

Welcome to Leland & Gray

Leland and Gray is a public school with the focus of enabling our students to be effective citizens promoting positive growth in their personal lives and in their local and global communities. What you hold in your hands are the guidelines to help build upon our ever growing learning community which is the core of our school.

What is a 'learning community' you may ask? It is a place where our safe, supportive, climate challenges everyone to engage in education that promotes excellence, respects individuality, and fosters a sense of belonging. You, as a student, have a tremendous responsibility in allowing this process to unfold. Respect for ourselves, others, and our school is fundamentally the single most important belief we can hold foremost in our minds as a member of this learning community.

During the last school year, students and the school staff participated in the development of school wide behavioral expectations of "Honesty", "Respect", and "Responsibility". The contents of this handbook will enable you to practice behaviors portraying positive aspects of these expectations at all times and in all locations.

Please be sure to read the contents of this handbook carefully, discuss it with your parents, classmates, and teachers. If you have any questions, or suggestions for this handbook to be a more effective document please be sure to share it with us. With the entire staff of Leland and Gray we look forward to providing each and every one of you with optimal educational opportunities.

Sincerely,

Sikander Rashid and Brian Crego

MISSION STATEMENT

The mission of Leland and Gray Union Middle and High School is to engage its students in an education that promotes excellence, fosters community, and respects individuality.

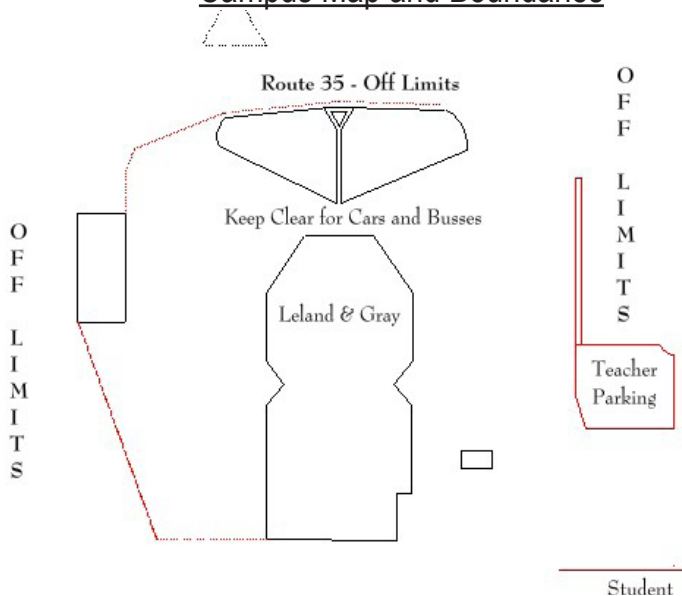


STATEMENT OF PHILOSOPHY

We, the educators, the students, the parents, and the community members of the Leland and Gray Union Middle and High School District, share the responsibility for our school's educational mission. We invest in this mission in order to offer our students the tools necessary for attaining their individual goals and for assuming responsible roles in a multicultural democratic society. To achieve both ends, we must prepare our students to be effective communicators, resourceful learners, and well-informed citizens who are aware of their cultural heritage. We must teach them to think creatively, flexibly, independently, and logically from a sound basis of common sense. Lastly, we must strengthen their sense of moral and intellectual integrity. To engage students in such an education, we must design a program that is challenging and stimulating, and present it in a safe and supportive environment.

Our mission outlines the philosophy which governs our style of education. We believe that each student has the capacity for excellence, and can achieve it when provided with opportunities and guided by high expectations. We believe that education should be a cooperative endeavor and that the experience of school as a community is a valuable preparation for life in society. We also believe that the individual spirit is the foundation of lasting education, and we value the richness of individual differences within our community.

Campus Map and Boundaries



Campus map drawn in an AutoCAD® Independent Study by Thomas Pentoney '11 and Richie Heger '11

Regular Middle School Class Schedule*

7:45	Classrooms and Halls Open
7:50	Two Minute Warning
7:52 - 7:58	Homeroom
8:00 - 11:45	Core Classes Block (Periods 1-4) (Break at 9:45)
11:35 - 12:00	Advisory Groups (On Fridays)
11:45 - 12:15	Lunch (12:00-12:30 Friday)
12:18 - 2:30	Unified Arts Classes (Periods 6-8)

Regular High School Class Schedule*

7:45	Classrooms and Halls Open
7:50	Two Minute Warning
7:52 - 7:58	Homeroom
8:00 - 9:20	A-Block
9:35 - 11:00	B-Block
11:00 - 11:27	Lunch (11:28-11:50 On Advisory Friday)
11:30 - 12:55	C-Block
1:05 - 2:30	D-Block

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'09/'10 SCHOOL YEAR - IMPORTANT DATES *

AUGUST 24, 25 TEACHER PROF. DEV., NO CLASSES
AUGUST 26 FIRST DAY OF CLASSES FOR 7TH GRADE STUDENTS
AUGUST 27 FIRST DAY OF CLASSES FOR STUDENTS IN GRADES 8-12
SEPTEMBER 7 LABOR DAY, NO CLASSES
OCTOBER 1 1/2 DAY CLASSES, PARENT CONFERENCES
OCTOBER 21 1/2 DAY CLASSES, 1/2 DAY PROF. DEV.
OCTOBER 22, 23 VEA TEACHER'S CONVENTION, NO CLASSES
OCTOBER 30 **END OF FIRST QUARTER**
NOVEMBER 25 - 27 THANKSGIVING RECESS
DECEMBER 24 - JANUARY 3 HOLIDAY RECESS
JANUARY 13, 14 HS SEMESTER EXAMS
JANUARY 15 **END OF SECOND QUARTER and FIRST SEMESTER**
JANUARY 18 MARTIN LUTHER KING DAY, NO CLASSES
JANUARY 19 TEACHER PROF. DEV., NO CLASSES
FEBRUARY 11 1/2 DAY CLASSES, 1/2 DAY PROF. DEV.
FEBRUARY 22 - 26 WINTER RECESS
MARCH 1 TEACHER PROF. DEV., NO CLASSES
MARCH 2 TOWN MEETING DAY, NO CLASSES
MARCH 11 1/2 DAY CLASSES, PARENT CONFERENCES
APRIL 2 **END OF THIRD QUARTER**, 1/2 DAY CLASSES, 1/2 DAY PROF. DEV.
APRIL 19 - 23 SPRING RECESS
MAY 28 1/2 DAY CLASSES, 1/2 DAY PORTFOLIO SCORING
MAY 31 MEMORIAL DAY, NO CLASSES
JUNE 16, 17 FINAL EXAMS
JUNE 18 **END OF FOURTH QUARTER and SECOND SEMESTER**
JUNE 18 LAST DAY OF SCHOOL
JUNE 19 GRADUATION
JUNE 21 TEACHER PROF. DEV., NO CLASSES

*All dates are tentative and subject to change
Schedule includes 5 Storm Days

Advisory Groups

In accordance with the Mission Statement of the Leland & Gray Union Middle/High School, advisory groups have been established in order to “engage students in an education that promotes excellence, fosters community, and respects individuality.” Advisory groups are small groups of students who meet with a teacher/ advisor on a regular basis. Together, they complete elements of a curriculum which empower students while encouraging them to reflect on their education. One aspect of the advisory curriculum is the student portfolio. The portfolio represents student work through work samples, awards, learning and interest assessments, transcripts, the four year plan and extra curricular sections. While the portfolio assists each student with college and career planning, it also serves as a tool for students to reflect on their learning while in school. Additionally, the student portfolio is an important tool used for student-led conferences, where students highlight their work, strengths, goals, and areas of success. The student portfolio also allows students to discuss areas in which they can improve with their parents while teachers are available for discussion. As our advisory program expands, additional opportunities for students will be offered, which include a Senior Institute and a Mentoring Program. The Senior Institute will offer a series of mini courses, workshops, guest speakers and presentations on topics pertinent to students as they venture onto college, work and independent living.

Fire drills and Code 1 drills

Fire drills occur once a month, as mandated by Vermont Statute Title 16, § 1481. As practice for a possible emergency situation, they should be taken seriously. There should be no talking during fire drills or Code 1 drills in the event information needs to be shared with students and staff. Every classroom has evacuation routes posted near the door, so take a moment to familiarize yourself with this important information. As a rule, if the Common across the road is free of snow, we'll assemble there during fire drills. If not, or if for some reason we can't access the Common, we'll assemble down by the tennis courts. You should report to your teacher, who will be standing in alphabetical order to help you find them. Lining up quietly behind your teacher will make taking roll easier. Once all students are accounted for and the building is safe you will be directed to return to class. On occasion, as part of our drill process, your normal evacuation route may be intentionally blocked, so stay alert, be aware of alternative exit routes, and above all, follow the instructions of your teacher. If a fire drill happens when you're on break or at lunch, report to the teacher you had for the last class period.

Code 1 drills will happen less frequently than fire drills. If you're out in the hall when you hear a Code 1 drill called, immediately go to the nearest classroom. If you're in the restroom, stay there. If you're outside, do not come in to the building. Your teachers will have more information on Code 1 drills.

Faculty and Staff

For a complete and current list, please visit our website at:
<http://www.wcsu46.org/lg>

When You Get to School

The bus will bring you to the front entrance on "A" level. You may go down the driveway to "C" level where you can visit with your friends in the Activity Room or School Store, which opens at 7:00. You are welcome to talk with your friends and teachers as you prepare for the day ahead. Please remember that once you have arrived on campus, you are not allowed to leave school grounds until the end of the day.

Homework

Homework usually provides practice for the skills and concepts you learned in class. Some assignments may involve reading, projects, experiments, observations or research. Homework for 7th graders should average about one to one and half hours per night. In the 8th grade students may have one to two hours of homework per night. If you have difficulty understanding in order to finish your homework speak with your teacher or have your parents write a note to your teacher(s).

Marking System

Leland and Gray has a standard numerical system of grading:

90 - 100	Outstanding
80 - 89	Good
70 - 79	Fair
60 - 69	Passing
59 or lower	Failing

Honor Roll

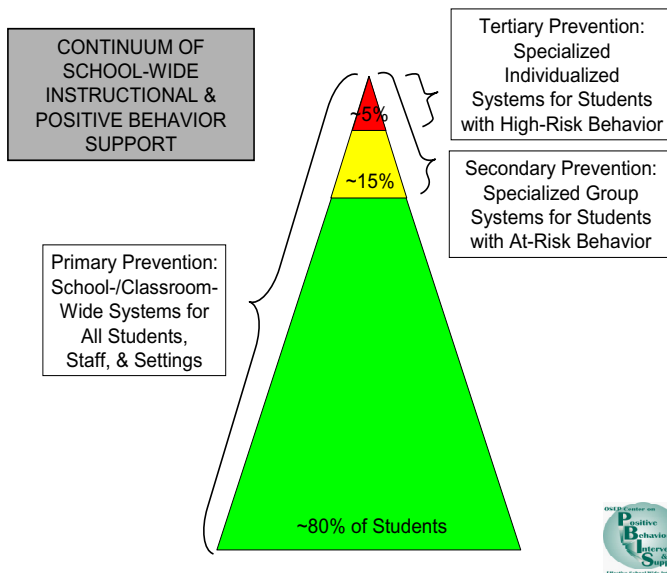
To achieve "Honors" you must have no more than one mark in the 70's and all others 80 or higher. For "High Honors" you must have no more than one mark in the 80's and all others 90 or above.

Cheating and Plagiarism

Plagiarism or cheating is copying another person's words or work on a test, quiz, class or homework assignment. If this occurs, the teacher will contact the parent or guardian to arrange a conference. The student will receive a grade of zero for the plagiarized work and, in addition, must redo the assignment, quiz or test satisfactorily.

School Wide Behavioral Expectations and Support

Approximately 2 years ago Leland and Gray embarked on the search for new strategies to assist students in acquiring appropriate behavioral expectations and ways for teachers to foster these skills within the classroom and throughout the school. A system entitled Positive and Effective Behavioral Interventions and Supports (PBS) was reviewed and adopted by the staff at Leland and Gray. PBS was developed at the University of Oregon and is currently being introduced to many areas of the United States in an attempt to assist schools in developing a positive and enriching school climate. The program focuses on developing positive and effective school wide and individual interventions based on data collected. It relies on a continuum of behaviors' supports, which is divided into three distinct levels, the green zone, yellow zone and red zone. Within each level a team at Leland and Gray School will be established to monitor the data and make decisions based on this data. Below is a visual of this continuum. We are fine tuning our system based on this data and will continue to do so in order to provide the best possible education environment for all of our students.



PBS focuses on teaching students the behavioral expectations of the school. At Leland and Gray, we have adopted three school wide expectations in addition to the basic expectation for public education of being an effective citizen:

Be Respectful, Be Responsible, Be Honest

To make sure all students at Leland and Gray understand our school wide expectations several activities will occur throughout the school year. The purpose of these activities will be to demonstrate appropriate behaviors relating to these expectations through out the school.

Our discipline system being worked on currently will be based on these three expectations and will be shared with students and faculty at the start of the school year. Students unable to meet these expectations will be taught the appropriate behaviors and could have consequences based on their inability to practice these appropriate behaviors. Our discipline system will include consequences for inappropriate behaviors, as well as outlining the specific responsibilities of classroom teachers, school support staff, and school administration. Our web based discipline data will be available for students and parents upon request and will be used to reinforce positive behavioral changes.

The focus of our discipline program will be to ensure that each student is:

- Respectful to his/herself, other students and adults, personal property, property of others, school property, and to school wide and classroom expectations
- Responsible for his/her social, emotional, and academic growth in order to optimally meet the school and classroom expectations
- Honest to his/herself in making personal decisions and acquiring the ability to reflect upon these decisions and to grow as a human being from these decision

Report Cards and Progress Reports

Report cards are issued four (4) times a year. Your progress at any time during the year may also be brought to your parents' attention by either a phone call or a note. Appointments for conferences may also be made with your parents to discuss your progress.

While progress reports can be mailed home by a teacher at any time, they are normally sent around the halfway point of each quarter. Progress reports are intended to notify you and your parents where you stand in a particular class: that you are doing fine, or that you need to pick it up a bit if you are going to pass.

EXPECTATIONS FOR SPORTS AND OTHER EXTRACURRICULAR ACTIVITIES

It is very important to get students involved in extracurricular activities. According to a study by the U.S. Department of Health and Human Services, students who spend no time in extracurricular activities are:

- 57% more likely to have dropped out of school.
- 49% more likely to have used drugs
- 37% more likely to have become teen parents
- 35% more likely to have smoked cigarettes.
- 27% more likely to have been arrested than those who spend one to

four hours per week in extracurricular activities. If traditional music, drama and sports programs do not interest you, please see the H.E.Y. Coordinator to find an activity you like.

ELIGIBILITY FOR PARTICIPATION IN INTERSCHOLASTIC SPORTS (SPORTS CONTRACT)*

“Eligibility for participation in interscholastic activities shall be based on the eligibility rules and athletic standards of the Vermont Principals Association, Inc., and on any additional standards approved by the Leland and Gray faculty and School Board, including the Leland and Gray Athletic Handbook and the faculty.”
(School Board policy 5600).

ACADEMIC ELIGIBILITY

Students in grades 9-11 must take courses in all 4 blocks each semester (this may include a study period). Grade 12 students must be scheduled for 3 blocks each semester. Students must maintain a grade point average of 70 for all courses with no more than one course failure. Students carrying 3 blocks must maintain a 70 with no failing grades. Students entering Leland and Gray as either 7th or 9th graders are eligible to participate in all activities. Transfer students are academically eligible immediately upon the receipt of transcripts, provided their grades meet the above criteria. Academic eligibility for any activity is established by grades earned during the previous quarter. For example, eligibility for fall sports will be based on grades earned during the previous fourth quarter marking period. Students may become ineligible to participate in a sport or activity at the close of any marking period or at the discretion of the principals. Students who are ineligible at the beginning of a marking period may have their eligibility reinstated following the successful completion of the probationary program.

In order to maintain eligibility in grades 7 and 8, you must pass all your classes for the current quarter. If you are failing a class, you are still considered a member of the team or extra-curricular activity, but you are not permitted to participate in games, competitions or presentations before the public. A Middle School student or parent may petition the Principal to regain full eligibility. A parent conference with the Principal is required to determine the steps to regain full eligibility. Such a plan may include progress reports and/or parent conferences on a weekly basis for the remainder of the quarter.

ATHLETIC PROBATION- Grades 9-12

1. Students who are academically ineligible at the beginning of the marking period may enter the Athletic Probation Program.

2. To enroll, students must understand and accept, in writing, the terms of the program as outlined in section 3-5. The form must be signed by the student, the student's parent(s) or guardian(s), and the student's teachers.

3. Any student found academically ineligible according to eligibility numbers 1 or 2 may enter into the Athletic Probationary Program for the next quarter. The Probationary Program will consist of a series of evaluation periods consisting of ten school days throughout the next quarter. To regain eligibility, a student must, at the end of each evaluation period, have a progress report signed by all of his/her respective teachers indicating that the academic eligibility of numbers 1 and 2 are being met.

For Fall Sports, ineligible students will be allowed to practice, but will be suspended from playing in the first three games of that season. It is understood that after the three game suspensions, a student will be eligible to play and continue to play as long as he or she meets the eligibility criteria at the next evaluation period. Students found to be ineligible may attempt to regain their eligibility, a second time, in the next evaluation period, which will return to ten school days. Games which are scheduled before the beginning of school, for all sport athletes, will contribute to a student's three game suspension.

4. In order to maintain eligibility while on probation, students must, at the end of each ten day period, have a progress report signed by each of his/her teachers indicating their grade, in numerical notation, for the probationary period in question. Copies of this report must be submitted to the Athletic Director, Principal and the Coach. Students failing to meet the academic eligibility standard during any ten day period are again restricted from participating in any games or scrimmages. Students may continue to practice. Students who fail to meet academic eligibility standards twice while on athletic probation are not allowed to participate in games or practices for the remainder of the quarter.

***NOTE:** Please be sure to refer to the Leland and Gray Athletic Handbook, (which is available in the front office, from the athletic director, or members of the coaching staff) for other important information relative to participation in inter-scholastic activities at Leland and Gray, and any updates or other revisions to this policy.

Work Periods and Study Halls

Students will use this period productively to improve their academic performance. Please bring all assignments and materials to help you work effectively. Students will not be excused from work periods without a pass to work elsewhere. Remember, all classroom rules and expectations remain in effect during work periods.

Absence (Under Administrative Review)

If you are not coming to school, please have your parent(s) call the office (365-7355). Unfortunately, when you're absent from school you risk jeopardizing your learning, and your grades. There are two types of absences: approved and unapproved. If your absence is determined to fall in the "approved" category, you'll be eligible to make up any work you missed during the time you were out of school. Don't forget that it's not the teacher's responsibility to track you down to remind you about any work/tests you may have missed.

Reasons for an approved absence include: personal illness, appointments with health professionals, religious holidays, or family emergencies. With the exception of religious observances, all of these require the approval of the Principal or Associate Principal (See "Anticipated Absences", below).

Any absence deemed "unapproved" could cause you to lose credit for any days missed, and, depending on the circumstances, there may be disciplinary consequences. Please note that parental approval of absence does not necessarily mean that it will be approved by the school.

When you return to school after an absence, report to the office with your note from a parent that explains why you were absent. The office staff will issue you a "green slip." You should take this green slip with you to every class and have your teachers sign it. This informs your teachers that we know about your absence, and that you are eligible to make up any missed work.

One last thing: if you are suspended from school, either out-of-school or in-school, you are eligible to make up any work you might have missed. Whenever possible, you should make arrangements with your teachers to get the work ahead of time.

Anticipated Absences

Regular daily class attendance is important. If you are going to be missing classes for an extended period of time, your parent(s) need to inform the school in writing well in advance. Each of your teachers will check on your present academic standing and comment on your anticipated absence request. Your grade may be jeopardized as a result of this absence.

Tardiness to Class or School

Arriving late to school or class is never a good idea. By arriving late to school, you might miss an important announcement or not have adequate time to get yourself organized for your work day. Showing up late to class is disruptive to your classmates and your teacher, and is not permitted without a pass. Three (3) unexcused tardies to school will result in a detention.

Students have two or three minutes passing time between classes. If you are late to class because you are kept to speak to a teacher, the teacher will issue you a late pass. You are considered late if you are not in the classroom on time and do not have a late pass. Three (3) unexcused tardies in one class will result in a detention.

Staying After School

There may be times when a teacher, the Associate Principal, or the Principal will require you to stay after school. This may happen for academic or disciplinary reasons. Either way, you will be given 24 hours notice so that you can let your parents know and arrange for transportation. The teacher, Associate Principal, or Principal may or may not call your parents, but in any case you are responsible for letting them know what's going on. Extracurricular activities do not excuse you from spending time after school for extra work or to serve a detention. Teachers will schedule after school time with you; office (administrative) detentions are usually Tuesday or Thursday 2:35-4:00.

Where to Go if You Need Help

All our administrators, teachers, paraprofessionals, advisors, counselors, the Student Assistance Counselor and School Nurse are able to help you with any problems you may have. Don't hesitate to ask for help or simply some time to talk.

What is a School Counselor?

A counselor is an individual who is specially trained to help you realize your fullest potential as a unique human being. Your counselor can help you to: assess your strengths, talents and abilities; solve problems with family, friends, and teachers; develop positive attitudes - ones that help rather than hurt; choose the courses that are right for you. The goal of the Leland and Gray Counseling Department is to help you understand decisions about your life.

Health Services

It is the responsibility of the School Nurse to promote activities in our school that encourage healthy lifestyles and prevent illness. The school nurse provides early detection and care for students and staff who experience immediate or long-term health problems. At Leland and Gray these services are provided by Mrs. Hanson, who is a registered nurse with advanced training in assessment and treatment of minor illnesses and injuries.

Vermont State Law requires that hearing and vision tests be administered to students in grades 7, 9, or 10. The School Nurse is here to assist any student with health concerns.

State law further requires that all pupils enrolled in Vermont schools be fully immunized. In order to insure that our school is adequately protected, each student's immunization record on file with the School Nurse must be updated by the parent. Notes will be sent home whenever immunizations are incomplete or out of date. Students may be excluded from school if out of compliance.

General Health

If your child is ill, please keep him/her at home. Prior to returning to school, a student should be free from an elevated temperature for 24 hours without the use of Tylenol or Ibuprofen. Please inform the School Nurse regarding medical problems that might affect your child in school.

Standard Medication Procedures

Leland and Gray prefers that medication be administered in the home. Students may neither carry nor self-administer prescription or over-the-counter drugs. However, any student who is required to take medication during the school day must comply with the following regulations:

1. Written orders from a physician detailing the name of the drug(s), dosage and time interval the medication is to be taken.
2. Written permission from the parent/guardian of the pupil directed to the School Nurse requesting that the school comply with the physician's order.
3. Medications must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. A locked cabinet is provided for storage of all medications.
5. Medication will be dispensed by the School Nurse or her designee who consents to assume the responsibility.
6. Parents must give written permission for the school to give over-the-counter drugs to a student.

Dental Health

Dental health is a major concern as it can affect general health and appearance. A dental hygienist visits our school yearly to provide assessment, cleaning and fluoride treatments for any student desiring these services. The cost is minimal, and referral slips will be sent home to parents after the exam. Those parents who are unable to afford dental care should seek information from the school nurse concerning funds available through Vermont's programs.

Notices

Important events and activities will be announced at Monday Assemblies or in the Morning Announcements. Morning Announcements will also be posted in most classrooms and are available in the office along with extra copies of the Weekly Calendar and Friday Notes. Please check our website at <www.wcsu46.org/lg> for more information.

Lost and Found

Lost books are returned to the office. The custodians hold any clothing, and personal property that is found around the building. Check with the office, custodians and your teachers when looking for lost items. Report any theft to the Building Principal.

School Equipment and Books

Our school has a great variety of equipment and materials available for student use. Please be careful with books and other items that are "loaned" by the school.

If you borrow a book, or other material from the library or any classroom, please return it on time. Be sure to treat library materials and equipment with care. Any lost, defaced, or otherwise damaged material must be paid for at its replacement value. Students with overdue or lost library materials may forfeit the privilege of attending any extracurricular school functions such as dances.

The Library

The library is located in the center of “B” level. Its collection of books, magazines, videos, DVD's and other reference materials is supplemented by on-line resources. Our membership in the Vermont Automated Library System (VALS) makes it possible to borrow books and other items from other Vermont libraries.

Some classes will regularly visit the library. If you want to go to the library for research or to sign out a book, you must have a pass from a classroom teacher.

When you use the library, you are expected to show consideration for other students and follow the library's rules. You may talk quietly as long as you do not disturb others. The library is not a place for talking and socializing. It is a place for reading, working quietly, doing research and studying.

There is no limit to the number of books you may check out, but you are responsible for returning borrowed materials on time. There are no overdue fines, but lost or damaged materials must be paid for at replacement value.

Please use the library freely but responsibly. If you have any questions about the library, or if you need help finding a book, please do not hesitate to ask Ms. Marchant.

Student Use of Internet and E-mail

Use of the internet and associated technologies significantly alter the information landscape by opening our classrooms to a broader array of educational resources. Making internet access available to students carries with it the potential that some students might access information that may not be considered educational in the context of a school setting. Students are responsible for appropriate behavior on school computer networks just as they are in any other school setting or activity. ALL school rules for behavior and communications apply.

**ACCESS IS A PRIVILEGE, NOT A RIGHT.
ACCESS ENTAILS RESPONSIBILITY.**

ACCEPTABLE USE AGREEMENT

Please review the information that follows with your teachers and parents. You and your parent/guardian will need to sign the Acceptable Use Guidelines that follow. Your teacher will make a copy to keep on file.

1. The use of our school's networks must be in support of the educational mission and expectations for learning of Leland and Gray Union Middle/High School.

2. Transmission or receipt of any material in violation of federal, state, or local statute, or school regulations, is prohibited, and may constitute a criminal offense. The following are strictly prohibited:

- sending or displaying offensive messages or pictures.
- using obscene, threatening, harassing, or insulting language.
- any violation of copyright laws.
- using others' passwords.
- trespassing in others' electronic or printed folders, work, or files.
- misrepresenting or attempting to misrepresent the origin of a message or posting.
- intentionally wasting limited resources.
- engaging in practices that intentionally endanger the internet or our school network.
- employing the network for commercial purposes.

3. During school hours reasonable efforts will be made by teachers to guide students toward appropriate materials. This usage policy, however, applies to use of school telecommunications equipment and networks at any time, during school hours or not. Outside of school, families bear the responsibility for appropriate guidance and supervision.

4. Student e-mail accounts are to be used only by the person to whom the account is issued. Students are responsible for any and all activity in their accounts.

5. E-mail can not be assumed to be private. Names, addresses, phone, credit card and bank account numbers or other private information should never be revealed.

6. Users should not expect that files stored on network servers will always be private. Network areas may be treated like school lockers. Network and school administrators may review files and communications to maintain system integrity and insure that all users are utilizing the system in an appropriate and responsible fashion. Further, in keeping with existing search and seizure guidelines, administrators reserve the right to review, and if necessary, confiscate contents of electronic storage devices without owner permission.

7. Since the Internet and school networks are a shared system, users should be thoughtful about sharing use of terminals and allied resources, and limit their time “on-line” when others are waiting. Systems administrators reserve the right to set time and/or disk usage limits on the system.

8. Users who recognize a security problem with our network should notify system or school administrators at once.

9. Passwords should remain confidential. Users should not reveal their passwords to others at any time. Any user identified as a security risk will be denied access and may be liable to disciplinary action and/or prosecution.

10. It is prohibited to create a posting (e.g., World Wide Web page(s), “home pages”, or similar postings) that states or implies association with Leland and Gray Union Middle/High School without the express prior permission of the Principal(s) or Superintendent of Schools.

11. Failure to abide by these rules and regulations will result in cancellation of student’s account.

12. This interpretation of this Acceptable Use Policy is subject to the discretion of the school administration, and may be revised at any time, with or without further notice.

PARENT/STUDENT ACCEPTANCE OF ACCEPTABLE USE GUIDELINES

As the parent/ guardian of _____, I have read and agree to abide by the conditions of this Acceptable Usage Policy. I understand that the intent of our network and the provision of internet access to students is to further the educational mission and goals of Leland and Gray Union Middle/High School. I accept full responsibility for supervision when and if my child’s use is not in a school setting. Further, I understand that any breach of the terms and conditions outlined above will result, at a minimum, in cancellation of school network, e-mail and internet privileges, and may result in further disciplinary and/or legal action(s). I hereby give permission to issue an account and password for my child.

Parent/Guardian Signature: _____ Date _____

Lockers

Lockers are school property and should be treated with respect. Don't put anything on the outside of your locker, write on it or abuse it. If you have any problems with your locker, let your teacher know or leave a note in the office for Mr. McGrath. Remember, you'll be held responsible for any damage to your locker.

If your locker is too high or too low, we can find one suited to your height. If you believe that another student knows your combination, please inform your teacher or advisor.

**ALWAYS LOCK YOUR LOCKER.
DO NOT SHARE YOUR LOCKER OR
COMBINATION WITH ANYONE.**

SEARCH AND SEIZURE (LGUHS Policy #6019)

Leland and Gray Union Middle/High School recognizes that the Fourth Amendment to the United States Constitution protects students from unreasonable searches and seizures. However, Leland and Gray further recognizes that a student's right to be free from an unreasonable search or seizure must be balanced with the necessity for school officials to maintain order and discipline in the school and to act "in loco parentis" to protect the health and welfare of their students.

The Board has adopted the following administrative guidelines to implement this policy.

ADMINISTRATIVE GUIDELINES - SEARCH AND SEIZURE

I. "School authority" shall mean either the Principal or Associate Principal or designee for the purposes of this policy. The supervising faculty member, coach or other adult designated by the Principal as the representative of the school shall act as the "school authority" when students are on a field trip, at an athletic event, or in a similar situation. If the supervising adult acts under this policy, he/she will communicate the circumstances to the Principal promptly.

II. A student's person and/or personal effects may be searched by school authorities whenever a school authority has reason to believe that the student is in possession of contraband.

III. A student's locker may be searched by school authorities whenever a school authority has reason to believe that the locker contains contraband. Students are expected to assume full responsibility for security of their lockers although lockers are school property.

IV. A student's vehicle may be searched on school premises by school authorities whenever a school authority has reasons to believe that the vehicle contains contraband.

V. The school authority conducting a search shall do so in the presence of an adult witness unless either of the following apply:

A. A school authority has reason to believe there is an immediate threat to the health or safety of any individual or property, or

B. A school authority has reason to believe that the suspected contraband will be destroyed, removed, or otherwise altered.

VI. All "pat down" searches shall be conducted in private by a person of the same sex and in the presence of an adult witness. If the school authority and the student to be searched are of different sexes, the school authority may designate two responsible adults to search and witness.

VII. All contraband discovered will be held in a secure place under the control of school authorities until appropriate disposition can be made.

VIII. Parents of a student subjected to a search under this policy shall be notified promptly and in writing by the Principal that a search has taken place and the results of the search.

IX. School authorities shall promptly report searches and results of searches to the Superintendent.

X. School authorities shall report a summary of searches and results to the School Board monthly.

XI. School authorities shall promptly report the result of a search to appropriate legal authorities if the school authority has reason to believe that there has been a violation of the law.

Money

Please do not bring large amounts of money to school. Bring only the amount that you need for each day. Keep your money with you at all times. Be sure to lock any valuables in your locker in the hall or locker room. To prevent any misunderstandings, do not sell or buy personal property or belongings. Loaning money to friends is discouraged.

Walkmans, Radios, Pagers, Cell Phones, iPods, etc.

Students are advised to leave iPods, cell phones or other electronic devices at home. If you bring such devices to school, keep them locked in your locker or with you at all times.

Accident or Illness

If you become ill or are injured, you should ask for help from a teacher or a staff member. The School Nurse or people in charge in the school office will decide whether to contact your parents or call for emergency help. Under no circumstances are you allowed to leave school without the permission of the School Nurse and one of the two Principals.

Planning Room

Students who are unable to follow school wide behavioral expectations appropriately could be placed in the planning room for part of a school day or for one or more school days. Parents will be notified and a discipline form will be generated for any student who is placed in the planning room. Students in the planning room are to complete their classroom assignments and follow the directions of the Planning room supervisor.

Lunch and the Activity Room

The Activity Room is located on “C” level and serves as your lunch room. We do not have a federal hot lunch program, but offer a free lunch to any student in need. You should bring your lunch, or you may buy lunch at the school store. Chef duJour, a high school class, also sells lunch twice a week at a minimal cost. Breakfast is available in the school store before classes and during morning break. It is important for you to eat a good breakfast each morning and to eat a healthful, well-balanced lunch.

During lunch you are not permitted in the lobby, but may use the pay-phone with permission. During your lunch period, you are not allowed on “A” and “B” levels unless you have written permission from a teacher or the Principal. When the weather permits, you are encouraged to spend time outside on the grass on the side of “C” level behind the Dutton Gym (See map on p. 1). No matter where you eat, you are responsible for helping to maintain the Activity Room, School Store and school grounds. Pick up your trash. Failure to cooperate with lunch time supervisors will result in disciplinary action.

No Food in the Halls

No open beverage containers should be carried in the halls, and food should be eaten only in the Activity Room, School Store, outside during lunch, or in a classroom with the teacher's permission. Please remember to recycle and properly dispose of all trash.

When may I leave campus?

Never without permission. Once you step off your bus or arrive at school, you may not leave school grounds. Only with written parental permission and approval from the Principal or the Associate Principal are you allowed to leave school grounds before the end of the normal school day. With written permission from your parents you may go on teacher led field trips.

If you need to leave school for an appointment, you'll be required to submit a note from a parent/guardian. Notes from your parents should include a reason, and not merely state "...for an appointment". They must be submitted to the office first thing in the morning. If you leave school for any reason, you must sign out in the office. When you get back to school, you need to sign in. This way we'll always know how to locate you in case of emergency.

You are not allowed to sign yourself out for any reason without approval of the Principal, Associate Principal, or School Nurse.

What's a PDA?

When something more than just friendship develops between two people we ask that you respect the feelings of teachers and students alike when displaying your affection for one another. If you are called on PDA, otherwise known as "public display of affection", please consider the feelings of others and conduct yourself accordingly.

STUDENT CAMPUS POLICY (LGHHS Policy #6020) (covers off-campus behavior as well)

It is the policy of the Leland and Gray Union Middle/High School that students are required to remain on campus during the school day.

The Board recognizes that, under certain circumstances, students should be allowed to leave the campus during the school day. The administration shall prepare guidelines and procedures to govern student departure from campus. These guidelines shall be reviewed at least annually by the Board. The administration shall enforce appropriate consequences for any student engaging in off-campus conduct that has a direct impact on school discipline or direct harm to the welfare of the school.

Is there a dress code at Leland and Gray?

At present we have no formal dress code, and with your help we will avoid the need to have one. No one expects you to wear a jacket and tie or knee socks to school. We're sensitive to the fact that each of us has a right to free speech, and to some extent the freedom of expression extends to our clothing, as well.

Keep in mind, however, that your right to free speech is different in school than it is in public. All of us have to be here and have the right to an environment that is free of demeaning, threatening, or suggestive messages.

Clothing that advertises tobacco, alcohol, or features vulgar or obscene language, is not acceptable at any time, nor is clothing that disrupts class or distracts others from learning, such as halter-top, cutoff tank tops, and bare midriff or low-cut shirts, boxer shorts or underwear that shows.

Remember, we're not here to infringe on your rights to freedom of expression, but we must provide an environment that feels right to all who are here every day.

Should you find yourself wondering if a certain article of clothing is appropriate, ask yourself this question: "Does it mean enough to me to wear this knowing that I might distract one of my fellow students or a member of the staff?" Please be thoughtful, cooperative, and considerate if any adult or student asks you to adjust your clothing.

Notice of Anti-Harassment Policy of the Leland and Gray School District

The Leland and Gray School District has a policy prohibiting unlawful harassment of students, employees and other members of the school community, on the basis of race, color, creed (religion), national origin, marital status, sex, sexual orientation, or disability. If you wish to make a harassment complaint or report that you have been subjected to or witnessed unlawful harassment, of or by members of the school community on school grounds or at school sponsored activities, or if you need information concerning harassment, you may contact either of the following harassment complaint officials:

Sikander Rashid
School Principal
365-7355 x133

Brian Crego
Associate Principal
365-7355 x122

HARASSMENT OF STUDENTS #4800 (Anti-Harassment Policy, Adopted 5/9/06)

Policy

Leland & Gray is committed to providing all students with a safe and supportive school environment in which all members of the school community are treated with respect. Harassment is a form of unlawful discrimination, which will not be tolerated.

General Information:

It is the intent of the District to apply and enforce this policy in a manner that is consistent with and protects students' rights to free expression under the First Amendment of the U.S. Constitution. The District respects and promotes the rights of students and others to speak freely and to express their ideas, including ideas that may offend the sensibilities of others. The purpose of this harassment policy is to prevent conduct or communication that is directed at a person's particular characteristics as defined and that is likely to substantially disrupt the educational environment or interfere with the rights of others.

Nothing in this policy shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment as defined here, otherwise violates one or more of the Board's disciplinary policies or school rules.

Definitions

1. **Adverse Action:** Includes any form of intimidation, reprisal or harassment such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits or other unwarranted disciplinary action in the case of students and includes any form of intimidation, reprisal or harassment such as suspension, termination, change in working conditions, loss of privileges or benefits or other disciplinary action in the case of employees.
2. **Employee:** For purposes of this policy, an employee includes any person employed directly or through a contract with another company by the school district, agents of the school, school board members and any student teacher, intern or school volunteer.
3. **Harassment:** Under Vermont law, harassment is an incident or incidents of verbal, written, visual, or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, religion (creed), color, national origin, marital status, sex, sexual orientation, or disability 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.
4. **School Community:** Includes but is not limited to all students, school employees, contractors, unpaid volunteers, work study students, interns, student teachers, and visitors.
5. **Sexual Harassment:** A form of unlawful harassment which means conduct that includes unwelcome sexual advances, requests for sexual favors, or other verbal, written, visual, or physical conduct of a sexual nature made by a school employee to a student or by a student to another student when one or both of the following occur:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress; or
 - Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student; or
6. **Racial Harassment:** A form of unlawful 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 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 racial customs.
7. **Harassment of Members of Other Protected Categories:** A form of unlawful harassment which 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, sex, sexual orientation, or disability and includes the use of epithets, stereotypes, 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 customs related to any of these protected categories.

Notice/Reporting

When the school receives actual notice of alleged conduct that may constitute harassment, officials shall promptly investigate to determine whether harassment has occurred. Notice means a written complaint or oral information that harassment may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the harassment, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the complaint is oral, the designated employee shall promptly reduce the complaint to writing, including the time, place, and nature of conduct, and the identity of the participants and complainant. In determining whether conduct constitutes a violation of this policy, the investigating official shall consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. After receiving notice of the alleged conduct, the school shall provide a copy of its harassment policy, including its harassment investigation procedure, to the alleged victim and the alleged perpetrator. If either the alleged victim or the alleged perpetrator is a minor, the copy of the policy shall be provided to the person's parent or guardian. If after notice, the school finds that the alleged conduct occurred and that it constitutes harassment, the school shall take prompt and appropriate remedial action reasonably calculated to stop the harassment.

1. Voluntary: It is the express policy of Leland & Gray to encourage student targets of harassment and students who have first-hand knowledge of such harassment to report such claims. Students should report incident(s) to any teacher, guidance counselor or school administrator. Students may choose to report to a person of the student's same sex.

2. Mandatory: Any adult school employees who witness, overhear, or receive a report, formal or informal, written or oral, of harassment shall take action to stop the conduct and to prevent its recurrence and report it in accordance with procedures developed under this policy.

Under certain circumstances, alleged harassment may constitute child abuse under Vermont law. The statutory obligation to report suspected abuse, therefore, may be applicable.

3. Privacy: Complaints will be kept confidential to the extent possible given the need to investigate and act on investigative results.

4. Retaliation: There will be no adverse action taken against a person for reporting a complaint of harassment when the complainant honestly believes harassment has occurred or is occurring or for participating in or cooperating with an investigation. Any individual who retaliates against any employee or student who reports, testifies, assists or participates in an investigation or hearing relating to a harassment complaint will be subject to appropriate action and/or discipline by the School District.

Administrative Responsibility and Action

1. **Administrative Reporting:** A staff member who receives a complaint of harassment shall promptly inform the Principal (or designee) or another administrator who is not the subject of the complaint.
2. **Investigation:** The School District is responsible for acting on any information regarding harassment of which it is aware. Unless special circumstances are present and documented by school officials, an investigation shall be initiated no later than one school day from the filing of a complaint. The investigation and determination by school officials shall be concluded no later than five school days from the filing of the complaint. All internal reviews of the school's initial determination, including the issuance of a final decision, shall, unless special circumstance are present and documented, be complete within 30 days after a review is requested.
3. **Independent Review:** A student who desires independent review 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 was made that harassment occurred, the school's response was inadequate to correct the problem, shall make such a request in writing to the Superintendent. Upon such a request, the Superintendent shall initiate an independent review by a neutral person selected from a list developed jointly by the Commissioner of Education and the Human Rights Commission and maintained by the Commissioner. 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. Upon conclusion of the review, the reviewer shall advise the student and 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. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the school board.

The school district may also request an independent review at any stage of the process. Evidence of conduct or statements made in connection with an independent review shall not be admissible in any court proceeding. This does not require exclusion of any evidence otherwise obtainable from independent sources merely because it is presented in the course of an independent review.
4. **Final Action on Complaint:** The district shall take disciplinary or remedial action as appropriate in order to ensure that further harassment does not occur. Such action may include, but is not limited to, education, training and counseling, transfer, suspension and/or expulsion of a student, and education, training and counseling, transfer, suspension and/or termination of an employee.

5. False Complaint: Any person who knowingly makes a false accusation regarding harassment will be subject to disciplinary action up to and including suspension and expulsion with regard to students or discharge with regard to employees.

6. Appeal: A person judged to be in violation of this policy and subjected to action under it may appeal the determination and/or the action taken in accordance with procedures adopted under this policy. The procedures shall be consistent with the provisions of any applicable collective bargaining agreement.

7. Dissemination: The Superintendent shall use all reasonable means to inform students, staff members, and the community that the District will not tolerate harassment. A copy of this policy and its implementation procedures shall be provided to students, staff and parents each year and shall be included in the appropriate materials that are disseminated to the school and community.

8. Training: The school will develop age-appropriate methods of discussing the meaning and substance of this policy with students and staff in order to help prevent harassment. Training may be implemented within the context of professional development and the school curriculum to develop broad awareness and understanding among all members of the school community. Staff training will enable staff to recognize, prevent and respond to harassment.

9. The Superintendent is responsible for developing procedures that will guide the implementation of this policy.

Alternative Complaint Process

At all stages of the investigation and determination process, alternative dispute resolution methods, such as mediation, are available.

No legal action shall be brought until the administrative remedies available to the claimant under this policy have been exhausted. Such a showing shall not be necessary where the claimant demonstrates that:

- The school does not maintain such a policy
- A determination has not been rendered within established time limits
- The health or safety of the complainant would be jeopardized otherwise
- Exhaustion would be futile
- Requiring exhaustion would subject the student to substantial and imminent retaliation.

Examples

Harassment can include any unwelcome verbal, written or physical conduct which offends, denigrates, or belittles an individual because of, including but not limited to, a student's race, creed (religion), color, national origin, marital status, sex, sexual orientation, age, ancestry or disability. Such conduct includes, but is not limited to, unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures.

Sexual Harassment

Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may constitute sexual harassment.

Racial and Color Harassment

Racial or color harassment can include, but is not limited to, unwelcome verbal, written or physical conduct directed at the characteristics of a person's actual or perceived race or color such as nicknames emphasizing stereotypes, racial slurs, comments, insults or taunts on manner of speaking, and negative references to racial customs.

Religious or Creed Harassment

Harassment on the basis of religion or creed includes, but is not limited to, unwelcome verbal, written or physical conduct directed at the characteristics of a person's religion or creed such as derogatory comments, insults or taunts regarding surnames, religious tradition, or religious clothing, or religious slurs or graffiti.

National Origin Harassment

Harassment on the basis of national origin includes, but is not limited to, unwelcome verbal, written or physical conduct directed at the characteristics of a person's national origin such as negative comments, insults or taunts regarding surnames, manner of speaking, customs, language or ethnic slurs.

Marital Status Harassment

Harassment on the basis of marital status includes, but is not limited to, unwelcome verbal, written or physical conduct directed at the characteristics of a person's marital status, such as comments, insults or taunts regarding pregnancy or being an unwed mother or father.

Sexual Orientation Harassment

Harassment on the basis of sexual orientation includes, but is not limited to, unwelcome verbal, written or physical conduct directed at the characteristics of a person's sexual orientation such as ridicule, taunts, slurs, negative name calling and imitating mannerisms.

Disability Harassment

Harassment on the basis of a person's disabling mental or physical condition includes, but is not limited to, any unwelcome verbal, written or physical conduct directed at the characteristics of a person's disabling condition such as imitating manner of speech or movement, ridicule or insults based on manner of speech or movement or interference with necessary equipment

Date Warned: 4/11/06; Date Adopted: 5/9/06

Legal Reference(s):

16 V.S.A. §§11(a) (26), 565 (harassment)

21 V.S.A. § 495 (retaliation)

33 V.S.A. §§ 4911 et seq. (child abuse)
9 V.S.A. §§ 4500 et seq. (public accommodations)
20 U.S.C. §§1681 et seq. (Title IX of the Educational Amendments)
34 C.F.R. Part 106
42 U.S.C. §2000d (Title VI of the Civil Rights Act of 1964)
Davis v. Monroe County Board of Education 526 U.S. 629 (1999)
Franklin v. Gwinnett 503 U.S. 60 (1992)
Saxe v. State College Area School District, 240 F. 3d 200 (3rd Cir. 2001)
Cross Reference: Reporting Suspected Child Abuse or Neglect
Harassment of Employees

PROCEDURES FOR HANDLING COMPLAINTS OF HARASSMENT OF STUDENTS

Leland & Gray hereby adopts the following administrative procedures to implement the School District's policy with respect to harassment of students.

1. Reporting and Response
 - o To Principal (or designee). Any adult school employee who witnesses, overhears, or receives a report, formal or informal, written or oral, of harassment at school or during school-sponsored activities shall take action to stop the conduct and to prevent its recurrence and shall report it on a form developed by the Superintendent to the Principal or the Principal's designee. If the report involves the school Principal, the reporter shall make the report directly to the School District Equity Coordinator or Superintendent.
 - o Principal's duty. Upon receipt of a report of student harassment, the Principal shall decide whether to retain and act upon it at the school site or to forward it directly to the School District Equity Coordinator.
 - ◇ Retained by Principal. The Principal will act upon all initial reports of student harassment at the school site and if the matter is not resolved informally, he or she shall forward to the School District Equity Coordinator, within 5 calendar days, a report of any action taken.
 - ◇ Forwarded to School District Equity Coordinator. In cases of severe or ongoing harassment, a formal investigation will occur. If the Principal decides to forward the complaint to the School District Equity Coordinator, he or she shall do so immediately, without screening or investigating the report. The Principal may request, but not insist upon, a written complaint from a student complainant. The Principal shall forward to the School District Equity Coordinator:
 - ◇ a written statement of the complaint within 24 hours; and
 - ◇ any available supporting documentation as soon as practicable.

o School District Equity Coordinator(s). The Superintendent shall designate at least one (or two) individual(s) (one of each gender) within the School District/ Supervisory Union as the School District Equity Coordinator(s) to receive reports of harassment. If the report involves the School District Equity Coordinator, the reporter shall refer the complaint directly to the Superintendent. The School District shall prominently post the name, mailing address, and telephone number of its Equity Coordinator(s). For the school year the District Equity Coordinator(s) is (are): [Please contact WCSU main office at 365-9510.]

o Informal Inquiry and Resolution

◇ Students. If the aggrieved student and the alleged harasser both are students, they may agree to a meeting facilitated by a school employee and may be accompanied by other individuals if they so choose. If each student involved agrees the situation has been resolved during such meeting, the school employee shall report to the Principal only that the matter has been resolved informally. If either party involved does not agree that the situation has been resolved, a formal investigation shall be initiated.

When informal resolution is attempted, and the complaining student or the student about whom the complain is made is under the age of 18, the student’s parent(s) or guardian shall be notified in accordance with the District’s disciplinary policies.

◇ Employee Involvement. If the alleged harasser is a school employee, no informal resolution process shall be used.

o Formal Complaint

The Principal (or designee) shall ensure that an harassment complaint form based on the written or verbal allegations of the complainant is completed and details the facts and circumstances of the incident or pattern of behavior.

If a student under 18 years of age is involved, his/her parents shall be notified by the complaint officer as soon as is practical under the circumstances.

o Investigation

◇ Who. Unless the matter is resolved, the Principal or School District Equity Coordinator shall conduct an investigation upon receipt of a report or complaint alleging student harassment.

◇ How. The investigator shall interview individuals involved and any other persons who may have knowledge of the circumstances giving rise to the complaint and may use other methods and documentation.

◇ When. The investigator shall initiate an investigation no later than 1 school day from the filing of the complaint. The investigation shall be completed no later than 5 school days following the complaint.

◇ Result. Upon completion of the investigation, the investigator shall decide if a violation of this policy has occurred and report that decision, along with the evidence supporting it, to the Principal or School District Equity Coordinator and the Superintendent or, if the complaint involves the Superintendent, directly to the School Board, for appropriate action in accordance with School District disciplinary policy.

o Appeal

A person judged to be in violation of the policy on student harassment and subjected to action under it may appeal the determination and/or the action taken as follows:

◇ Student. If the person filing the appeal is a student, the appeal shall proceed in accordance with School District policy governing discipline of students and with legal due process requirements.

◇ Staff

◇ Applicable collective bargaining agreement. If the person filing the appeal is an adult school employee who has applicable appeal rights under the grievance procedure in a collective bargaining agreement, the appeal shall proceed in accordance with the person's rights in that agreement.

◇ Other. If the person filing the appeal is an adult school employee who does not have applicable appeal rights under the grievance procedure in a collective bargaining agreement, the appeal shall proceed in accordance with School District policy governing employee discipline and with legal due process requirements.

o Retaliation

Retaliation for reporting harassment or cooperating in an investigation of harassment is unlawful under 16 V.S.A. §565(c)(3).

o Record Keeping and Notification

◇ Record keeping. The Superintendent shall assure that a record of any complaint and investigation of harassment as well as the disposition of the complaint and any disciplinary or remedial action taken is maintained by the School District in a confidential file accessible only to authorized personnel.

The Superintendent and/or school principal shall maintain the written report of the investigation and results in a locked file for at least six years after the report has been completed. In the case of an investigation conducted by the School District, the Superintendent shall be given a copy of the investigation report and results by the school principal.

◇ Notification. The Superintendent shall assure that the complainant is notified whether allegations of harassment were found to be valid, whether a violation of the policy occurred, and whether action was taken as a result.

If a claim of harassment against a professional educator is substantiated, a report of the findings shall, when required by State Board of Education Rule 5711.7 be forwarded by the Superintendent to the Licensing Office of the Vermont Department of Education.

o Notice

The school shall provide annual notice of the policy on student harassment and these procedures to all school employees, students, and to custodial parents or guardians of students.

Copies of the policy and procedures shall appear in the student and employee handbooks (or other similar publications) as well as publications distributed to parents and community members and shall be posted prominently in each school. The notice shall:

◇ Be in age-appropriate language.

◇ Include examples of behaviors which interfere with a student's ability to participate in or benefit from school programs, would constitute harassment; and

◇ Provide information about additional or alternative methods of pursuing claims of harassment with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses below:

Vermont Human Rights Commission
133 State Street
Montpelier VT 05633-6301
(800) 416-2010 or (802) 828-2480 (voice or tty)

Director, Compliance Division Area II
Office for Civil Rights
U. S. Department of Education, Region I
John W. McCormack Post Office & Courthouse, Rm. 222
Post Office Square
Boston MA 02109
(617) 223-9667

TOBACCO (LGHHS Policy #6009)

The Leland & Gray School Board recognizes that nicotine use is a serious drug problem and therefore adopts the following Tobacco Policy:

The use and/or distribution of tobacco products on school grounds or during school activities is a violation of state law and is hereby prohibited. This ban extends to any student, employee or visitor to the school, and applies at all times, whether or not school is in session.

For the purposes of this policy, “school grounds” means any property or facility 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 school buildings, athletic fields, parking lots and school buses. School activities means any event or trip sponsored by the school whether on school grounds or not.

The Principal or his or her designee is directed to take reasonable steps to inform students and employees of this policy, to post signs on school property and to provide notice to visitors and those who are invited to attend school activities in bulletins, programs and announcements related to school events.

Students who violate this policy will be disciplined under the school’s disciplinary policies and practices. Employees who are in violation of this policy will be subject to applicable employee policies, employment practices and requirements of law.

Others who use tobacco on school grounds will be informed of this policy and asked to comply. A person failing to comply will be asked to leave school grounds. A person who refuses to comply or leave school grounds when requested to do so under this policy may be referred for prosecution as a trespasser.

Statement of Philosophy

The Board recognizes the nature and extent of nicotine addiction and is committed to treating nicotine addiction in a compassionate way. Efforts to control the use of tobacco on school property and to educate the students and employees of the district regarding tobacco use must necessarily take place in the larger context.

Abuse of tobacco not only harms the user but also harms others. For the protection of our students and employees, tobacco regulations must be strictly enforced. However, both remedial and preventive measures are required. The Board supports a comprehensive program of tobacco abuse education to extend from kindergarten through grade twelve, as well as community involvement in efforts to prevent such abuse. The Board also supports a carefully planned program of rehabilitation for subjects of such abuse in cooperation with available medical, social and psychiatric services.

Disciplinary Actions

Disciplinary actions will be taken with students affected by section 1.0 of this policy. Disciplinary actions may be shortened depending on the following:

- the student's meeting with a counselor or therapist;
- the student's successful participation in the Tobacco Education Group (T.E.G.);
- the student's cooperation with recommendations developed by the counselor or therapist
- the student's willingness to comply with an Action Plan developed by the Student Assistance Team.

Full-term disciplinary procedures are as follows:

FIRST OFFENSE for a violation of this policy shall require three days of office detention, notification of parents, referral to the Student Assistance Program counselor and referral to the State Department of Liquor Control investigator for citation and a State fine. The citation will be held in abeyance pending successful completion of a Tobacco Education Group (T.E.G.) program.

SECOND OFFENSE for a violation of this policy shall require three days in-school suspension, notification of parents, mandatory participation in a Tobacco Education Group and referral to the State Department of Liquor Control investigator for citation and a State fine.

FURTHER OFFENCES for a violation of this Policy shall require suspension out of school for a minimum of three days, notification of parents, mandatory participation in a Tobacco Education Group and referral to the State Department of Liquor Control investigator for citation and a State fine.

DRUG AND ALCOHOL ABUSE (LGHHS Policy #6009A)

Section 1.0 Statement of Philosophy

Alcohol and drug abuse is defined as "the ingestion of a substance in such a way that it interferes with a person's intellectually, emotionally, or socially." The Board recognizes the nature and extent of the alcohol and drug problem, particularly as it relates to cultural, social, political, and economic factors beyond the confines of the school. Efforts to control the use and abuse of substances within the school and to educate the students and employees of the district regarding their nature must necessarily take place in the larger context.

Abuse of alcohol or drugs not only harms the user, but also harms others.

For the protection of our students, alcohol and drug regulations are strictly enforced. However, both remedial and preventative measures are required. The Board supports a comprehensive program of alcohol and drug abuse education to extend from kindergarten through grade twelve, as well as community involvement in efforts to prevent such abuse. The Board also supports a carefully planned program of rehabilitation for subjects of such abuse in cooperation with available medical, social and psychiatric services.

Finally, the Board recognizes that its policy deals with only a small part of the alcohol and drug abuse problem locally. It supports full cooperation with other community efforts to deal with the problem.

Section 2.0 Suspected Abuse

A student who by his or her behavior or performance over a period of time may indicate a problem with drug or alcohol abuse should be referred to the Student Assistance Team by any staff member making such an observation. The Student Assistance Team consists of the principal, the Associate Principal, Guidance Counselors, School Nurse, Special Education Administrative Assistant, Planning Room Supervisor, WCSU School Psychologist and a Classroom Teacher. The Student Assistance Team shall process the referral, determine if in fact there is a problem, and develop an Action Plan for the student. The scope of the Action Plan will depend on the Team's assessment of the seriousness of the student's involvement.

Any student behavior which suggests possible recent use of an illegal substance should result in immediate removal of that student to the Nurse for an exam. Any such removal should result in a referral to the Student Assistance Team. If the Nurse finds cause to believe that the student has recently used a substance, then procedures detailed in Section 3.0 of this policy should be followed.

Section 3.0/3.1 Observed Use, Possession, or Distribution

The following procedures shall be followed if a student is observed using, possessing, or distributing a drug or alcohol or is clearly under the influence of either at school or at a school function:

A. A staff member who witnesses such an incident by a student shall inform the Principal (or designee) at once. The staff member must accompany the student to the office or remain with him/her until the Principal (or designee) arrives to assume responsibility for the student.

B. The Principal, (or designee), in consultation with the Nurse when available, shall determine if there is reasonable suspicion that a drug/alcohol has been involved in the incident.

C. The pupil's parents or guardian shall be informed as soon as possible and requested to report to the school (or hospital) at once to take responsibility for the student.

D. The Administration may recommend blood testing to determine substance abuse if a situation warrants such testing. Parent permission will be obtained before any such tests are made.

E. The Principal (or designee) shall remain with the student until he/she is discharged to the parent or guardian. The immediate facts of the incident shall be discussed with the parent or guardian at that time.

Section 3.2 Further Administrative Procedures

After completion of the procedures detailed in Section 3.1, the Principal (or designee), in cooperation with law enforcement personnel when appropriate, shall conduct an inquiry of the situation to establish the full facts. This inquiry may, on probable cause, include personal search, search of lockers, or other school locations in accordance with Policy #6019. Searches of persons shall always be carried out by same sex personnel with a same sex witness present.

At the discretion of the Principal (or designee), a student may be referred to a counselor or therapist for an evaluation of the extent of the student's involvement with alcohol or illegal substances. A referral to the Student Assistance Team shall be made for any student who is affected by Section 3.0 of this policy.

Section 3.3 Disciplinary Actions

Disciplinary actions will be taken with students affected by Section 3.0 of this policy. The length of suspension may be shortened depending upon the following:

- the student's meeting with a counselor or therapist as described in Section 3.2;
- the student's cooperation with recommendations developed by the same counselor or therapist;
- the student's willingness to comply with the Action Plan developed by the Student Assistance Team.

Full-term disciplinary procedures are as follows:

1. **FIRST OFFENSE** for the use or possession of a drug or alcohol shall be a five (5) day suspension from school in conjunction with a special educational assignment as described in Sec. 4.

2. **SECOND OFFENSE** for the use or possession of a drug or alcohol shall result in a recommendation to the School Board for expulsion from school. Conditions for readmission may be established by the Board.

Any suspension of ten (10) days or less shall be conducted following the procedures as described in LGUHS Policy #6001 (which requires an informal hearing).

Section 4.0 Student Support

Leland and Gray accepts the responsibility to assist members of our school community who have drug or alcohol abuse problems affecting their lives. Procedures

for students who are suspected of having abuse problems, or who are observed in possession of, using, or distributing alcohol or illegal substances in school or at school functions have been detailed in Sections 2.0 and 3.0-3.3 respectively.

In either case, a student affected by this Policy is referred to the Student Assistance Team. This Team will review the referral, gather whatever evidence it requires to determine the extent of the student's problem, and will develop an Action Plan.

The goals of Action Plans are to:

1. Assure that the student is educated about drug and alcohol abuse issues.
2. Make available to the student whatever resources he or she may require to effectively manage his or her problem.
3. Provide structure and support within the school for the student.

Possible components of an Action Plan for a student include:

A. Conference with his or her school counselor, or a counselor or therapist of the student's choice, on a regular basis for a recommended period of time to educate and counsel the student on the use and abuse of drugs and/or alcohol.

B. Referral to a professional drug and alcohol counselor or therapist for evaluation, and a recommendation for further counseling or placement in a treatment facility.

C. Referral to a drug or alcohol education program or therapy group in or out of school.

D. A special assignment designed to educate the student about the physical, mental, and social hazards of alcohol and drug abuse.

Section 4.1 Cooperative Agreements

Cooperative agreements with local mental health agencies and/or service providers are arranged annually in compliance with the mandate of Act 51.

Section 4.2 Referral to Cooperating Agencies/Service Providers

The Student Assistance Team, as a result of its review of a student referral, may recommend that the student receive treatment with an outside agency or service provider.

All expenses for transportation, professional counseling, and treatment are the responsibility of the student, student's parent(s), or guardian.

Section 5.0 Handicapped Students

Due process requires that a Basic Staffing Team meet to decide if there is a relationship between the violation of this policy and a student's handicapping condition. If there is a relationship, changes could be considered for the student's IEP, and his or her placement should be reviewed. The school can not terminate educational services under any circumstances if a relationship is found. If there is no relationship, then consequences for behavior would apply as specified in this Policy.

SELECTION OF INSTRUCTIONAL MATERIALS (LGHHS POLICY #7400)

Preamble

The Leland and Gray School Board encourages the use of a wide variety of community resources and instructional materials to assist in furthering the educational program. Guidelines for the selection and use of such resources, including outside speakers, and materials, including library books and films, have been adopted by the Superintendent, Administration, and Faculty have the approval of the public or other parts of the school family.

Overriding all other issues and considerations, the School Board holds the final responsibility within the school family for deciding any issue. It is determined, in exercising this responsibility, to obey the laws of the United States and the State of Vermont, with particular concern for the First Amendment of the Constitution of the United States protecting the freedoms of religion, speech, press, assembly and petition as well as judicial interpretations thereof and concern of due process.

Criteria for Selection

In the selection of materials the following criteria* will be used to justify their purchase and use:

1. relevance to the curriculum;
2. general suitability to educational objectives;
3. timeliness and/or permanence;
4. quality of writing, production, or presentation;
5. authoritativeness and authenticity;
6. reputation and significance of publisher, author, speaker;
7. format and price;
8. contribution to the development of the permanent collection;
9. meets the professional needs of the faculty;
10. stimulates the desire to read and learn.

*In this policy we recognize and support the:

- American Library Association Freedom to Read statement;
- American Association Of School Librarian's School Library Bill of Rights;
- School Philosophy of Leland and Gray Union High School.

Procedure for Handling Objections

The suitability of instructional material for school use may be questioned by any parent, student, or citizen of the member towns. Consult this policy for procedural details.

Outside Personnel and Resources

Parents, students, and citizens of the member towns which object to the selection of a particular outside person or resource shall raise their complaint in accordance with Policy #7500 on Public Complaints.

PUBLIC COMPLAINTS (LGUHS POLICY #7500)

Although no member of the community shall be denied the right to complain to the Board for redress of a complaint, the complaints will be referred back through the proper administrative channels for solutions before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline or learning materials is as follows:

1. Teacher;
2. Principal;
3. Superintendent;
4. School Board.

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

BLOODBORNE PATHOGENS: HIV/AIDS (LGUHS POLICY #4500)

It is the policy of Leland & Gray Union Middle/High School to tolerate no discrimination against students or employees who may be afflicted with AIDS or HIV and to provide appropriate education to students about this disease.

Background

The Human Immunodeficiency Virus (HIV) is not transmitted through casual contact and, therefore, is not reason in itself to treat individuals having or perceived as having HIV differently from other members of the school community. Accordingly, with respect to HIV disease, including acquired immune deficiency syndrome (AIDS), the School District recognizes the: rights of students and employees with HIV; importance of maintaining confidentiality regarding the medical condition of any individual; importance of an educational environment free of significant risks to health; and necessity for HIV education and training for the school community.

General Provisions

The School District shall not discriminate against or tolerate discrimination against any individual who has or is perceived as having HIV. A student who has or is perceived as having HIV is entitled to attend school in a regular classroom, unless otherwise provided by law, and shall be afforded opportunities on an equal basis with all students.

No applicant shall be denied employment and no employee shall be prevented from continued employment on the basis of having or being perceived as having HIV. Such an employee is entitled to the rights, privileges, and services accorded to employees generally, including benefits provided school employees with long-term diseases or disabling conditions.

Confidentiality, Disclosure, Testing

A student or student's parent/guardian, or an applicant/employee, may, but is not required to, report HIV status to any school personnel

Except as otherwise permitted by law, no school personnel shall disclose any HIV-related information, as it relates to prospective, current or past school personnel or students, to anyone except in accordance with the terms of a written consent. The Superintendent shall develop a written consent form which details the information the signatory permits to be disclosed, to whom it may be disclosed, its specified time limitation, and the specific purpose for the disclosure. The School District shall not discriminate against any individual who does not provide written consent.

No school official shall require any applicant, employee, or prospective or current student to have any HIV-related test.

The Superintendent shall develop procedures which ensure confidentiality in the maintenance and, where authorized, dissemination of all medically-related documents.

Education and Instruction

HIV is not, in itself, a disabling condition, but it may result in conditions that are disabling. To the extent that a student who has HIV is determined to meet the criteria for eligibility for accommodations under state and federal non-discrimination laws or for special education services, the School District shall meet all procedural and substantive requirements.

The School District shall provide systematic and extensive comprehensive health education which includes education in HIV infection, other sexually transmitted diseases as well as other communicable diseases, and the prevention of disease, in accordance with the Vermont Department of Education guidelines.

Exposure to Bloodborne Pathogens and Universal Precautions

The School District shall comply with applicable Vermont Occupational Safety and Health Administration (VOSHA) rules in order to protect employees who are reasonably anticipated to be exposed to bloodborne pathogens as part of their regular job duties.

The Superintendent or his/her designee shall determine those employees (by jobclass and possibly by task or procedure) who are reasonably anticipated to have occupational exposure to blood or other potentially infectious materials as part of their duties. These employees will be protected in strict accordance with the provisions of the Bloodborne Pathogens Standard.

Options

Students and all staff not covered by the Bloodborne Pathogens Standard shall be instructed to avoid contact with potentially infectious materials and blood and shall immediately contact a member of the staff who is covered by the exposure control plan. When this is not possible, any person providing assistance shall follow universal precautions.

Enforcement

A person who violates this policy may be subject to remedial and/or disciplinary action in accordance with applicable laws, collective bargaining agreements, policies, and/or disciplinary codes.

WEAPONS (LGUHS POLICY #6023)

1. Policy

It is the intent of the Leland & Gray School Board to comply with the Federal Gun Free Schools Act of 1994, and Vermont State Statute requiring school districts to provide for the possible expulsion of students who bring weapons to school. It is further the intent of the Board to maintain a student discipline system consistent with the requirements of the Federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules. The School Board determines that possession and/or use of a weapon by students, individuals and/or staff is detrimental to the welfare and safety of the students and school personnel.

2. Conduct Prohibited

Possession and/or use of any dangerous or deadly weapon or facsimile of any dangerous or deadly weapon in any school building on school grounds or property is strictly prohibited. It is a violation of this policy for any person to make, issue, knowingly or willfully cause, encourage, or aid any other person to make, issue, or otherwise communicate by any means, a threat that a dangerous or deadly weapon has been or will be placed or used on school grounds or property. (See Threats & Disruptions Policy #6114) This policy is in effect before, during and after school, as well as at any school sponsored activity. This policy does not apply to a law enforcement officer while engaged in law enforcement duties or to weapons or facsimiles of weapons used in school approved functions or ceremonies.

3. Definitions

A. "Dangerous or deadly weapon" means:

1. Weapons including but not limited to the following:

- a. any weapon which will or is designated to or may readily be converted to expel a projectile by the action of an explosive;
- b. the frame or receiver of any weapon described above;
- c. any firearm muffler or firearm silencer;
- d. any explosive, incendiary, or biological or chemical substances may include but not be limited to:

(1) bomb

(2) grenade

(3) rocket having a propellant charge

(4) missile having an explosive or incendiary charge

(5) explosive, incendiary or poison gas mine

(6) device which consists of or includes a breakable container including a flammable or liquid compound, and a wick composed of any material which, when ignited, is capable of igniting the flammable liquid or compound, and can be carried or thrown by one individual acting alone; or

(7) similar device, unless under the supervision of a teacher and used as part of the curriculum.

e. any weapon which will, or which may be readily converted to expel, a projectile by the action of an explosive or other propellant;

f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled.

g. A dirk knife, bowie knife, dagger, or other weapon, device, instrument, material or substance, whether animate or inanimate, which in the manner it is used or is intended to be used is known to be capable of producing death or serious bodily injury. It also includes folding knives, including pocket knives, pen knives and jack-knives.

2. A hoax device, defined as any device so designed, assembled, fabricated or manufactured as to convey the physical appearance of an explosive or incendiary bomb or the physical appearance of any of the devices enumerated in subdivisions (a)-(g) of division 1 of this section, which is lacking an explosive or incendiary charge

B. "School grounds or property" means: facilities, buildings, fields, and grounds areas; vehicles owned, leased or used by the District to transport students to and from school or school activities; parking lots (including vehicles in the parking lots); or any other setting which is under the permanent or temporary supervision and/or control of the School District.

C. Expelled means the termination for at least a calendar year of educational services to a student. At the discretion of the Board and administration, an expelled student may be afforded limited educational services at a site other than the school during the period of expulsion under this policy.

4. Sanctions -

A violation of the terms of this policy will require that the following disciplinary action be initiated, in addition to possible legal action:

1. The student, individual and/or staff member who is in possession of a “dangerous or deadly weapon” shall be referred to a law enforcement agency.
2. The “dangerous or deadly weapon” will be confiscated.
3. The student and/or staff member may be suspended until a school board hearing can be conducted, following due process procedures.
4. A student found by the Board after a hearing to have violated the provisions of this policy shall be expelled for at least one (1) calendar year. However the Board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to:
 - a. The student was unaware that he/she had brought a weapon to school;
 - b. The student did not intend to use the weapon or threaten or endanger others;
 - c. The student is disabled and the misconduct is related to the disability; as determined through the Manifestation process.
 - d. The student does not present an ongoing threat to others;
 - e. A lengthy expulsion would not serve the best interests of the student.

5. Reports to the State

As required by state law, the superintendent shall annually provide the commissioner of education with descriptions of the circumstances surrounding expulsions imposed under this policy, the number of students expelled, and the type of weapons involved.

6. Aiding Other Students

A student who in any way encourages another student to bring weapons to school also endangers the safety of others. The School District expressly prohibits any such action. No student shall knowingly or willfully cause, encourage, or aid any other student to possess, handle, or transmit any of the weapons or facsimiles of weapons listed above. No student shall knowingly or willfully cause, encourage, or aid any other student to make, issue, or otherwise communicate by any means, a threat that a dangerous or deadly weapon has been or will be placed or used on school grounds or property. A student found to have violated this provision of the policy by causing, encouraging, aiding, etc. another student, shall be expelled for at least one (1) calendar year and treated in accordance with the provisions of section 4, Sanctions.

Legal Reference:

Gun Free Schools Act of 1994

Act No. 35 of the 1995 Session of the Vermont General Assembly

Individuals with Disabilities Education Act (PL 94-142)

Section 504 of the Rehabilitation Act of 1973

Vermont State Board of Education Manual of Rules & Practices, Sections 4311, 4312

VSA 13, 4003

VSA 13, 4004

VSA 16, 1166

Cross Reference: Threats and Disruptions, Suspension, Expulsion

Date Warned: 4/11/06

Date Adopted: 5/9/06

CWR:11/05

**THREATS AND DISRUPTIONS TO SCHOOL
OPERATIONS POLICY #6114
(Adopted 5/9/06)**

1. Policy

It is the policy of Leland & Gray to respond quickly and effectively to any threat to the safety of its students and staff. As a result, it has adopted the following provisions that its personnel are directed to follow in order to prepare for, respond to, and follow up on the communication of any threat that a destructive device or any unauthorized hazardous substance or material has been or will be placed on school grounds.

2. Conduct Prohibited

It is a violation of this policy for any person to make, issue, knowingly or willfully cause, encourage, or aid any other student to make, issue, or otherwise communicate by any means, a threat that a dangerous or deadly weapon has been or will be placed or used on school grounds or property. The issuance or communication by any means of a threat that any unauthorized hazardous substance or material has been placed or will be placed on school grounds with the intent to disrupt the operations of the school district is strictly prohibited. It is a violation of this policy for any person to knowingly place or install a hoax device on school grounds or property.

3. Definition of Terms

"Destructive device" includes, but is not limited to, any weapon as defined in Weapons Policy #6023 (above):

"Hoax device" means any device so designed, assembled, or fabricated or manufactured as to convey the physical appearance of an explosive or incendiary bomb or the physical appearance of any of the devices enumerated above, which is lacking an explosive or incendiary charge.

"School grounds or property" means: facilities, building, fields, and grounds areas; vehicles owned, leased or used by Leland & Gray to transport students to and from school or school activities; parking lots (including vehicles in the parking lots); or any other setting which is under the permanent or temporary supervision and/or control of Leland & Gray.

4. Investigation

The Superintendent and Principal, and all other school personnel, shall cooperate with law enforcement personnel involved in investigating a bomb threat or other threats covered by this policy. School personnel shall not conduct any investigation independently but rather in conjunction with law enforcement authorities.

5. Sanctions

A. Discipline

1. A student violating this policy, in addition to any penalty imposed by law, shall be subject to disciplinary action by the school.

2. The student shall be suspended until a school board hearing can be conducted.

3. A student found by the Board, after a hearing, to have committed a violation of this policy shall be expelled for at least twelve months. However, the Board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to,

- a) The student was unaware of their conduct; or,
- b) The student is disabled and the conduct is related to the disability.

4. A staff member found to have violated this policy will be subject to appropriate disciplinary action up to and including termination of employment. Disciplinary action taken in accordance with this subsection shall be consistent with collective bargaining agreements, applicable employment agreements, and/or Leland & Gray policies.

B. Civil Liability

1. Leland & Gray reserves the right to bring a suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

6. Aiding Other Students

A student who in any way encourages another student to bring weapons to school also endangers the safety of others. The School District expressly prohibits any such action. No student shall knowingly or willfully cause, encourage, or aid any other student to possess, handle, or transmit any of the weapons or facsimiles of weapons listed above. No student shall knowingly or willfully cause, encourage, or aid any other student to make, issue, or otherwise communicate by any means, a threat that a dangerous or deadly weapon has been or will be placed or used on school grounds or property. A student found to have violated this provision of the policy by causing, encouraging, aiding, etc. another student, shall be expelled for at least one (1) calendar year and treated in accordance with the provisions of section 5, Sanctions.

7. Notification and Training

A. Policy Dissemination

1. A copy of this policy shall be included in school handbooks. In addition, they shall contain the following provisions:
2. Leland & Gray has adopted a comprehensive policy in the event of a bomb threat or threats to disrupt school operations. You may obtain a copy of the complete policy by requesting one from the Principals office.
3. While Leland & Gray intends to respect the legitimate privacy interests of all persons, it is lawful for school authorities within constitutional boundaries to conduct reasonable examination of personal property on school grounds, including but not limited to lockers, desks, backpacks, book bags, and automobiles. In the event of a bomb threat or other threats, Leland & Gray may have to search such items in order to assure the safety and protection of people and property.
4. It is important for members of the school community to know that any academic time lost as a result of a bomb threat, or other threats intended to disrupt school operations, will be rescheduled, either on a weekend, vacation day, or following what would otherwise be the end of the school year.
5. In addition, under State Law, the making of a bomb threat is a very serious criminal offense, punishable for even a first offense by as much as 2 years in prison and a \$5,000 fine. The making of such a threat may also lead to civil liability.

B. Training

1. The Principal shall develop a method of reviewing and discussing this policy with students and employees.

8. Procedures

The Principal shall develop comprehensive procedures to:

- a) Inform staff of appropriate responses, procedures and protocols to follow up on the receipt of a bomb threat or other threats intended to disrupt school operations;
- b) Coordinate responses with local safety and law enforcement agencies;
- c) Conduct building searches; and,
- d) Communicate with school community and the media.

Legal Reference:

13 VSA 1753
20 VSA 2673 (b)
13 VSA 1605
13 VSA 1612
13 VSA 1604
13 VSA 4003
13 VSA 4004
16 VSA 1166

Cross Reference

Weapons

Suspension

Expulsion

Date Warned: 4/11/06

Date Adopted: 5/9/06

CWR:2/06

Bus Regulations

1. All students will be responsible for practicing the school-wide expectations of respect, responsibility, and honesty.
2. All students will get on and off the bus as quickly and quietly as possible. Be careful when loading and unloading the bus.
3. Students will not stand or change seats at any time while the bus is in motion.
4. All papers, bottles, candy wrappers and rubbish are to be removed by the students who brought them on the bus.
5. No band instruments, duffle bags, books, suitcases, or ski or snowboarding equipment will be placed at the front of the bus or in the center aisle. These items need to be placed under the seat where the student responsible for them is seated.
6. There will be no smoking, possession, or use of tobacco, alcohol, or other drugs.
7. Any windows opened by a student are to be closed before the student leaves the bus.
8. Never place your arms, head, feet, etc., out the window.
9. Keep your feet on the floor at all times.
10. There will be no writing on the inside of the bus. Any damage to seats or interior of the bus will be paid for by the student responsible.
11. You must be quiet on the bus. Students are not to yell or make unnecessary noise on the bus, as it is distracting to the driver who is responsible for your safety. Obscene or profane language will not be tolerated.
12. There will be no "horse play", "fooling around", or "rough housing" on the bus.
13. Bus safety and evacuation drills will be held for all passengers.
14. Bus drivers will establish certain stops along their routes at safe locations.
15. Any student who can not abide by these regulations will be reported to the office for disciplinary action. The bus drivers have the authority to maintain discipline on the buses and to see that conditions are such that safety is maintained at all times.

Normal steps in the discipline process are as follows:

Step 1: Driver will warn the student.

Step 2: Driver will contact parents and inform the School.

Step 3: Driver will contact Associate Principal or Principal to take action which may include suspension from the bus and/or school.