Athletic Director.
7. Courses given an incomplete will be evaluated by the Principal on an individual basis.
8. Eligibility of transfer students shall be based on the standards of their previous school until they have been issued a BMU report card.

**In the case of students playing on the middle school teams, a 75% average and no failing grades replaces the 2.0 requirement.*

Behavior Requirements

1. The staff, coaches, and advisors will refer students with inappropriate school behavior to the Principal for eligibility determination.
2. Any school-related, out-of-school suspension will result in suspension from participation during the same time period.
3. The following infractions will result in an immediate declaration of ineligibility:
 - Possession, consumption and/or distribution of tobacco, alcohol, or drugs on/off school grounds.
 - Arriving at school for a regular school day or for school functions after having consumed, and/or being impaired by, alcohol or other illegal substances on or off school grounds. If consumption is suspected, the coach, advisor, and/or Athletic

Director may immediately remove a student temporarily from the team or activity for safety reasons.

- Counseling may be required prior to being allowed to return to the team.
- Students who violate the school's policies on alcohol, drugs and tobacco while they are members of a school athletic team will be removed from the team for the remainder of the season. If drugs or alcohol are involved, drug/alcohol counseling may be required.

ATTENDANCE (REFER TO POLICY #4100 FOR FULL TEXT)

Blue Mountain Union School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments so that a student misses no days, or only a small portion of the school day. The district also asks that travel or other absences be avoided during the time school is in session. The school calendar is designed to minimize problems for families who plan vacations around traditional holiday periods, and thereby minimize student absences.

The Blue Mountain Union School believes that classroom attendance and academic success are directly related. We believe that students are exposed every day to many valuable experiences and interactions in the classroom and students need to attend class to take full advantage of those educational experiences. Additionally, we believe there are many long-term benefits resulting from developing and maintaining good attendance, which carry over to other aspects of life and work. The importance of attendance and the impact it has on lifelong learning cannot be overstated.

Class attendance is a joint responsibility shared by the student, parent or guardian, and school personnel. The attendance policy is intended to hold students accountable for their class attendance. Any student who has been in school every day of the year with no tardies or absences will qualify to receive an attendance award at the end of the school year.

Parent/Guardian Responsibility

It is the responsibility of the parent or guardian to encourage and monitor his or her student's school attendance, to report all student absences according to the school's attendance policy and procedures, and to work cooperatively with the school and student to solve any attendance problem that may arise. Parents are responsible to read and understand the attendance policy/procedures when making decisions about pulling children out of school for appointments and how this has an impact on their perfect attendance qualifications.

At the PreK-12 grade levels, parents can expect the following follow-up contact when absences become a concern:

- 5/Five Days Absent: Letter home
- 10/Ten Days Absent: Meeting with guidance department and/or principal
- 15/Fifteen Days Absent: Referral to Northeast Kingdom Youth Services Truancy Project
- 20/Twenty Days Absent: Referral to Department of Children and Families and possible truancy filing with the State's Attorney

Classroom Tardiness-High School

Each student and teacher has the right to expect a class time free of interruptions, such as a student coming into class late without a verifiable excuse. Therefore, tardies will be treated in the following manner: Students with a pass will be allowed at any time to enter class without any consequences. This is considered an 'excused' tardy. Students without a pass will be allowed to enter class. This is considered an 'unexcused' tardy. Excessive tardies may be sent to the Dean of Students as a discipline referral.

Student Responsibility

It is the student's responsibility to be in school and to attend all classes regularly. It is also the student's responsibility to follow the correct attendance procedures when absent from a class for the school day.

BACKPACKS

Backpacks will be kept in lockers (grades 6-12) and in a designated area of the classroom (grades prek-5) during the school day. Exceptions may be made on a case-by-case basis. Please contact the Dean of Students if you require an exception.

BUTLER BUS DISCIPLINE PROCEDURES

Riding a school bus is not a right; it is a privilege. The following rules are enforced:

- Follow the driver's directions the first time they are given.
- Observe all school rules at all times.
- Be courteous to each other and the bus driver while boarding, while on the bus, and while disembarking the bus.
- Do not eat or drink on the bus.
- Waste paper and other articles are not to be thrown on the floor or out the windows.
- Do not smoke, use tobacco products, or obtain tobacco paraphernalia.
- Do not damage or tamper with bus equipment.
- Stay seated.
- Keep hands, head, and legs inside the bus at all times.
- Do not push, shove, or fight.
- No pets, open glassware, flammables, or oversized projects allowed on the bus.
- Alcoholic beverages and/or illegal drugs are not allowed on the bus.
- Loud, vulgar, and other improper language is not tolerated.
- Lunch boxes, books, and other bundles will be kept on the seat or put in a driver-designated place.

Bus riders should also be on time at the designated school bus stop to keep the bus on schedule. They need to stay off the road at all times while waiting for the bus and wait until the bus comes to a complete stop before entering the bus.

After leaving the bus riders should cross the road only when necessary. They should do this after getting off the bus and moving at least ten feet in front of the bus. Then they need to look to be sure that no traffic is approaching from either direction. Older students should help look after the safety of all small children. Everyone should be alert to the danger signal from the driver.

Please note:

Students should be at their designated bus stop ten minutes before the "scheduled time" to allow the bus driver the "window" of road conditions etc. The bus driver has the authority to assign seats and will be doing so regularly. Drivers are in frequent contact with the Principal or the Dean of Students about behavior on the bus. Remember that riding the bus is a privilege that can be taken away. Students are not allowed to change buses unless it is a daycare situation for younger children. A student will not be allowed to ride any bus other than the one documented on file unless a parent/guardian contacts the school via phone or signed note.

The bus driver will not discharge riders at places other than the regular bus stop at the home or at school unless by proper authorization from a school official. The bus driver will not discharge students in 3rd grade or lower at a single residence unless he/she is certain an adult is at home or they are accompanied by a sibling in 4th grade or higher.

The following stages of discipline consequences will be used. These stages are not necessarily sequential. If a student's behavior is harmful, destructive, harassing, or demeaning, verbal warnings and 1st degree written reports may be by-passed.

Verbal Warning: When a rider causes a distraction to the driver by improper or excessive noise, getting out of proper riding position, improper language or gestures, or impolite actions toward other riders, a verbal warning is given to the offender.

Written Reports: When a verbal warning is disregarded or is disobeyed, a write-up will be issued by the driver to the student. This write-up is to be taken home by the student and given to the parent(s)/guardian(s). A copy of this report will be given to the Dean of Students.

1st Degree Write Up: 1 day suspension from the bus or alternative in-school consequence. These are issued for less serious offenses, such as continuation of improper or excessive noise, getting out of proper riding position, foul or indecent language, harassing other students, etc.

2nd Degree Write Up: 3-5 day suspension from the bus and/or alternative in-school consequence. These are issued for serious bus situations, such as physical, mental, or emotional abuse of another student and / or destruction or theft of property. This infraction requires a parent meeting.

3rd Degree Write Up: May result in suspension of bus privileges for remainder of the school year. These are issued for problems at the 1st and 2nd degree levels or for major bus issues, such as assault, causing injury or serious damage, serious threats, violating another's civil rights, or adamant and rebellious refusal to obey the driver. This infraction requires a parent meeting.

Suspension from one bus may mean suspension from all buses, including those used for field trips and athletic games. This decision will be made by administration.

The bus driver will not discharge riders at places other than the regular bus stop at the home or at school unless by proper authorization from a school official. The bus driver will not discharge students in 3rd grade or lower at a single residence unless he/she is certain an adult is at home or they are accompanied by a sibling in 4th grade or higher.

CAMPBELL'S SOUP/BOX TOPS FOR EDUCATION/SODA TABS

A large container is placed just inside the main entrance for labels from Campbell products and General Mills Box Tops for Education. The labels are redeemable for school equipment.

CELL PHONES & other Electronic Communication Devices (Refer to Policy 2455)

It is the policy of the Blue Mountain Union School that the use of cell phones and all other personal electronic communications devices by students will be restricted to non-instructional time unless the usage serves an educational purpose and is approved by the classroom teacher.

All students will be warned of this school rule at the beginning of the year. If caught using the cell phone during non-approved hours, the phone will be confiscated and the following procedure will be applied:

Cell phones will not be allowed in the classroom unless invited by the classroom teacher to have them for educational purposes.

1. 1st offense- The device will be taken by the teacher and brought to the Dean of Students. A behavior referral form will be completed. Parents will be contacted and the student may pick up the device at 2:25 or earlier if he/she is leaving for the day.

2. 2nd offense- The device will be taken by the teacher and brought to the Dean of Students. A behavior referral form will be completed. Parents will be contacted and asked to pick up the device at their earliest convenience.
3. Anything beyond the 2nd offense will result in a behavior referral form being completed, and a meeting with the parent/guardian, the student, and the Dean of Students. The student will be told to keep his/her phone at home for a predetermined number of days or for the remainder of the school year.

CHANGE OF PHONE NUMBER/ADDRESS

If your address, phone number, or other information on your registration form changes during the school year, the office must be notified. In case of emergency, it is vital that the office has up-to-date information, especially a work and home phone number. This is especially important when it comes to keeping our automated system updated.

Parents/guardians have the responsibility to notify the school of any change in a student's address or name. If a move takes place within the district this information is still needed and should be supplied.

Any legal name changes should be accompanied by a copy of a lawyer's letter or other legal / court document.

CHECKS

Please make checks payable to Blue Mountain Union School. If you are paying for lunches, those checks may be made payable to BMU Lunch Program.

CHILD ABUSE AND NEGLECT

All school employees are mandated by law – VSA 33 §4911 to 4920 – to report to a local child protective agency, known or suspected child abuse within 24 hours of notification or suspected child abuse. Parents or guardians who wish to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site may contact the school district office. The parent or guardian may also file a formal report with a local child protective agency.

CIVIL RIGHTS ACT PROVISIONS (Refer to Policy #1052)

The Civil Rights Act Provisions requires “recipients” of federal funding to provide information to “beneficiaries” regarding the nondiscrimination requirements of the Civil Rights Act as applied to the recipient's operations.

CLASS TRIPS

Class trips are a privilege and, if necessary, the Administration may determine eligibility based on a student's behavior log. If a student has demonstrated behaviors that could upset a field trip experience for others, the student may be kept from the trip or required to have a parent present on the trip.

CLOSING ANNOUNCEMENTS (Refer to Policy #3020)

If the Blue Mountain Union School is to be closed during a regularly scheduled school day, the decision is usually reached before 6:00 a.m. All school closing announcements will be announced on WCAX, WNNE, and on all Vermont radio stations. If you have an Internet connection, you can check www.vpr.net or www.sovernet.com. Parents will also receive a School Reach message on their home phone number.

CONTRACTS and AGREEMENTS FOR STUDENT SIGNATURE

There are many times when students are asked to sign an agreement, sometimes referred to as a contract. Such contracts or signature sheets do not have the same legal status as a formal, binding contract. They

are, however, important to maintaining the operation of a safe and fiscally sound school system. Examples of these documents are textbook check out cards, science safety rule sheets, music performance contracts, and athletic contracts. Parents with concerns about these agreements should talk with the Principal, the Dean of Students, the specific teacher, or the Athletic Director. This has been reviewed by the school's attorney and found to be an appropriate and legal procedure.

COURSE ADD/DROP PROCEDURE

The Blue Mountain add/drop procedure is consistent with the intent of BMU School Board Policy #2051 Graduation Requirements and Policy #2053 Eligibility Requirements.

With the scheduling team's permission and a note from a parent/guardian, a student may drop a course, without penalty prior to the fifth school day of the marking period in which the course begins. A student may not drop a course at any time if he/she is not maintaining four courses. Students may drop a course and substitute a replacement course to bring them up to the four course minimum if the instructor has room in the course and signs off on adding the student to the replacement course.

After the five-day period has passed, a student may not drop a course even with parent/guardian permission without the approval of the scheduling team and his/her parents. Withdrawing from a course after the deadline will result in a "WP" grade for the course if the student is passing the course at the withdrawal date. The student failing at the time of withdrawal will receive a letter grade of "WF". If the student drops a course with lower than an 80% average, s/he loses eligibility for a Senior Privileges' Gold Card for that term.

A student should check with his/her teacher to determine his/her academic standing in a course prior to considering a course withdrawal. It is the student's responsibility to consider the impact that withdrawing from a course will have on his/her eligibility status.

CUSTODY CONCERNS

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological / adoptive parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designees. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer will be required to intervene. Parents are asked to make every attempt not to involve the school in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

DIRECTORY INFORMATION

The Blue Mountain Union School Board has declared that directory information shall include the following student information:

Name
Address
Photograph
Date and place of birth
Participation in activities and/or sports
Height of athletic team member (sports)
Dates of attendances
Awards

Parents may preclude Blue Mountain Union School from releasing this information by signing the school emergency contact card.

DISCIPLINE (refer to Policy 4300)

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student, and other relevant factors.

The Blue Mountain Union School discipline procedure provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline.

The following disciplinary actions may be imposed for any violation upon the level of the offense:

Major Discipline Offenses

Major discipline offenses represent the most serious acts of misconduct. These offenses will be immediately reported to an administrator and parents will be informed. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school sponsored activities for up to three school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the Principal and/or the Dean of Students is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given if not already provided.

1. Restriction from school programs/classes
2. In-school suspension (ISS)
3. Suspension from school for up to ten school days, which shall include any time during which the student was subject to suspension pending investigation
4. Participation in the cleaning/repair of any damage caused to the school-related environment
5. Placement in an alternative education program
6. Financial restitution for the repair of any damage caused to the school-related environment
7. Any other disciplinary technique that positively promotes prosocial alternatives and desired character traits
8. Long-term suspension, as allowed under the Blue Mountain Union School Board policy
9. Other discipline techniques deemed appropriate in the efforts to reduce misconduct and assist the student in learning how to make better choices

When a situation arises that requires the School Board to consider a long-term suspension or expulsion, the student will be suspended pending a School Board hearing. If the student is on an Individualized Educational Plan, a manifestation hearing will be held, and the results provided to the School Board. The hearing will be held within two weeks time. School work during this suspension will be provided by the professional staff. The superintendent will write the letter to the student and his/her parents or guardians outlining the charges, the specifics related to the School Board hearing, and the student's rights at the hearing. Once the hearing is held, the superintendent will write the letter on behalf of the School Board explaining the outcome of the hearing.

Parents of students may elect not to contest whether a student has violated the school discipline policy or the appropriate discipline, and in such cases, an agreement may be negotiated which would include parents or students waiving a right to a hearing before a disciplinary tribunal.

Before a student is suspended for ten days or less, the Principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is

suspended, the student's parent/guardian will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers, or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

Minor Discipline Offenses

These are minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Students may be disciplined by the professional staff member involved or may be referred directly to the Principal or the Dean of Students. Prior to referring a student to the office, it is expected that the professional staff member would have administered appropriate classroom discipline.

Professional staff members may utilize any of the discipline management techniques appropriate for the situation, including, but not limited to, the following:

1. Classroom detention after-school.
2. Loss of recess or other free choice time.
3. Lunch detention
4. Assigned seating within the classroom.
5. Student participation in conference with parent/guardian and teacher.
6. Participation in a school-service project which enables the student to be engaged in the desired character traits.
7. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character traits.
8. Any other disciplinary technique that positively promotes prosocial alternatives and desired character traits that is approved by the building administrator.
9. Teacher meets privately with the student.

If minor misconduct continues, students will be involved with such consequences as:

1. Student participation in conference with parent/guardian, teacher, and/or Principal
2. Restriction from programs and special assemblies
3. Assignment to after-school detention
4. Assignment to lunchtime detention
5. Partial day in-school suspension (ISS)
6. Full day in-school suspension (ISS)
7. Suspension from school for up to three school days, which shall include any time during which the student was subject to suspension pending investigation
8. Participation in the cleaning/repair of any damage caused to the school-related environment
9. Financial restitution for the repair of any damage caused to the school-related environment
10. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character traits
11. Participation in a school service project which enables the student to be engaged in the desired character traits
12. Other discipline techniques deemed appropriate in the efforts to reduce misconduct and assist the student in learning how to make better choices

Serious Discipline Offenses

The administrator will have the authority to implement the most appropriate level of intervention when dealing with each offense. The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated. The levels indicated refer to the previously identified levels of discipline intervention. Other misbehaviors not listed below will also be dealt with at the appropriate level at the discretion of the building administrator.

- Use, possession, distribution or sale of weapons, fireworks, explosives, drugs of any kind, drug or tobacco paraphernalia, alcohol or tobacco
- Being under the influence of a prescription or over the counter drugs
- Assault or battery, including threats of assault or battery, or physical violence of school personnel, students, or persons attending school functions.
- Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature
- Damaging or defacing personal property or school property (vandalism)
- Extortion or attempted extortion
- Activating a fire alarm under false pretenses or making a bomb threat
- Insubordination, disorderly conduct, disobeying school rules (including but not limited to classroom or school disturbances, dress code violations, inappropriate use of personal or school electronic devices, cheating on school assignments) regulations, or directives; disobeying directives given by teachers, administrators, or other school staff
- Use of profane, vulgar, or obscene words or indecent exposure
- Inappropriate public displays of affection
- Gambling or possession of gambling devices
- Moving and non-moving driving violations
- Giving false information to school officials
- Unexcused absence, chronic tardiness, skipping class, leaving campus without permission
- Bullying
- School bus violations

There are several School Board policies that are related to discipline. These are available by calling the school to receive a copy or by going online to the district's website – bmschool.org (School Board – Policies).

Discipline Consequences

Class Suspension: is suspension of a student by an administrator from a specific class for that class period, the same period the following day.

In-School Suspension: Students are placed in an area for the full duration of the school day. In this alternative location, students are required to complete all assignments from their teachers.

Out-of-School Suspension: is the temporary removal by an administrator of a student from school and all-school sponsored activities on and off campus for the purpose of home correction. Suspension is a disciplinary action for unacceptable behavior on campus and/or school activities. Parents/guardians are responsible to use the suspension time to discuss with their student appropriate conduct and responsibilities as a student at Blue Mountain Union School.

Support Options

Student Support Team

The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, school counselors, chronic disciplinary problem student plans, crisis intervention counseling, small and large group counseling, peer mediation, conflict resolution, and mentoring.

Crisis Support Team

The BMU Crisis Support Team consists of trained staff members. These individuals will respond to any behavior-related crisis during the school day. The team responds to crises ranging from severe student disruption to violent misconduct. De-escalation strategies including counseling, mediation, and safe physical restraint are used by trained members of the Crisis Support Team. A Crisis Support Team member should respond within one - three minutes following the designated protocol.

Parental Involvement

The school discipline process is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that distracts from the learning environment. School administrators recognize that two-way communications through personal contacts are extremely valuable; therefore, they provide information to parents as well as ongoing opportunities for school personnel to hear parents' concerns and comments.

Parents and students should contact the Dean of Students if specific questions arise related to the school discipline process.

The school discipline process specifies within its standards of behavior various offenses which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the school regularly, and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

DRESS CODE (refer to Policy #4102)

Blue Mountain Union School provides a quality instructional program and learning opportunity for every student. The personal appearance of everyone is an important component of establishing a safe environment for optimal learning and respect for one another. Students and staff are expected to dress in an appropriate manner while on school property or representing the school.

Personal appearance shall be such that it does not disrupt student work or school order, become distracting to other students, presents a safety concern to administration, or violate health and safety guidelines. Student violations of this policy shall be handled by the Principal or Principal's designee, in accordance with the Blue Mountain Union School Behavior Management Plan (Policy #4300).

The following standards apply to all students and employees:

- Street shoes or sandals will be worn. Bedroom shoes are not permitted
- All shirts and/or blouses must meet the top of the lower garment. No bare-midriff shirts and/or blouses will be permitted. The shirts and/or blouses need to be long enough to keep the midriff from showing during normal physical activity
- No tank tops, muscle shirts, vests without shirts, spaghetti strap tops, halter tops, plunging necklines, or backless tops without a shirt or blouse will be permitted
- No clothing or jewelry will be permitted that displays or promotes obscenity/profanity, alcohol, tobacco, and/or drugs or anything of a sexual nature
- Shorts, skirts, and dresses may not be shorter than mid-thigh (bottom hem is to reach the fingertips when standing straight or be no more than a dollar bill length from the knee)

- Clothing is not to be sheer, mesh, or expose underclothing
- Clothing may not drag excessively on the floor in a way that presents a risk to self or others
- No head coverings are to be worn in the school building with the exception of approved “hat days”
- Accessories that imitate weapons are not permitted
- Sunglasses are not to be worn in the school building during the day
- No pajamas are to be worn in the school building with the exception of approved “pajama days”

For reasons of safety and health, special dress and grooming regulations may be developed for special areas like art classes, PE classes, science classes etc. For special events like field trips, etc. appropriate dress may be required. Exceptions to these standards for specific events or activities, such as St. Patrick’s Day, may be made at the discretion of the Principal or the Dean of Students. Requests for cultural or medical exceptions will be considered on an individual basis. The School Board has given the responsibility of adjusting the dress code when necessary to the Principal.

DRIVING CARS, MOTORCYCLES, AND SNOWMOBILES TO SCHOOL

(Refer to Policy #4150 for full text)

The option for high school students to drive to school is a privilege, which may be revoked at any time. This includes all motorized vehicles, such as cars, trucks, snowmobiles, ATV’s, motorcycles and dirt bikes.

All students driving to school must register their vehicles with the school before being permitted to park on school grounds in areas designated for student parking. Students must obey all state driving regulations, and any driving regulations adopted by BMU.

Registration tags must be displayed in the car window at all times. A vehicle that is not registered with the office will be towed at the owner’s expense.

Students must park their vehicles in the designated area (large lot behind the cafeteria) and come into school immediately. Students are not allowed to go to their vehicles during the school day (7:30 a.m. – 2:30 p.m.) except when granted permission by authorized administrative personnel.

Students are expected to follow all driving and safety rules while on school premises – especially the 10 mph speed limit.

Driving privileges can be revoked if students do not follow such safety precautions.

A student who loses his/her driving privilege or bicycle riding privilege will be unable to park his/her vehicle on school property during that time. The usual consequence is 20 school days without driving privileges.

DRIVING CARS TO RIVER BEND CAREER AND TECHNICAL CENTER

All students must ride the River Bend bus. Only under rare circumstances will a student be able to drive to River Bend. Proper forms must be signed by the Career and Technical Center Director at River Bend, the Principal at BMU, and parents/guardians in advance of the student taking his/her vehicle to the Center. If a student misses the River Bend bus, s/he must come into the office and make arrangements for getting to River Bend for the day. Students who break this rule will have their driving privileges revoked for a period of time determined by the administration.

EIGHTEEN YEAR-OLD STUDENTS

Eighteen year-old students are subject to all school policies, rules and standards. Except as provided in this policy, report cards, discipline, reports and other communications from the school will be provided to responsible parents or guardians of all students regardless of the age of those students.

Permission slips for participation in field trips or other activities may be signed by 18 year old students. Eighteen year old students may sign their own absence and late notes, but parents will be notified of

absences and tardy incidents for their 18 year old children on the same basis as other students, unless communications from the school are limited to the student only in accord with this policy.

Communications with Parents/Guardians

Students who are 18 years old or older may request, in a manner designated by the Superintendent that communications to their parents or guardians be provided to them as well. The school will comply with these requests.

Students who are 18 years old or older may request, in a manner designated by the Superintendent that all communications from the school be made to them and not to their parents. These requests will be granted by the Superintendent or his/her designee only when the student's responsible parents or guardians agree in writing, or when the student shows that he/she is not a dependent student as defined in section 152 of the Internal Revenue Code of 1954.

The maintenance and distribution of documents defined by the Family Educational Rights and Privacy Act of 1974 as student records will be governed by the Act and the regulations promulgated pursuant to that Act.

EIGHTH GRADE PROMOTION

For a student to graduate from the eighth grade and participate in the 8th Grade Promotion Ceremony, he/she must have at least a passing grade in all core subjects. The student must also meet or exceed the standard for the Eighth Grade Exit Project and other mandatory benchmarks.

An eighth grade student who fails any core class or has not met the standards for the Eighth Grade Exit Project and other mandatory benchmarks, will participate in a credit recovery program as determined by classroom teachers and administration for that subject.

A student and/or his/her parent or legal guardian may appeal decisions based on this policy to the Superintendent and School Board.

EMERGENCY FORM

Blue Mountain Union School requires that the parent or guardian of every student complete and sign the emergency information form. This is to ensure that in the case of an emergency, the school has accurate information on each student and his or her parents and/or guardians. This enables school personnel to notify parents as quickly as possible in the event of an emergency. These forms are sent home on the first day of school. Other forms may be required for extracurricular activities, field trips, or overnight trips. These forms will be sent home on an as needed basis.

ENTRANCE TO THE PRIMARY GRADES (POLICY #2210)

Learning is a lifelong process. For students to acquire the necessary concepts, skills, and attitudes during their relatively short span in formal education, it is essential that a positive relationship between students, parents, and the school exist before students enter first grade.

Three Year Old Program

Services are limited to students who have an educational need for early intervention and typically developing students as required by special education guidelines. The program may be provided to a child who has reached the age of three by August 31st if deemed eligible through a screening process in accordance with Act 62, A Law Related to Prekindergarten education. Students receiving EEE services may enter the three year old program on their 3rd birthday if their transition team determines they need preschool services.

Four Year Old Program

BMU offers a Pre-school program to in-district students who have reached the age of four by August 31st. In the spring, parents will be provided with the opportunity to sign up for this program which includes a screening and interview. Acceptance into the program will be in accordance with Act 62, a law related to Pre-kindergarten education.

Kindergarten

Students must be five years of age by August 31st to enter kindergarten.

First Grade

Students must be six years of age by August 31st to enter first grade.

Appeals:

If parents wish to appeal the entrance age, the following procedure needs to be followed:

1. Any appeal of the Blue Mountain Union School Board Policy 2210 will be in the form of a written letter to the Principal requesting the appeal and the rationale for appeal of the entrance policy using specific and concrete examples for criteria. These may include:
 - a) Date of birth of the child
 - b) Teacher and/or child care staff recommendations
 - c) Prior assessments
 - d) Summary of learning levels, such as books read independently
2. The Eligibility Team (composed of the Principal, Primary Teachers, Special Educator, Guidance Counselor, and School Psychologist) will convene to recommend appropriate information gathering instruments and assess the student under consideration. These assessment tools may include but not be limited to the following:
 - a) Observational Survey
 - b) Test for Early Reading Ability
 - c) Screening Instruments
 - d) Primary Observational Assessment
 - e) Fountas and Pinnell Benchmarks
 - f) DIAL (Developmental Indicators for Assessment of Learning)
 - g) Battelle Test
3. The Eligibility Team will review the assessment results and provide the parents with a written summary and decision.
4. If a parent disagrees with the decision of the Eligibility Team, he/she may appeal to the Superintendent.

EVALUATION OF HIGH SCHOOL ACHIEVEMENT (Refer to Policy #2050)

The school believes that students and parents/guardians have the right to receive current information about the quality of the student's academic achievement. This means that Blue Mountain Union School must:

1. Have a system of grading that is consistent with the educational goals of the district and reflects student competence as related to the content and performance standards for each course of study.
2. Ensure teachers inform students about the course grading system at the beginning of each semester.
3. Ensure grades are based upon impartial, consistent observation of the quality of the student's work and the student's progress toward mastery of course content, standards and objectives, as demonstrated through such performance indicators as the following:
 - Preparation of assignments, including completeness, accuracy, and promptness
 - Contribution to classroom discussions
 - Demonstrated understanding of concepts

- Application of skills and knowledge to new situations
- Organization, presentation, and content of written and oral reports
- Originality and reasoning ability when working through problems
- Accomplishments in class presentations and projects
- Performance on tests and quizzes

4. Interpretation of Letter Grades

Grades for achievement shall be reported each marking period as follows:

100%-90% Advanced Performance

Exhibits creative ways to show learning
 Successfully completes open-ended tasks with high quality work
 Test scores indicate a high level of understanding of concepts and skills
 Assignments are complete, high quality, and well-organized
 Almost all learning goals are fully and consistently exceeded

89%-80% Proficient Performance

Exhibits typical ways of showing learning
 Successfully completes open-ended tasks
 Assignments are usually complete, thorough, and organized
 Most of the learning goals have been fully and consistently met

79%-70% Average Performance

Needs support to complete open-ended tasks
 Test scores indicate satisfactory acquisition of skills and concepts
 Assignments are generally complete, but quality, thoroughness, and organization are inconsistent
 More than half of the learning goals have been fully met

69%-60% Insufficient Performance

Shows learning after considerable support has been provided
 Needs support to begin and complete open-ended tasks
 Test scores indicate weak acquisition of skills and concepts
 Assignments vary greatly in quality, thoroughness, and organization
 Only a few learning goals have been fully met

59%-0% Failing Performance

Unable or unwilling to begin and complete open-ended tasks
 Test scores indicate an unacceptable grasp of concepts and skills
 Assignments show poor quality and are frequently incomplete
 None or very few of the learning goals have been consistently met

Grade Point Averages

100-98% A+ 4.33
 97-93% A 4.30
 92-90% A- 3.66
 89-87% B+ 3.33
 86-83% B 3.00
 82-80% B- 2.66
 79-77% C+ 2.33
 76-73% C 2.00
 72-70% C- 1.66

69-67% D+ 1.33
66-63% D 1.00
62-60% D- 0.66
Below 60% F 0

An 'F' course grade will be recorded as no lower than a 40% for the first quarter of a course.

5. Honor Roll

Each quarter, High Honors is awarded to students with grades of 90%-100% in all courses. Honor Status is awarded to students who have 80% or higher in all courses.

6. Incomplete Grades

Grades at the end of each semester are final grades. Teachers should strive to have few incomplete grades. However, incomplete grades may be given when students have an extended absence at the end of the semester. In those instances, a grade will be established within two weeks of the following semester. An incomplete grade not satisfied within two weeks will be changed to the grade earned at the time of the incomplete being issued.

7. College Preparation Coursework (Level III)

All college preparation course grades should be college-recommending grades. Successfully completing a college preparation course would indicate to a college during the review of transcripts that a student is prepared in this area. Students may be removed from college preparation courses if grades are below 70%; this is done through a meeting with the teacher, student, and parent.

8. Notification of Grades

Students and parents have instant access to course grades through the web-based Alma. This program shows attendance and current grade status. If a parent or student wishes to receive a hard copy of current progress and/or attendance, s/he may contact the guidance office. A copy will be mailed or sent home whenever a request is made.

The guidance counselors and Athletic Director will talk with students and/or parents when grades become an issue for credit and/or athletic eligibility. If a student is continuing to be in danger of not receiving credit due to grades, a parent conference may be required.

9. Extra Curricular Eligibility

The School Board sets academic and behavior expectation levels for student participation in athletics and activities. Please refer to the Student Handbook, Athletic Handbook, and Policy 2053 for specific information.

10. Retention

Retention does not apply to high school students. Students must earn a specific set of graduation credits and demonstrate knowledge and skill in each of the core classes. A student may need additional time to earn the required credits; a student may also graduate from Blue Mountain Union School in three years if the credits are earned more quickly. Individual "at risk" plans are developed for students who do not master what is required in areas of skills and knowledge for the core classes. These students may be required to take another class in this area, attend summer school or after school support sessions, or stay for a fifth year of high school.

Any student who has earned at least 50% and remained in the BMU course through the final day of the year is eligible to participate in an approved summer school course. (See Policy 2630)

11. Weighted Courses

Blue Mountain Union School recognizes the challenge that advanced courses place on high school

students. Due to the increased workload and college level expectations, students in a weighted course will receive five additional grade points at the end of each quarter. The administration will annually publish a list of weighted courses in the program of studies. If a student feels that a course he or she is taking on an individualized basis warrants weighted grade status, he or she needs to submit a letter of request and evidence to support this request to the Principal prior to November 1.

12. Determination of Class Rank, Valedictorian and Salutatorian

The highest ranking student in the core English, mathematics, science, and social science/history, and world language classes, based on a 4.33 grading scale is to be designated as the valedictorian and the second highest ranking student, based upon a 4.33 grade scale, the salutatorian.

- Candidates must have been enrolled as a full-time student at BMU for their junior and senior years.
- Candidates must have completed a minimum of two weighted courses.
- GPA will be carried out two places (3.97, for example).
- If two students tie at either valedictorian or salutatorian level, both will be recognized.
- Valedictorian and salutatorian will be finalized at the end of the third quarter of senior year.

13. Determination of Class Rank for Transcripts

Class rank will be calculated two ways. Overall GPA will include all courses (including those taken at Riverbend Technical Center and Virtual High School) with a percentage grade awarded a numerical equivalent based on a 4.33 scale. Computation of class rank will be done at the first and second semester of grade 11, the first semester of grade 12, and at the end of the third quarter of grade 12.

FERPA POLICIES (Refer to Policy #4800)

FERPA stands for Family Education Rights and Privacy Act, 20 U.S.C. 1232g et seq and requires an annual notification to parents of their rights under the Act including but not limited to accessing their child's records and the release of personally identifiable information.

FIELD TRIPS

A field trip is an educational experience that enriches learning. In order to participate, students must have parental permission. Permission slips will be sent home, need to be signed, returned, and will be on file in the office. No student will be allowed to leave the school without a signed permission slip on file. Students who have displayed inconsistent behavior may be excluded from field trips. In order to participate in the senior class trip, students must be able to graduate on the designated graduation date.

FIRE, BOMB THREAT, ETC.

The emergency plan calls for students and staff to evacuate to the business park next to the school. Arrangements have been made for our students to be sheltered from inclement weather at businesses within this park. If it is determined that students will be sent home for the day, parents will be notified. We will send students home on the buses as soon as the buses arrive. Parents can meet their children at home. If a bus driver is not able to leave a child due to his/her grade level, the driver will bring that student back to the business park and phone calls will be made to his/her parent/guardian. Students and staff with cars parked at BMU may not retrieve them until the situation is over. Students and staff will practice this at least once a year.

FIREARMS and WEAPONS (Refer to Policy #4342 and #4343 and VSA 13 § 4004)

A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants;

stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or nonfunctional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (e.g., lasers or laser pointers, belts, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

The school district takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the Superintendent of dismissal for a period of time not to exceed one year.

FOOD/CANDY/CLASSROOM SNACKS/GUM AND DRINKS

As a school, BMU promotes a healthy environment and we encourage students to eat healthy snacks and lunches and to drink water as their primary beverage.

GUIDANCE

The guidance department provides counseling services to meet the various academic, social, and emotional needs of students in grades Pre-K through twelve. Counseling services fall into three general areas:

1. Academic/Career Counseling - Helping the student establish and progress toward educational and career goals consistent with his or her abilities, aptitudes, and interests.
2. Testing Services - Individual and group testing for the purpose of making educational and career decisions.
3. Personal Counseling - Exploring the student’s feelings, thoughts, and needs in order to gain self-awareness and to solve problems through self-understanding. This is provided on a very limited basis, usually no more than four sessions.

GUIDANCE – Elementary

The elementary guidance program is developmental in design. It is based on the premise that there are needs and concerns that are common to everyone. These common needs can best be met through a carefully planned and sequenced program that is provided to all students. As with other programs at BMU that are designed for all children, special written permission to meet with students is not required, however parental permission will be necessary for special individual counseling.

Life skills are developmental and the guidance program’s primary focus is assisting in the development of these skills. The emphasis is on understanding how humans behave, developing good interpersonal relationship skills, learning how to cope, and practicing good decision making skills.

GYM

At no time, including after school, may the gym be used without a staff member present. Gym privileges may be revoked at any time.

HALL PASSES

With the exception of transition times between classes, before the first class of the day, and after school, all students must be accompanied with a “pass” while in the halls. Additionally, students must sign out of class if leaving without direct supervision during class time. If a student returns to class, he/she must sign back in.

HARASSMENT, HAZING AND BULLYING OF STUDENTS (See Policy #4905)

I. Statement of Policy

The Blue Mountain School Union (hereinafter “District”) is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

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

It is also the policy of the District to prohibit the unlawful hazing and bullying of students. Conduct which constitutes hazing may be subject to civil penalties. These laws are found in 16 VSA 570, a, b, and c.

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

The Procedures are expressly incorporated by reference as though fully included within this Policy. The Procedures are separated from the policy for ease of use as may be required in 4905.

II. Implementation

The superintendent or his/her designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy. (Attached to this policy and in 4905).
2. Annually, select two or more designated employees to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the District that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
3. Designate an Equity Coordinator to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may be also be assigned to one or both of the Designated Employees.
4. Respond to notifications of possible violations of this policy in order to promptly and effectively address

all complaints of hazing, harassment, and/or bullying.

5. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the District shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.
6. Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the District's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

III. Constitutionally Protected Speech

It is the intent of the District to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this policy is to (1) prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that has the purpose or effect of substantially disrupting the educational learning process and/or access to educational resources or creates a hostile learning environment; (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

IV. Definitions

For the purposes of this policy and the accompanying procedures, the following definitions apply:

- A. **"Bullying"** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
 - a. Is repeated over time;
 - b. Is intended to ridicule, humiliate, or intimidate the student; and
 - c. (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or (ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.
- B. **"Complaint"** means an oral or written report provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment or bullying.
- C. **"Complainant"** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or bullying.
- D. **"Designated employee"** means an employee who has been designated by the school to receive complaints of hazing, harassment and bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school building are identified in Appendix A of this policy.
- E. **"Employee"** includes any person employed directly by or retained through a contract with the District, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, "agent of the school" includes supervisory union staff.
- F. **"Equity Coordinator"** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race-based discrimination) for the District and for coordinating the District's compliance with Title IX and Title VI in all areas covered by the implementing regulations. The

Equity Coordinator is also responsible for overseeing implementation of the District's *Preventing and Responding to Harassment of Students and Harassment of Employees* policies. This role may also be assigned to Designated Employees.

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

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

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

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

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

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

H. **“Hazing”** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and

(1) Which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.

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

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

With respect to Hazing, “Student” means any person who:

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

I. **“Notice”** means a written complaint or oral information that hazing, harassment or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment or bullying, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment or bullying through other means, for example, if information about hazing, harassment or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school’s response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the district, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful harassment or bullying.

J. **“Organization”** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.

K. **“Pledging”** means any action or activity related to becoming a member of an organization.

L. **“Retaliation”** is any adverse action by any person against a person who has filed a complaint of harassment, hazing or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, intimidation, and reprisal. Acts of retaliation are unlawful pursuant to 9 V.S.A. Par. 4503.

M. **“School administrator”** means a Superintendent, Principal, Dean of Students, technical center director or his/her designee and/or the District’s Equity Coordinator.

N. **“Student Conduct Form”** is a form used by students, staff, or parents, to provide, in written form, information about inappropriate student behaviors that may constitute hazing, harassment and/or bullying.

V. Independent Review

A student who desires independent review under this subsection because the student is either dissatisfied with the final determination of the school officials as to whether harassment occurred or believes that, although a final determination of the school officials as to whether harassment occurred or believes that, although a final determination was made that harassment occurred the school's response was inadequate to correct the problem shall make such request in writing to the headmaster or superintendent of schools. Upon such request, the

headmaster or superintendent shall initiate an independent review by a neutral person selected from a list developed by jointly by the secretary of education and the human rights commission and maintained by the secretary. Individuals shall be placed on the list on the basis of their objectivity, knowledge of harassment issues, and relevant experience. (2.) The independent review shall proceed expeditiously and shall consist of an interview of the student and the relevant school officials and review of written materials involving the complaint maintained by the school or others. (3.) Upon the conclusion of the review, the reviewer shall advise the student and the school officials as to the sufficiency of the school's investigation, its determination, the steps taken by the school to correct any harassment found to have occurred, and any future steps the school should take. The reviewer shall advise the student of other remedies that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution;. (4.) The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. (5.) The costs of the independent review shall be borne by the public school district or independent school. (6.) Nothing in this subsection shall prohibit the school board from requesting an independent review at any stage of the process. (7.) Evidence of conduct or statements made in connection with an independent review shall not be admissible in any court proceeding. This subdivision shall not require exclusion of any evidence otherwise obtainable from independent sources merely because it is presented in the course of an independent review. (8.) the Secretary of Ed. may adopt rules implementing this subsection. (Added 2011, No. 129 (Adj.Sess.) par. 12, eff. May 11, 2012.

VI. Confidentiality and Record Keeping

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

Reporting to Other Agencies

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

If a harassment complaint is made in a public school about conduct by a licensed educator that might be grounds under the State Board of Education Rules for licensing action, the Principal shall report the alleged conduct to the Superintendent, and the Superintendent shall report the alleged conduct to the Commissioner. If a complaint of harassment involves a physical assault, sexual assault, stalking, disorderly conduct (including disorderly conduct by electronic means) or any hate motivated crime based upon the alleged victim's actual or perceived membership in a protected category, the Principal should promptly report the alleged conduct to the state or local police.

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

VII. Dissemination of Information, Training, and Data Reporting

- A. Dissemination of Information: Annually, prior to the commencement of curricular and co-curricular activities, the District shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and employees. Notice to students shall be in age-appropriate language and include examples of harassment. At a minimum, this notice shall appear in any publication of the Blue Mountain Union School District that sets forth the comprehensive rules, procedures and standards of conduct for the Blue Mountain Union School District.
- B. Training: The school administrator shall use her/his discretion in developing age-appropriate methods of discussing the meaning and substance of this policy with students to help prevent harassment. The school administrator shall implement training for school staff within the context of professional development to enable staff to recognize, prevent and respond to harassment.
- C. Data Gathering: Public school districts shall provide the Vermont Department of Education with data requested by the Commissioner.

VIII. Alternative Complaint Process

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

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

Office for Civil Rights, Boston Office
 U.S. Department of Education
 8th Floor
 5 Post Office Square
 Boston, MA 02109-3921
 617-289-0111 (voice)
 877-521-2172 (tdd)
 617-289-0150 (fax)
 Email: OCR.Boston@ed.gov
 Web: <http://www.ed.gov/about/offices/list/ocr/index.html>

Legal References:

Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq.;
 Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d;
 Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§1681 et seq.;
 Family Education Rights Privacy Act; 20 U.S.C. 1232g;
 Public Accommodations, 9 V.S.A. §§4500 et seq. ;
 Education, Classifications and Definitions, 16 V.S.A. §11a (26);
 Education, Harassment, Notice and Response, 16 V.S.A. §14;
 Education, 16 V.S.A. §140(a)(1);
 Education, 16 V.S.A. §166(e);

Education, Harassment and Hazing Prevention Policy, 16 V.S.A. §565;
Education, Discipline, 16 V.S.A. §1161a;
Education, Suspension or Expulsion of Pupils, 16 V.S.A. §1162;
Child Abuse, 33 V.S.A. §§4911 et seq.;
Adult Protective Services, 33 V.S.A. §6901 et seq., all as they may be amended from time to time.
Washington v. Pierce, 179 VT 318 (2005)

Designated Employees:

The following employees of the Blue Mountain School Union have been designated by the District to receive complaints of bullying and/or harassment pursuant to this policy and 16 V.S.A. § 570a(a)(7) and 16 V.S.A.

§570c(7) and under federal anti discrimination laws;

Name: Catherine Beaton

Title: Behavior Specialist

Contact Information: 802-757-2711

E-mail: catherine.beaton@bmschool.org

Name: Parrish Eiskamp

Title: Dean of Students

Contact Information: 802-757-2711

Email: parrish.eiskamp@bmschool.org

HEALTH SERVICES (refer to Policy #2430 for full text)

The School Nurse is on duty during each school day. Students should come in when ill or injured. If necessary, arrangements will be made for students to be taken home or to the doctor. Health services include more than help when a student is not feeling well. Students may visit the nurse's office during study halls or lunch to discuss problems and/or to get health information. The nurse has a responsibility to question any newly acquired bruises.

If a student has to take medication at school, there is an important procedure that s/he must follow. All medications must be kept locked in the nurse's office. The student will need a doctor's order for the medication prescribed, and the medication must be in a properly labeled container. A student is requested to see the nurse if taking any medication and/or has questions. There is a form available to attain doctor's permission for medicines dispensed in school. A student who takes medicine prescribed by a physician is required to follow Blue Mountain Union School Board Policy #2430 (Health Services) currently in use.

A student who has a special health condition such as allergies, epilepsy, chronic illness, etc. should inform the nurse. Any information a student wishes to be kept confidential will be kept confidential, barring statutory obligation to report abuse.

Diarrhea and Vomiting

According to the American Academy of Pediatrics *Managing Infectious Disease in Child Care and Schools*, vomiting and diarrhea have many causes and it is not always from infection (Aronson + Shope, 2017, p. 52, 58, 171). An evaluation from a medical provider, along with written correspondence from the medical provider, is

necessary to determine if a child with a diarrhea and/or vomiting is well enough and not contagious and thus cleared to remain in school.

To stop the spread of illness, BMU requires students and staff to be 24 hours free of diarrhea and/or vomiting, without the use of medication to stop these symptoms, before returning to school or extracurricular activities. This policy is to encourage sufficient rest in the sick person in order to recover and also to contain the illness to reduce the spread to others.

Source:

Aronson, SS., + Shope, T.R. (2017). *Managing Infectious Disease in Child Care and Schools: A Quick Reference Guide*. Elk Grove Village, IL: American Academy of Pediatrics.

Fever

According to the American Academy of Pediatrics *Managing Infectious Disease in Child Care and Schools*, fever is an elevation of the normal body temperature, greater than 100.4 degrees Fahrenheit (Aronson + Shope, 2017, p. 89). A fever is a way that the body may respond to a viral or bacterial infection. While children with a fever are not always contagious and the child may not feel ill, an evaluation from a medical provider, along with written correspondence from the medical provider, is necessary to determine if a child with a fever is well enough and not contagious and thus cleared to remain in school.

Children and staff with a temperature of 100.4 degrees Fahrenheit or greater will be sent home.

Blue Mountain Union School requires that a child or staff member be fever free for 24 hours without the use of fever reducing agents like Tylenol and NSAIDs before they are allowed to return to school and extracurricular activities.

Blue Mountain Union School also requires staff to follow this policy.

Requiring students and staff to remain home who are symptomatic with a fever will reduce the spread of illnesses in school, especially to those who are immunocompromised. Following this policy provides safety to other students and aids in preventing the spread of illness.

Source:

Aronson, SS., + Shope, T.R. (2017). *Managing Infectious Disease in Child Care and Schools: A Quick Reference Guide*. Elk Grove Village, IL: American Academy of Pediatrics.

Flu

Blue Mountain Union School requires that students and staff with flu-like symptoms be sent home or stay at home until feeling better or being cleared by a physician to return to school. If a student or staff member has some or all of the signs and symptoms of influenza during flu season they will be sent home. The Centers for Disease Control uses the following signs and symptoms to identify possible cases of flu:

- Fever or chills (not everyone with the flu will have a fever)
- Cough
- Sore throat

- Muscle or body aches
- Runny or stuffy nose
- Headaches
- Fatigue
- People may have vomiting and diarrhea, however it is more common in young children than in adults

Source: Centers for Disease Control, <https://www.cdc.gov/flu/keyfacts.htm>, 08/03/2017

Lice - Managing Head Lice Outbreak (refer to Policy #2430)

Procedures for Managing a Head Lice Outbreak

- The Department of Health does not recommend sending students home who show signs of nits or lice until the end of the school day.
- Check all heads in affected classrooms daily until all evidence is eliminated.
- Vacuum carpeted classrooms daily during outbreak.
- Discontinue temporarily “dress-up” activities and other activities that involve close person-to-person contact. Place all “dress-up” clothes in sealed plastic bags for two weeks.
- Do not spray with pesticides.
- Encourage families to contact health care providers if they suspect treatment has failed.
- Siblings and close personal contacts should be examined, and if infected, should be instructed on treatment.
- Send general fact sheet and a notice of the outbreak home to all parents. Elicit help of all parents to check for head lice daily.
- Encourage parents to notify the school, childcare provider, and other close personal contacts when head lice have been identified.

HIGH SCHOOL GRADUATION

In order for a student to participate in the Blue Mountain Union High School Graduation, a student must have satisfactorily completed all academic requirements for graduation as specified below and be a member in good standing at BMU on the day of graduation.

HIGH SCHOOL GRADUATION REQUIREMENTS (refer to Policy # 2051)

Each student shall be required to complete 23 credits in order to graduate.

Students must successfully complete all course requirements for the following:

- English 4 Credits
- Social Studies 3 Credits
- Mathematics 3 Credits (must take an algebra or geometry course)
- Sciences 3 Credits
- Physical Education 1 ½ credits
- Fine Arts 1 Credit
- Health ½ Credit
- Technology ½ Credit
- World Language 1 Credit
- Senior Seminar ½ Credit
- Electives 5 Credits

TOTAL 23 Credits

Credits earned in grade eight by taking high school courses, shall be considered part of the 23 credits

required for graduation. Credits earned in high school by taking college level courses shall be considered part of the 23 credits required for graduation. Before credit is issued, the Director of Guidance and the Principal will review it. Each student shall maintain a minimum of five credits each year. Under special circumstances senior students may apply to carry fewer than five credits if their total accumulation will meet graduation requirements. A student shall be considered a senior if the student is within seven credits of meeting the 23 credit minimum graduation requirements. Students transferring into the graduating class after the start of their senior year who are unable to meet the above requirements may apply to the School Board for a waiver. The Board will consider each application on its own merits. Students who attend a vocational center may upon satisfactory completion of a two-year program or two year related program be granted one embedded credit as specified by the State Board regulations.

Early Graduation

Any student who is considering applying for early graduation must have a graduation plan approved by the Director of Guidance and Principal by April of his/her second year of high school. He/she must submit a letter of request to the School Board by June of his/her second year of high school.

HOMEWORK POLICY (refer to Policy # 2445)

The Blue Mountain Union School Board believes that homework assignments should complement class work and be relevant to the curriculum. It is the position of the Board that homework is assigned consistent with the purpose, criteria, and guidelines outlined in the accompanying procedures.

The School Principal, in consultation with the instructional staff, will establish specific homework guidelines and the relationship of homework to grading for each grade and/or subject area, where appropriate. Such information should be clearly articulated to parents and students.

Homework is defined as any written or non-written assignment for study or preparation to be completed outside of class, specifically at home.

The following guidelines will be used by teachers in assigning homework:

The assignment(s) must serve one or more of the following purposes:

- To reinforce concepts introduced in class,
- To establish study habits,
- To participate in research activities,
- To enrich the instructional topic,
- To supplement and complement daily classroom activity,
- To help the student become more self-reliant.

Time is provided in class to clarify the homework assignment. Credit is given for homework and is a part of the grading system. The percentage of the grade is determined by the teachers. Students will be informed of the impact of homework grades on the total grade at the beginning of each semester. Long term assignments have established checkpoints. Generally, total homework should not exceed 120 minutes for a single evening for students in grades 7 - 12. For Elementary students, homework should be based on age and grade.

Assuming the individual student has completed daily assignments to date, the amount of homework assigned should adhere to the following guidelines:

- a. Kindergarten - 5 minutes, 3 times per week
- b. Grade 1 – 15 minutes, 5 times per week
- c. Grade 2 – 20 minutes, 5 times per week
- d. Grade 3 – 30 minutes, 5 times per week
- e. Grade 4 – 40 minutes, 5 times per week
- f. Grade 5 – 50 minutes, 5 times per week

- g. Grade 6 – 60 minutes, 5 times per week
- h. Grades 7-12 - 75 to 120 minutes, five times per week.

In general, homework should not be assigned before a holiday or school vacation, except in AP and other higher level classes. Long term assignments may extend over a weekend or school vacation. Homework assignments and expectations recognize individual student differences, abilities, achievement levels and needs. Homework is not restricted to written assignments. Students should study and/or review notes and text daily.

HONOR ROLL

The Blue Mountain Honor Roll for students in grades 6-12 has been established to recognize a high level of academic achievement. The Honor Roll requirements are as follows:

- High Honors: Grades in all subjects must be A's. (90% or above)
- Honors: Grades in all subjects must be A's and B's (80% or above)

All percentages are to be rounded to the nearest whole number. At the end of each marking period, students are recognized for outstanding academic achievement, outstanding effort and/or significant improvement during the marking period. Recognition may be given for good citizenship, as well. The list of students receiving recognition is published in area newspapers.

INDEPENDENT STUDY (refer to Policy # 2440)

Programs which are alternatives to regular curriculum offerings will be provided for the following purposes:

- To offer areas of study not available
- To offer advanced study in areas offered
- To make up a failed course

Independent Study will be flexible enough to meet individual needs and structured enough to provide for clear statement of outcome, evaluation of the outcome, delineation of responsibilities, and comparability of credit. Students wishing to assist teachers (student aides) must complete an independent study form in order to be released from study hall and to earn credit.

INSURANCE AND STUDENT INJURIES

Blue Mountain Union School does not provide medical insurance coverage for school accidents. This means that parents/guardians are responsible for all medical bills (including ambulance expenses) if your child gets hurt during school activities. The school does, however, make a low-cost affordable program for Student Accident and Health Insurance available for you to purchase that would help pay those expenses. It would also be enough insurance to permit your child to play sports. The information for this insurance program is available in the Main Office.

LEAVING SCHOOL GROUNDS

With the exception of senior privileges, students may not leave school grounds during the school day, including lunchtime. If a student is to be dismissed early, s/he must bring a parental permission note to the office. This note is to specify the time of dismissal and to whom the student may be released. Any student leaving school grounds without the proper permission will be reported to the Dean of Students for appropriate action.

Students are to be picked up at the main office when they are dismissed during school hours by a parent/guardian unless approved by an administrator. Students may not leave the school building to go to cars or other outside designations without the approval of a staff member.

LIBRARY AND MEDIA SERVICES

The library is open from 7:30 a.m. to 3:30 p.m. every day.

Students have a set library time each week in which to learn specific skills and check out reading material. Reading is very important at BMU, and we encourage parents to take time to read with their children at home. Children who lose or damage library books will be assessed a replacement cost. Library privileges will be revoked until a book is returned or replaced. All materials and equipment must be checked out and returned to the circulation desk. A student may sign materials in and out of the library as often as he or she wishes, but at any given time the total number of items signed out must be equal to or less than the number of the student's grade level – fourth graders can have four books, ninth graders can have nine, etc.

Books are signed out for two weeks, but they must be renewed if no one else is waiting for them. If a student has overdue materials, they must be returned before he or she will be allowed to sign out or renew anything else.

Reference books and magazines must be used in the library. The Librarian will provide photocopies of these materials as needed.

The audiovisual room and the library office are not public spaces. Students who need items from these areas should check with a Librarian.

Six students from each study hall may sign up for passes to the library on a first-come, first-served basis. Students who want passes need to come to the library to get one before the beginning of the block, so that they may take it to their study hall teacher to sign. If students need materials that the BMU library does not own, they may be borrowed through the Vermont Automated Library System. This network provides access to all of the libraries in the state. This process takes time however, so planning ahead is required!

All persons using the library are expected to behave so that they do not in any way distract or disrupt other people who are present.

LOCKERS

Lockers are available to students at no charge. They are school property and are to be used for storing school materials. A student should not expect privacy regarding items placed in school property, as school property is subject to search at any time by school officials. Valuables must not be left in lockers at any time. The school is not responsible for lost or stolen materials. Anyone found to be damaging a locker will be expected to pay for the damage and be subject to a consequence according to the BMU discipline procedures. Locker privileges may be revoked if found in violation of proper usage.

LOST AND FOUND

Any items found in school, on the bus, or on the playground should be turned in to the main office. Every effort will be made to find the owner of the found items. Students are asked to check the lost clothing box located in the office periodically. At the end of each marking period, or when the box is filled, unclaimed items will be given away. Money turned in to the office will be returned to the finder if not claimed after seven school days. The school does not accept responsibility for lost or damaged personal items.

LUNCH

The Healthy, Hunger-Free Kids Act of 2010 allows the USDA the opportunity to make-school lunch and breakfast programs healthier. Due to the meal plan requirements, your children will be provided with healthier portion sizes and food choices. Our goal is to encourage and educate your children to make healthier, more positive choices concerning their nutritional needs. The following link will provide you with information on the new requirements:

www.fns.usda.gov/cnd/governance/legislation/comparison.pdf

Students are expected to show good manners, both in the lunch line waiting to be served and while eating. Students who choose not to do this will be subject to disciplinary action.

During high school lunch, students are to report to the cafeteria for the first fifteen minutes. After that time, the gym will be available for student use. Students are not allowed in any other areas except under the direct supervision of a staff member. Deliveries and takeout orders are not allowed. All food purchased from the BMU food service will be paid for at the time of purchase, either in cash, or by deduction from a prepaid account. Credit will not be extended.

Students whose account balance is \$0 and who do not have cash will be offered the “minimum meal” Breakfast – cold cereal, milk and fruit juice; Lunch – peanut butter sandwich (or equivalent) and milk.

NATIONAL HONOR SOCIETY

Membership in this society is an honor granted by a majority vote of the Administrative Council. To be eligible for consideration, a student must have attained a minimum cumulative grade point average of 3.200 or higher. Students who meet this standard will be asked to describe his/her leadership, character, and service qualities. Completion of an application does not guarantee membership into The National Honor Society. Once selected, members have the responsibility to continue to demonstrate the qualities listed above as well as maintaining high academic standards.

National Junior Honor Society

Membership in this society is an honor granted by a vote of the Administrative Council. To be eligible for consideration, a student must be in the eighth or ninth grade. The ninth graders must have attained a minimum cumulative grade point average of 3.200 or higher. The eighth graders will have to have been on the honor roll for the four grading periods of their 7th grade year and the first two grading periods of their 8th grade year. Students who meet this standard will be asked to provide evidence of their leadership, character, and service qualities. Completion of an application does not guarantee membership into The National Junior Honor Society. Once selected, members have the responsibility to continue to demonstrate the qualities listed above, as well as maintaining high academic standards.

NATURAL DISASTER

If there is a threat of a natural or other disaster such as a blizzard, flood, earthquake, or tornado, buses will be called in and students will be sent home if time permits. If time does not permit, students will be kept at school and the radio stations will be notified. All parents who can come for their children will be encouraged to do so.

NEW STUDENTS

Parents are an important part of BMU. This is especially true when a new student comes to Blue Mountain. Many of our children have been together for years, so we work extra hard to make the transition into our school a good one. New students may start one day after all of the enrollment procedures have been completed. This allows time for the classroom teachers to prepare for the arrival of a new student. Upon arriving for a student’s first day, s/he will have a “buddy” to ensure that the student knows how to use the computerized lunch system, log onto the computer network, etc.

NUISANCE GADGETS: CARDS, PERSONAL GAMES, TOYS

Students are asked to leave all personal games, toys, and collector cards at home. Collector cards, such as sports cards, Yugioh cards, Pokémon cards etc. are not permitted in school. Hand-held games shall also be kept at home.

PARENT CONFERENCES

Parents may schedule a conference at any point throughout the school year. Please contact the guidance counselor or classroom teacher. The Principal, Dean of Students, and/or guidance counselor may participate in the conference as appropriate. Feel free to request others to participate. Please call the school secretary at 757-2711 for an appointment. Two parent conference times are pre-scheduled for all students. Phone calls and appointment letters are used to ensure that parents know about these conferences.

PARENT-SCHOOL COMPACT

The purpose of the PARENT-SCHOOL Compact is to build and foster the development of a school parent partnership to help all children achieve the state's high standards. Responsibility for improved student achievement will be shared by parents, children, teachers, and administrators. It is the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective environment that enables the children to meet the state's student performance standards. Each parent is responsible for supporting his/her child's learning, such as monitoring attendance and homework completion, and participating, as appropriate, in decisions relating to the education of his/her children.

Parents:

I want my children to achieve. Therefore, I will encourage them by doing the following:

- Call, write, email, and meet with their teachers on a casual basis to learn what they are doing in school
- Ask what I can do to support my children's learning
- Ask my children what and how they are doing
- Create ongoing positive dialogue with teachers, children, school board, and administration
- Understand the assignment and how it is related to the curriculum
- Establish a supportive, learning environment
- Go through backpacks regularly
- Use resources to learn what's happening
- Get my children ready to learn
- Value and model lifelong learning
- Volunteer in school
- Work with a network of community parents and members to support BMU in a variety of ways
- Provide ample, quiet study time at home
- Encourage good study habits
- Make certain my children attend school regularly for the entire instructional day, are well-rested and on time
- Support the school staff in its efforts to promote appropriate behavior
- Monitor my children's homework
- Encourage my children to read more
- Read, sign and return and all documents requiring a signature
- Communicate regularly with my children's teacher
- Attend parent conferences/meetings as requested
- Make certain my children attend any support services offered after school or over the summer when there is evidence that academic support is needed

Teachers:

It is important that students achieve. Therefore, I shall strive to do the following:

- Tell parents what their children are doing
- Meet frequently with parents
- Give parents schedules of activities
- Show parents their children's portfolios and other work samples
- Share teaching and learning strategies
- Create an ongoing positive dialogue with parents, students, and the school board
- Welcome the opportunity to hear constructive comments/ ideas to improve our school
- Hold students to high expectations

- Establish and maintain clear standards
- Keep on learning
- Value and model lifelong learning
- Actively support the efforts of both parents and student
- Provide parents and students with information as requested
- Support the school's goals

Students:

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Tell my parents what I am learning in school
- Share my schedule of activities
- Tell teachers when I need extra help to understand a concept
- Come to school prepared to learn
- Be an enthusiastic learner
- Keep my curiosity alive
- Realize learning is a lifelong process
- Respect others
- Be active in my community

Administration and School Board:

It is important that we work to improve the educational programs at BMU. Therefore, we shall strive to do the following:

- Let the community know, through press releases what it can do for the students, staff, and School Board
- Establish two-way communication with the community at large
- Encourage community members to attend school forums and events and to become educated about school issues
- Encourage that all students reach for high standards
- Have our students as our number one priority
- Secure funds to provide the materials for learning
- Establish policies that promote student learning
- Support professional development
- Make BMU a better place to learn for all students
- Strive to make BMU an educational learning center for the community
- Encourage community members to share their skills with the school

PARENTAL INVOLVEMENT (Refer to Policy #2500)

BMU recognizes that parental involvement is the key to academic achievement. The term “parent” refers to any caregiver who assumes responsibility for nurturing and caring for children, including parents, grandparents, aunts, uncles, foster parents, step parents, etc. Studies demonstrate that when parents are involved in their children’s education, the attitudes, behaviors, and achievement of students are positively enhanced.

Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the educational communities throughout their children’s school career. Although parents come to the schools with diverse cultural backgrounds, primary languages, and needs, universally all parents want what is best for their children. BMU, in collaboration with parents, teachers, students and administrators, must establish and develop efforts that enhance parental involvement and reflect the needs of students, parents, and families in the communities, which they serve.

In order to enhance parental involvement, six essential elements should be promoted:

1. Communication between home and school is regular, two-way, and meaningful. Effective

communication requires school-initiated contact with the parent and parent-initiated contact with the school where both parties provide vital information about a child's strengths, challenges and accomplishments. To effectively communicate, both parties must be aware of issues such as cultural diversity and language differences, and appropriate steps must be taken to allow clear communication for all participants.

2. Responsible parenting is promoted and supported. The family plays a primary role in a child's education, and schools must respect and honor traditions and activities unique to a community's cultural practices and beliefs. Parents are linked to programs and resources within the community that provide support services to families.
3. Parents play an integral role in assisting student learning. Educators recognize and acknowledge parents' roles as the integral and primary facilitator of their children's education. Research demonstrates that student achievement increases when parents are actively involved in the learning process.
4. Schools are open and inviting to parents and families and are actively seeking parental support and assistance for school programs. Parents are welcome in the school, and their support and assistance are sought. Capitalizing on the expertise and skills of the parents strengthens the family, school, and community partnership.
5. Parents are full partners in the decisions that affect children and families. Parents and educators have a joint responsibility to make informed decisions related to all aspects of the education provided to BMU's youth. The role of parents in shared decision-making should be continually evaluated, refined and expanded.
6. Community resources are made available to strengthen school programs, family practices, and student learning. Schools and parents will cultivate relationships with additional members of the community in order to promote and effectively increase educational opportunities for children. Together, parents, educators, and community members will join efforts toward identifying and promoting community resources and innovative programs for strengthening schools, families, and student learning.

Providing all children with equal access to quality education is a primary goal. It is vital that all partners (parents, educators, communities, etc.) have the opportunity to provide input and offer resources to meet this goal. These partnerships are mutually beneficial. Developing cooperative efforts and linking access to resources will ensure improved academic achievement for all students, as well as quality schools.

PARTIES

Parents often wish to send a treat for the class for their child's birthday. Please make these arrangements with the classroom teacher. To avoid hurt feelings, do not send party invitations to school unless the entire class is invited.

PHYSICAL EDUCATION

Regular physical education classes will be scheduled at BMU. These classes are part of the school curriculum, and all students are required to participate. Proper shoes and clothing are required for the safety of your child. For questions, please contact our PE Department.

POOR ROAD CONDITIONS

If road conditions are poor in your area, use your discretion when sending children to school. This absence may not be considered *excused* unless approved by the principal on a case by case basis.

Remember to call in if your children are to be absent.

PROMOTION, RETENTION, AND ACCELERATION (see Policy #2054)

The Blue Mountain Union School District believes that promotion and retention should be based on the best interest of each student. In general, students will be placed at the grade level of their same age peers. Occasionally a student will benefit from an additional year's instruction at a particular grade level or benefit from accelerating a grade. Often students will benefit from required summer and/or after school instruction before being promoted to the next grade level.

Definitions:

1. Acceleration is the advancement of a student by more than one grade beyond the current grade level.
2. Promotion is the single grade step most students take from year to year.
3. Retention allows a student to repeat a part of a grade in order to prepare more fully for the work of the next grade.

The decision to retain or accelerate a student should result from careful study and evaluation by the teacher, Principal, parent and Educational Study Team.

In all cases of retention or acceleration, an intervention plan must be developed according to Educational Study Team procedures to document the instructional interventions or modifications that will occur. In the case of a student with a disability, the decision must meet the special education regulations or Section 504 laws.

PROMOTION IN GRADES K-5

No student shall be promoted in grades K-5 unless the student has satisfied the following criteria:

1. Achieved standard on the skills and knowledge listed on the final report card, AND
2. Achieved standard at the primary observation assessment and developmental reading assessment and/or an acceptable score on the mandatory State tests; OR
3. Produced a portfolio of work that demonstrates mastery of the grade level To Know and To Do skills and knowledge; OR
4. Received a written recommendation from the classroom teacher based upon academic achievement in language arts and mathematics.

Accommodations to these requirements may be made for students with exceptional educational needs or requirements consistent with state and federal law and established district policies and procedures, including students with disabilities and those with limited English proficiency.

The Educational Support Team shall determine whether a student has satisfied the criteria of this policy. Any questions regarding the team's decision as to whether a student has satisfied the criteria in this policy shall be directed to the Principal within ten working days of receiving notice of the team's decision.

Appeal Process

If the parent or guardian wishes to pursue the matter further, an appeal may be filed requesting a meeting with the Superintendent within ten working days after the decision described above has been rendered. The Superintendent shall review the matter with the appropriate parties and provide a response to the appeal as soon as practical.

Criteria for Promotion – 6th-8th grades

No 6th –8th grade student shall be promoted unless the student has satisfied the following criteria:

1. Earned at least "D's" in all classes on the final report card; AND met the standards for all major benchmarks in all classes, including the 8th Grade Exit Project;
OR
2. Received a written recommendation from the Middle School Team based upon

academic progress.

Accommodations to these requirements may be made for students with exceptional educational needs or requirements consistent with state and federal law and established district policies and procedures, including students with disabilities and those with limited English proficiency.

The Educational Support Team shall determine whether a student has satisfied the criteria of this policy. Any questions regarding the team's decision as to whether a student has satisfied the criteria in this policy shall be directed to the Principal within ten working days of receiving notice of the team's decision.

Appeal Process

If the parent or guardian wishes to pursue the matter further, an appeal may be filed requesting a meeting with the Superintendent within ten working days after the decision described above has been rendered. The Superintendent shall review the matter with the appropriate parties and provide a response to the appeal as soon as practical.

Retention in Grade

A recommendation for retention must be based upon information (i.e. benchmark data, test data, etc.) that indicated that an additional year of instruction at the same grade level would benefit the student.

The decision to retain is made by the Educational Support Team. In the case of a student with a disability, the student's IEP or Section 504 Team is the group to consider any decision to retain in grade. The parent or guardian must be designated a member of all teams considering retention.

The Educational Study Team will develop interventions and/or modifications to be put in place during the school year prior to the year of retention.

PROTECTION OF PUPIL RIGHTS ACT (Refer to Policy #2465)

The Protection of Pupil Rights Act, 20 U.S.C. 1232h, requires parental notification in a number respects.

1. Requires that local education agencies notify parents annually, at the beginning of the school year and within a reasonable time after any amendment thereof, of the adoption or continued use of PPRA policies.
2. Requires an annual notice to parents of the right to opt out certain activities including collection of personal student information for marketing purposes, administration of certain survey's and non-emergency invasive physical examinations or screenings.
3. Provides that schools notify parents, at least annually at the beginning of the school year, of the specific or approximate dates when any of the following will occur: collection of information for marketing purposes, administration of surveys containing sensitive questions, and any non-emergency, invasive physical examinations or screenings.

PUBLIC COMPLAINTS (Refer to Policy #1900)

PDA (PUBLIC DISPLAY OF AFFECTION)

Public display of affection is limited to hand-holding only. Students will be asked to stop behaviors that are inappropriate. If these behaviors continue, parents will be notified and appropriate discipline steps will be taken. Everyone needs to remember that this is a community building with young children in attendance.

PSYCHOLOGIST

The school psychologist is a related service provider for meeting the educational needs of the students as it impacts their educational progress. The practice of school psychology at BMU includes:

- Evaluation, assessment, diagnosis, or test interpretation limited to assessment of intellectual ability, learning patterns, achievement, motivation, or personality factors directly related to learning problems in an educational setting
- Counseling services for students for amelioration or prevention of educationally related learning problems
- Educational or vocational consultation or direct educational services
- Development of programs such as designing more efficient and psychologically sound classroom situations and acting as a catalyst for teacher involvement in adaptations and innovations

REPORT CARDS

Elementary report cards are designed to show student progress over the year. Each trimester students are marked against standards in each subject area related to the Common Core. This system helps parents understand how their child is doing in comparison to what is expected in Vermont for a child at this grade level. It also provides both parents and teachers with knowledge about specific areas of strength or weaknesses that need further assistance. Each grade level has prepared a list of the most important items that a student must know and/or be able to do.

Beginning in grade six, students receive letter grades in all courses. These letter grades are determined using the following criteria:

In addition to the overall course grade, middle school students are assessed in specific skills and knowledge areas in each subject. These are the most important things that students need to know and be able to do by the end of the grading period. Teachers indicate whether a student has exceeded expectations, mastered the skill/knowledge, is showing improvement, or has not yet met the expected level.

SCHOOL REACH

BMU subscribes to a computerized phone calling system that will provide parents with recorded messages about important school events and snow days. It also serves as our warning system for unexpected emergencies. If a parent wishes to change the School Reach status or phone numbers, s/he needs to let the Main Office know. The changes will go into effect within 48 hours.

SCREENINGS

Vision, hearing, and weight screenings are conducted at BMU. A refusal permit for height and weight will be given to the students for parents/guardians to sign a couple of weeks before their scheduled screening if you do not want your child to participate. It will explain in detail what occurs during these screenings. You may also refuse the screenings by sending a written note at any time.

SEARCH AND SEIZURE (Refer to Policy #4340 for full text)

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

School property may also be searched by school employees upon reasonable suspicion on the part of the administration that a law or school policy is being violated. Searches of school property in the possession of students will extend to areas or items reasonably calculated to aid in the enforcement of specific policies or laws.

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

SECLUSION AND RESTRAINT (Refer to Policy # for full text)

State Board Rule 4500 defines the appropriate use of seclusion and restraint. Rule 4500 also sets forth the reporting requirements that flow from any use of seclusion or restraint in schools (e.g. teacher to administrator, administrator to superintendent, and school to parent/guardian of affected student).

Here is a link to a “Q & A” about Rule 4500:

http://education.vermont.gov/documents/EDU-Questions_and_Answers_on_Rule_4500.pdf

USE OF SURVEILLANCE CAMERAS (Policy #4815)

POLICY STATEMENT

1. Surveillance cameras may be installed in situations and places where the security of either property or people would be enhanced.
2. When appropriate, cameras may be placed campus-wide, inside and outside of buildings.
 - Cameras will be used in a professional, ethical, and legal manner consistent with all existing District policies.
 - Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.

REASON FOR POLICY

1. The purpose of this policy is to regulate the use of surveillance cameras to protect the legal and privacy interests of the school community.
2. The function of surveillance cameras is to assist in protecting the safety and property of the school community.
3. The primary use of surveillance cameras will be to record images for future identification of individuals in the event of legal or policy violations.

POLICY REQUIREMENTS

1. Only authorized personnel will be involved in, or have access to, surveillance camera data.
 - Administrators and designated staff may have access to surveillance camera data in their areas of responsibility.
 - Vermont State police officers will have access to all surveillance camera data when investigating criminal conduct.
2. When an incident is suspected to have occurred, designated personnel may review the images from surveillance camera data.
3. A log will be maintained for a period of 12 months as to who has accessed the camera data.

RELATED POLICY INFORMATION

1. Surveillance cameras will not record or monitor sound.
2. Recorded surveillance camera data must be retained for a period of 30 days.

All requests from sources external to the School District to release information obtained through surveillance cameras must follow established procedures to request that information be released.

LANSCHOOL (DIGITAL VIEWING OF COMPUTER ACTION)

BMU uses a digital viewing program, called LanSchool, to view computer screens used by students. This is done to ensure that students are making good choices during independent time. The program also permits teachers to freeze all computer work and demonstrate a computer skill or provide additional guidance on a concept being practiced.

SENIOR PRIVILEGES (Refer to Policy #4105)

The goal of Senior Privileges is to allow seniors to take responsibility for their time while providing a good model for younger students. Seniors will soon be going on to other settings where they will be required to organize their time and resources independently. Senior privileges are, however, given only with permission of a parent/guardian and through the meeting of specific grade average expectations.

Senior Open Campus privileges are given to students after each formal grade check. The Gold Card is earned by students who meet these eligibility standards:

1. Must be a senior at BMU
2. “Must have achieved A’s and B’s in all classes in the fourth quarter of their junior year for the Fall Gold Card. Must have achieved A’s and B’s in all classes at each formal grade check during their senior year for each following Gold Card.” Cannot have more than two (2) logged minor or major discipline incidents during Senior Open Campus
3. Cannot be on Administrative Probation
4. Must have turned in the appropriate permission slip with parent/guardian signature, even if the senior is 18 years of age

SENSITIVE AND CONTROVERSIAL ISSUES

BMUSD recognizes that some of the material covered in our curriculum may be sensitive for some individuals. Public schools, however, are charged with responsibility to educate children broadly for a diverse society. Within that responsibility, we believe that parents/guardians have a right to inform us of aspects of their value system which may be compromised by such a charge. Furthermore, we believe that parents have a right to ask that their children not participate in particular content.

Content which has been of concern in the past has included: the human reproductive system, including transmission of the HIV virus; family life, including roles and responsibilities; stages of life, including birth and death; diverse family patterns in other cultures and ours; varying cultural belief systems; individual responsibility for behavior, including working things out with peers.

In addition, there are daily exchanges between children, and between children and teachers. These exchanges are unplanned and may touch on deeply personal and controversial issues. When a staff member is party to such an exchange, it is that adult’s responsibility to minimize fear and confusion, and then to advance the discussion toward an area of general constructive educational worth.

We have established the following procedures for parents to follow should they have a concern about an area of the curriculum, a school expectation or an instructional procedure.

1. Teacher Newsletters: Teachers will make a concerted effort to be alert to the issues about which parents might, in general, be concerned. They will inform parents/guardians of upcoming lessons that might be sensitive.
2. Prior Notification: If you can anticipate an area which might cause your child or you significant distress, please send us a letter each year stating the concern.
3. Informational Meetings: In the case of units where we can realistically predict parental questions, the school will hold informational meetings at which parents may hear about the topic and the instructional approach. These meetings provide parents with an opportunity to ask questions and to review materials.
4. Permission to Participate: For material that is considered a potentially controversial addition to the regular curriculum, we will ask parental permission. In these cases, if we do not receive your permission, your child will not be allowed to participate. The school remains responsible for your child’s welfare during these times. For material that is a regular part of the curriculum, however,

such as most of the issues listed above, we will not ask parental permission.

5. Right NOT to Participate: You may ask to have your child withdrawn from a particular lesson or unit. We will usually try to speak with you about our reasons for including the material in the curriculum, but will respect your final decision.

SPECIAL SERVICES

These services include special education, ELL, 504 Plans, Gifted and Talented Services, Child Study Plans, and more. BMU works to provide every student with the services necessary to be a successful student.

English Language Learners

ELL is provided to students when needed to help them function in an English-speaking environment.

504 Plans

Section 504 of the Federal Rehabilitation Act of 1973, and the American with Disabilities Act, prohibits discrimination on the basis of disability. Section 504 requires school districts to identify and evaluate children with disabilities in order to provide them a free, appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including learning, are eligible to receive services and aids designed to meet their needs as adequately as the needs of non-disabled students are met.

The guidance department is designated by the district as responsible for implementing Section 504. Parents and guardians will be informed of screening and evaluation procedures used whenever there is a reason to believe that a student has a disability that limits his or her ability to attend or function at school, the right to a written accommodation plan if the student is found to have a disability that requires service under Section 504, the right to be educated with non-disabled students to the maximum extent appropriate to the student's individual needs, and notice of the procedure safeguards guaranteed by law.

Special Education – Rights and Responsibilities (IDEA)

Special education services are available to preschool and school-age children with eligible disabling conditions. Infants to age 3 who have hearing impairments, visual impairments, and/or severe orthopedic impairments are also eligible for services. Referrals for school-age children may be made to Blue Mountain Union School through the special education office. Blue Mountain Union School also services eligible students, ages 3-5 years old. The services may include speech and language, occupational and/or physical therapy, and preschool educational services. For more information regarding infant and/or preschool programs, contact Blue Mountain Union School's special services director.

Title 1

Title 1 is a federally funded program for children who need extra help in reading or math. The Title 1 teacher uses test results to determine academic strengths and weaknesses. The classroom teacher and the Title 1 teacher work out an education plan for each child. This education plan is shared with the parent. At BMU, this service focuses on literacy and math skills. The Reading Recovery program is a part of this and provides daily services to qualified students in grade one.

Essential Early Education

EEE provides services to preschool children, ages birth through five, with disabilities. The goal is to support young children and their families, so that all children come to school ready to learn.

Educational Support Team (EST)

The job of EST is to act as a "think tank" and help solve the puzzle of what is going on for a student and determine what he/she might need to be more successful. It is also the job of EST to review, revise and

monitor the effectiveness of interventions. The focus is on what school staff can do differently by changing strategies, adjusting the environment, altering expectations, etc.

Based on the team's experience with individual student referrals, a school's EST is also able to identify trends and patterns of student needs in the school. The team can use the information to inform the school's Action Plan with data and recommendations for systematic interventions.

SUBSTITUTE TEACHERS

Our school is fortunate enough to have individuals who are willing to help us whenever our regular teachers are absent. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate. Students understand what is expected when their regular teacher is present, and no less is expected when a substitute teacher is with us for the day.

SUMMER READING (Refer to Policy #2640 for full text)

Education is a continual process; it does not end with the last day of the academic school year. In order to ensure that our students continue their education, the Blue Mountain Union School District implements a summer reading program for all students. The purpose of this program is to encourage students to enjoy quality literature and to continue developing their reading skills.

Student participation is recommended for grades for PreK-6 and required for grades 7 -12. At the high school level, the summer reading is dependent upon the Language Arts class in which students are enrolled for the fall.

Students in grades K-4 are involved in a Reading Celebration at the beginning of the year to recognize their summer reading efforts. Students in middle and high school will receive credit in their Language Arts class for completion of summer reading.

Information about the summer reading will be mailed home to parents, given to students, and posted on the district's website.

SUPPLIES AND MATERIALS

Paper, notebooks, pens, pencils, etc. are not supplied regularly by the school. Students are expected to come to school prepared with supplies necessary to complete ordinary assignments. Students who continually show up unprepared will be assigned mandatory overtime (detention).

SURVEYS

No student will be required to submit to a survey, analysis, or evaluation that reveals sensitive, personal information (political affiliation, psychological problems, sexual behavior or attitudes, illegal or self-incriminating behavior, religious practices, etc). Surveys are open to parental review.

TELEPHONES

Families need to make arrangements prior to the beginning of the school day. It is difficult to have the phone lines tied up with students calling home to make arrangements for after school activities. If a student is ill, they should report to the nurse, who will be responsible for calling his/her parent or guardian. It is recommended that a note be sent to school for your child's teacher if there is an appointment or other change in the regular school day. We realize a follow-up call may be necessary due to the age and responsibility of the child. There is one telephone in the main office available for student use. Students are not to use the other office phones.

TEXTBOOKS

Textbooks are loaned to the student by the school and shall be returned in good condition and free of writing. Students themselves must return the book to the teacher; do not expect the summer staff to search for your book. Any book judged by a teacher to show excessive wear or marking shall be paid for by the student to which the book is assigned. Any book lost or judged not fit for use by next year's classes shall be replaced on a prorated basis at the expense of the student. BMU's lawyer has reviewed the BMU procedure and found that it is legal and appropriate for the school to require students to sign a textbook card prior to be given a school's textbook. If a parent does not wish his/her child to sign the form, the parent needs come into school during school hours and sign the card himself/herself. The book will not be issued until the card is signed.

TOBACCO PROHIBITION (Refer to Policy #4360)

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

Any tobacco product in the possession of a student in violation of this policy shall be confiscated immediately by an employee and reported to the Principal, who will start procedures towards disciplinary action, in accord with the school's Behavior Management Policy (#4300). The police will be notified of any illegal aspects, such as underage possession of tobacco or the sale of tobacco.

Consistent with state statutes no person, including adults, shall be permitted to use tobacco on school grounds.

Definitions:

- "School Grounds" 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, areas adjacent to the school buildings, buses, athletic fields and parking lots.
- "School-sponsored activity" includes, but is not limited to, such activities as field trips, graduation events, sporting events, work internships and dances, including proms.
- "Tobacco Product" has the same meaning as set forth in the 7 V.S.A. 1010 (4), as amended from time to time, and includes cigarettes, cigars, cheroots, stogies, periques, granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco, snuff, snuff flour, Cavendish, plug and twist tobacco, fine-cut and cuttings and sweepings of tobacco, and other forms of tobacco prepared in a manner suitable for chewing or smoking in a pipe or otherwise, or both for chewing and smoking.
- "Tobacco Paraphernalia" has the same meaning as set forth in 7. V.S.A. 1001(7), as amended from time to time.

The procedures and penalties set forth in the Blue Mountain School District Behavior Management Policy (#4300) shall apply to incidents in which a student has been reported to have possessed, used, or transmitted tobacco products in violation of this policy. The consequence for breaking this rule is out of school suspension and notification to the Vermont State Police.

Any student involved in an extracurricular activity/athletics, who is in possession of a tobacco product, will be removed from the activity/team for the remainder of the season.

In addition to any disciplinary measures taken under the above-mentioned Policy, a student after a first offense shall be referred to the school nurse or other qualified educator for a discussion about the health effects and legal consequences of possession, use or transmittal of tobacco products as well as provision of information on the availability of smoking cessation programs.

VISITORS

Parents and adult visitors are welcome at the Blue Mountain Union School, and we encourage you to visit. All visitors are requested to stop in the office to sign in when entering the school. BMU staff members have

been instructed to stop any visitor who isn't displaying a BMU pass and request that the visitor return to the Main Office to obtain one. This procedure is for the safety of all students at Blue Mountain and allows us the pleasure of knowing you are here. Visitors are requested to check with the office when leaving as well.

Parental Visits: In the absence of a court order denying visitation rights to a parent, both custodial and non-custodial parents may schedule visits to their children's classes. Contact the Principal to make arrangements for visiting classrooms. The Principal will consult with the teacher involved and may grant the request or suggest a more convenient time for a visit. Requests by parents to visit classes may be denied by the Principal when the visit would result in disruption to the learning process in the classroom.

Student visitors are allowed during the school day if approved by administration.

VISITING SCHOOL

We welcome parents and other visitors to our facility. When visiting, all parents and visitors must register in the BMU office upon entering the building. All doors are locked during school hours. Please go to the main entrance door to be buzzed in by staff. If you plan to pick up your child after school, please wait in the MAIN corridor's visitor waiting area located next to the office and have your child meet you there. Do not stand outside classroom areas or block hallways.

VISITING – STUDENTS BRINGING FRIENDS TO SCHOOL

Students may not bring friends or other students to visit in the classroom or at lunchtime. Only enrolled BMU students are allowed into their specific classroom. This rule is for the protection of all students and the instructional program. Classroom interruptions can be very detrimental to the learning process.

VISITING – PARENT CLASSROOM VISITATION

Having parents visit the classroom is an important part of the elementary school experience. The BMU staff values the concept of parents as partners in education and understands that the student's education extends beyond the school. Parents will have the option of signing up to assist as a room parent for special projects and parties and performing special school activities, as well as volunteering to assist on field trips. It is up to the individual teacher to determine his/her classroom needs and to make any necessary arrangements for parent volunteer assistance.

Parents wishing to visit the classroom to observe specific academic instruction need permission from the Principal and must provide 24-hour notice and state the purpose of the visit (identify what you wish to accomplish by the visit). This rule is for the protection of all students and the instructional program as many children in the classroom setting receive special services during the school day due to their individual academic needs. This information is extremely confidential. This type of request is different than volunteering time to help with a classroom project, party, or field trip. When you come, please:

- Sign in at the office to receive a nametag and be directed to the classroom.
- Refrain from engaging the attention of teachers or students through conversation or other means.
- Do not record data that is considered confidential about how other children are learning or the services they receive based on IEP and other criteria.
- Remain inconspicuous and non-disruptive to the instructional process.

WELLNESS PROGRAMS

An updated list of school and community programs that have the potential to improve childhood wellness will be made available to all school districts and community organizations that request it. Below is a website listing current information about wellness:

<http://education.vermont.gov/health-education/linking-health-and-learning>

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