

St. Albans Town Educational Center

Student and Family Handbook 2023-2024



SATEC is proud to be a PBIS School

Personal Best
Act Responsibly
Work & Play Safely
Show Kindness

For an electronic copy of the handbook please visit our website at <http://www.maplerun.org/o/satec>

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Saint Albans Town Educational Center

Mission Statement

Saint Albans Town Educational Center is a place where all students and staff can be successful academically, socially and emotionally in a positive, caring and safe environment that respects individuality and promotes collaboration.

SATEC is a PBiS School

The purpose of Positive Behavior Interventions and Supports at SATEC is to create a positive school culture. Our SATEC Community (school staff, students, and families) promotes and celebrates positive school-wide behavior and academic expectations.

Proactive Positive Treatment of Others

We will not bully others (We will bully No One).

We will help students who are bullied or hurt.

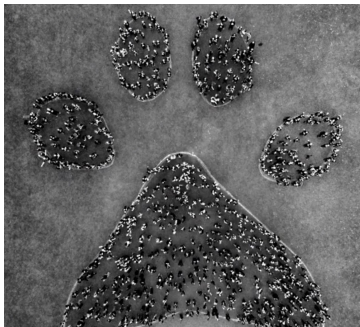
We will include students who are left out.

If we know that somebody is being bullied or hurt, we will tell an adult at school and an adult at home.

Restorative Practices

When students engage in behavior disruptive to the learning environment, using restorative approaches, students engage in a process of self-reflection so that they can identify their concerning behavior, problem-solve with a trained adult and eventually re-engage with their classroom. This practice helps strengthen relationships between individuals and create meaningful relationships for students to thrive. Every effort is made to personalize the school environment in order to support this philosophy.

St. Albans Town Educational Center's discipline policy has the following foundational beliefs. First, we believe that every person in the school community is a valued partner in fostering a safe learning environment that promotes the academic, social, emotional, and behavioral growth of all. Second, we believe in fostering a positive and safe learning environment where the values of **P**ersonal Best, **A**ct Responsibly, **W**ork and Play Safely, and **S**how Kindness are explicitly taught, encouraged and practiced. **At SATEC, our behavioral expectations are:**



Personal Best
Act Responsibly
Work and Play Safely
Show Kindness

MAPLE RUN UNIFIED SCHOOL DISTRICT SCHOOL CALENDAR 2023-2024

Bellows Free Academy - Northwest Career & Technical Center - Fairfield Center School - St. Albans City School - St. Albans Town Educational Center

July 2023				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2023				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

8/24-8/29 Staff Inservice

Student Days: 2

8/30- First day for K-12

Staff Days: 6

September 2023				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

9/4 Labor Day

Student Days: 20/22

9/5 First day for preK

Staff Days: 20/26

October 2023				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

10/13 Non Student Day

Student Days: 20/42

10/16 Staff Inservice

Staff Days: 21/47

November 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

11/20 Staff Inservice

Student Days: 17/59

11/21 Parent Conferences

Staff Days: 19/66

11/22-11/24 Thanksgiving Break

December 2023				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

12/25-12/29: Winter Break

Student Days: 16/75

Staff Days: 16/82

January 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1/1 Winter Break

Student Days: 21/96

1/15 Martin Luther King Day

Staff Days: 21/103

February 2024				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

2/26-2/29 Second Winter Break

Student Days: 17/113

Staff Days: 17/120

March 2024				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

3/1-3/5 Second Winter Break

Student Days: 17/130

3/22 Staff Inservice

Staff Days: 18/138

April 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

4/19 Parent Conferences

Student Days: 16/146

4/22-4/26 April Break

Staff Days: 17/155

May 2024				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

5/27 Non Student Day

Student Days: 22/168

Staff Days: 22/177

June 2024				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

6/13 Last student day

Student Days: 9/177

6/19 Juneteenth

Staff Days: 9/186

Non-Student Days		Other Days	
	Holiday/Vacation		First & Last Day for Students
	Staff Inservice		Possible Snow Day Make Up
	Parent Conferences		

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August 18, 2023

Greetings SATEC Families,

We hope everyone is enjoying this wonderful summer! We are writing to welcome you and your child/children to the start of the school year and to provide you with some general information and dates.

We would like to thank all the staff who worked the month of July to make our Summer Program a huge success! We also thank our Farm to School coordinator, Stina Booth and our volunteers for their help with our gardens. We thank our entire custodial team for their efforts keeping the building clean and working on projects to keep our school a beautiful place to learn! Flooring has been replaced in both of the 4th grade and 8th grade classrooms. In addition, CS (5th grade) also has new flooring and classrooms have been enclosed with new walls and doors.

Our District and school goals for the 2023-2024 year will focus on improving student attendance and participation as well as improvement of literacy and math scores. Our hope is that each student will not have more than 9 absences for the entire school year and for every child to make improvements in their literacy and math skills. When we look at national, state and local student achievement data only 30-40 percent of students are on grade level in literacy and math. Our District has set a goal for over 50% of our students to be performing on grade level by the end of the school year.

We will be continuing with our early release day every Wednesday. Wednesday dismissal will begin at 2:00 with buses leaving by 2:15. Staff work on these days will be focused on the three main areas of our MRUSD Recovery plan: literacy, math, and school climate (attendance and student participation). The work will involve collaborating to improve student learning, social emotional support, reviewing student performance data, and planning instructional practices to meet our student goals.

We are looking forward to the upcoming school year and the many opportunities that exist for our students to grow and be engaged in their learning. Let us know if there is anything we can do to improve your child's learning experience while here at SATEC. We appreciate your continued support and look forward to a great year working with you and your child/children!

NEW STAFF AND STAFF CHANGES for 2023-2024

We would like to welcome the following staff to SATEC and wish them success this year!

Sarah Olds has returned! She will be working as an ESP staff.

Carisa Fenton transferred from SACS and she will be our K-4 Math Interventionist (her office can be found in the 4th grade house)

Jessica Coutts transferred from SACS and will be a 6th grade LA/SS teacher teaming with Kevin Leahy

Danielle McLaughlin is our new Speech and Language Pathologist

Denisa Virag is a 4th grade classroom teacher teaming with Anna Phillips

Ashley O'Rourke is a special educator working with 4th grade

Matt McCarthy is a special educator working with 3rd grade

Liana Weisse will be a 2nd grade teacher

Taylor Troville will be our K-4 Behavior Consultant running the K-4 SSC with Linda Marlow

John Nicholls will be an ESP working with our middle school.

The following staff are still at SATEC, but in different positions.

Let's give them a shout out and help make their new roles fun and exciting!

Mary Alice Elbaum will be a Literacy Interventionist

Caitlin Farrar will be a 8th grade LA/SS teacher, teaming with Keith Peterson

Jacob Whittaker will be a 7th grade LA/SS teacher teaming with Deb Sanders

Dina Fitzgerald will be our new Literacy Interventionist working in grades K-3

Melissa Lovejoy will be a 2nd grade classroom teacher

Carrie McAdoo will be a 2nd grade classroom teacher

Sarah Biggie will be our new 5th and 6th grade school counselor

Adia Couture will be our 5-8 Behavior Consultant running the 5-8 SSC with Lisa Sutton

Lovela Loomis will be an ESP working in K-2

Sincerely,

Angela Stebbins
Principal

Jason Therrien
Assistant Principal

Christina Boissoneault
Student Support Coordinator

Maple Run's Community Expectations

The Maple Run community is made up of thousands of individuals who contribute to the learning and wellbeing of our children. This includes every person who is physically present on our campuses (students, families, staff, contractors and all others on our grounds) and every person who contributes to the lives of our students (on and off campus). Our students bring us together towards a shared purpose.

Maple Run's mission reads:

The Maple Run Unified School District is where inquiring minds, compassionate hearts, creative expression, healthy lives, and service to the community develop so all can learn, achieve, and succeed.

During the 2022 – 2023 school year the Board adopted a moral imperative:

The Maple Run School Board believes it is our moral imperative to ensure that all students feel a sense of belonging and safety in our educational community so they learn and grow throughout their PreK - 12 career and beyond.

For our students to learn and grow, they need to feel safe and have a sense of belonging in their school. For school staff to carry out the district mission and Board's moral imperative for every child, we are asking the community to support us in building our students' sense of safety and belonging. Thank you to everyone who is already supporting and partnering with the schools to model these behaviors for our children. We appreciate you. Our work is challenging and demanding, and we acknowledge that in conversations and situations that involve our children, emotions can run high. In moments such as these, it is important to have clear guidelines and procedures to support respectful communication. This helps to lower tension and empower individuals to ask for help if needed.

Therefore, we are sharing a set of norms and guidelines for all Maple Run Community members to follow as we interact with each other. We...

- Prioritize the education of the community's children by supporting their regular school attendance and participation in community events.
- Partner with families to educate the community's children and respect each others' roles in this partnership.
- Ensure communication between home and school is conducted fairly, respectfully, and promptly (within three school days).

- Place students and their learning at the center of all communications and priorities.
- Approach all interactions with empathy and seek to understand others before trying to be understood.
- Ensure all adults conduct themselves respectfully and professionally in all interactions, especially when angry or upset.
- Are aware of the impact of social media comments, and model appropriate, healthy, and constructive use of these platforms for communication.

Implementation

While we aspire to interact based on the above principles, it is important to establish guidelines for times when additional support or structure is needed to communicate successfully.

Maple Run Unified School District and its schools will not tolerate the following conduct:

- Members who use abusive, intimidating, threatening, insulting, or demeaning language or tone toward other adults or children.
- Members who participate in any school activity while using tobacco products or under the influence of alcohol or drugs.
- Members who threatened to do bodily harm to other members of the school community.
- Members with abusive or threatening emails, texts, voicemails, or other written or verbal communication forms.

When our community expectations are not met, we will first provide support by using breaks, accessing the support of an advocate, or rescheduling meetings. If this does not work, the individual(s) not meeting our community expectations will be asked to leave the premises, and an administrator will schedule a time to meet when all people can follow our expectations and norms. If the school feels there needs to be a third party to direct the conversation, then one will be provided. The superintendent reserves the right to deny future access to school grounds and events if Maple Run's Expectations are violated.

We ask that all adults in our community will join us in creating a culture of safety and belonging in our schools so that our children can learn and grow.

Statement of Responsibilities

Student Responsibilities:

- Attend school regularly and punctually.
- Respect self, other students and adults.
- Do your best to learn and grow.
- Follow the academic, behavior, and social expectations of the school.
- Do your part to maintain a safe environment.
- Maintain good discipline by attempting to solve problems and accepting responsibility.

Parent/Family Responsibilities:

- Encourage a positive attitude and a desire to learn.
- Ensure regular and punctual attendance.
- Maintain communication with the school.
- Know, understand and support the rules your child is expected to follow.
- Maintain good discipline by attempting to solve problems and accepting responsibility.

Teacher Responsibilities:

- Maintain a positive classroom environment by helping students learn to solve problems and accept responsibility.
- Communicate with students and parents regarding successes and areas for growth..
- Make sure that behavioral concerns are documented and reported.
- Be consistent in expectations.
- Give students feedback to allow them to improve within a reasonable period of time.
- Provide students with developmentally appropriate instruction and homework.
- Establish a climate conducive to learning.
- Be prompt and vigilant in the supervision of students

Staff Directory

District Office

Bill Kimball	Superintendent
John Muldoon	Assistant Superintendent
Martha Gagner	Business Manager
Andrea Racek	Director of Special Education
Alexis Hoyt	Director of Behavioral Support
Becky Greenough	Human Resources Director

SATEC Administration

Angela Stebbins	Principal
Jason Therrien	Assistant Principal
Christina Boissoneault	Student Support Coord.
Derek Madden	Facility Manager
Juan Martinez	Network Administrator
Travis Vigneau	Network Administrator
Michelle Dow	Admin Assist//Registrar
Kathy Sargent	Admin Assist/AP
Tammy Deso	Admin Assist/Data
Ruth McCarthy	Admin Assist/Transp.
Katie O'Keefe	Technology Assistant
Tim Rousselle	Technology Technician
Erin Tully	Athletic Director

SATEC Faculty and Staff

Art

Amanda Bates	K-4
Katarina Mernicky	5-8

Student Support Center

Taylor Troville	K-4 Behavior Consultant
Linda Marlow	SSC Assistant K-4
Adia Couture	5-8 Behavior Consultant
Lisa Sutton	SSC Assistant 5-8
Claire Thompson	Behavior Consultant

Custodians

Anthony Andrews	Heather Austin
Jason Bean	Hector Coolum
Brenda Corey	Crystal Hutchins
Jacob Munn	

Food Service: Abbey Group

Caterina Wright - Site Supervisor

French

Dr. Dorothy Goulet

English Language Learning

Barbara Tenney

School Guidance Counselors/Psychologists

Erica DeBellis	K Guidance
Amy Ward	1/2 Guidance
Don Fagnant	3/4 Guidance
Sarah Biggie	5/6 Guidance
Amanda Giroux	7/8 Guidance & SAP K-8

Home/School Coordinator

Erica DeBellis

Health Office

Cathy Stetz	Nurse
Angela Voerman	Nurse
Ashley Duprey	Health Office Asst.

Educational Support Staff

Sherry Brooks	Sean McCoy
Sue Chagnon	Jeannie Miller
Linda Church	Emily Picard
Patty Coon	Sarah Painter
Katie Quinlan	Kelli Zada
Sonia Devarney	Chris Reilly
Lianne Frechette	Chelsea Rocheleau
Michelle Fredette	Courtney Sutton
Robin Fyles	Katina Tatro
Shari Gamache	Darla Tedford
Amanda Hoague	Alyssa Vincent
Marie Jennette	Carmen Wagner
Sarah Olds	Heather Williams
Michelle Lynch	John Nicholls

Library

Michael Flanagan	Library/Media Specialist
Rosemary Riel	Library Assistant

Music

Nick Allen	Band/General Music
Aram Barsumian	Chorus/General Music
Alex Charpentier	Strings/General Music

Genevieve Hathaway	Paraeducator
Alyssa Perkins	Paraeducator
Maddie Ring	Paraeducator

Special Education

Sharon Alessi	Ashley O'Rourke
Jauna Berry	Melanie Pettorini
Kaitlin Coon	Amy Stone
Natasha Gibbs	
Daniel Harris	
Matt McCarthy	

Kindergarten

Jennifer Callahan	Grade K
Elizabeth Dufresne	Grade K
Maria Hubbard	Grade K
Melissa Price	Grade K

Speech and Language

Sheila Imes
Danielle McLaughlin
Shannon Wells

A Building North

Hannah Langevin	Grade 2
Melissa Lovejoy	Grade 2
Carrie McAdoo	Grade 2
Liana Weisse	Grade 2

Physical Education

Leah Eldridge
Erin Tully
Chad Carter

A Building South

Kirsten Brown	Grade 1
Lisa Curry	Grade 1
Daphne Dulude	Grade 1
Lisa Thompson	Grade 1

Literacy Specialists

Diane Bruley	Thyra Guilmette
Katie Campbell	Helen Lanthier
Mary Alice Elbaum	Gretchen Maskell
Dina FitzGerald	

B Building North

Elizabeth Calcagni	Grade 4
Heather Lamson	Grade 4
Anna Phillips	Grade 4
Denisa Virag	Grade 4

First Floor**Math Specialists**

Tammy Chambers
Carisa Fenton
Janet Montagne

B Building North

Danielle Conley	Grade 3
Samantha Gagne	Grade 3
Corinne Dyke	Grade 3
Nicky Patterson	Grade 3

Second Floor**Technology Education**

Tony Galle

B Building South

Jessica Coutts	Grade 6
Kevin Leahy	Grade 6
Erika Parent	Grade 6
Luke Steele	Grade 6

Second Floor**Preschool**

Meg Edmunds	Teacher
Kelsey Rouleau	Teacher
Alicia Watts	Teacher
Gina Leblanc	Special Educator
Hailee Rheame	Special Educator
Alaina Boulet	Paraeducator
Jodi Brooks	Paraeducator
Abi Buckley	Paraeducator

C Building South

Casey Bortz	Grade 5
Cathy Branon	Grade 5
Laurie Ely	Grade 5

George Murphy	Grade 5	C Building North	
		Deb Sanders	Grade 7
C Building Middle		Jacob Whittaker	Grade 7
Caitlin Farrar	Grade 8	Taylor Goodland	Grade 7
Will Howrigan	Grade 8	Laura Zettler	Grade 7
Keith Peterson	Grade 8		
Abby Lanfear	Grade 8		

Accommodating Students with Documented Life-Threatening Allergies

Several of our students have medically documented severe or life threatening allergies (i.e. nuts, fish, kiwi, latex). It is the goal of our district to maintain a safe learning environment so that all of our students have the opportunity to fully participate in all school programs and activities.

The following accommodations are available if requested by a parent or required by a student's 504 or Individual Health Plan:

Allergen-Aware tables/zones in the cafeteria.

Students with food allergies can sit in these areas with children who purchase food from our food service company. The food service company makes every attempt to ensure that nuts are not used in the preparation of any of our food.

Allergen-Aware classroom.

We post this at the classroom door and inform all parents of students in the room. We are, however, dependent on the other parents to remember this rule. While we will do everything in our power to maintain an allergen-free classroom, there is always the possibility of an error on the part of the food service vendor or a non-school employee. We will require hand wipes to be used (or hands to be washed) when anyone enters an Allergen-Aware room.

Allergen-Aware staff members.

All staff members are trained every year in how to respond to life-threatening allergies and how to use an epinephrine auto-injector.

Technical Programs

Students with allergies to materials, foods, or other items utilized in a secondary technical program will be provided with alternative items or will be provided with an alternative instructional assignment.

Students with life-threatening allergies (e.g. shellfish for a student in a Culinary Arts program), may be allowed to be absent from school during this lesson.

Should you have questions or concerns do not hesitate to call the Nurse's office.

Attendance

The school day for students begins at 8:25am. Students not in class by this time will be considered tardy for attendance purposes. Please email satec-attendance@maplerun.org to report attendance information.

All students will be welcome in their classrooms at 8:15am. We will begin the morning drop off at 8:10am. Students who enter the building between 8:10-8:15 will wait in the cafeteria until they can go to their classrooms at 8:15am. Please do not drop students off earlier than 8:10am. Parent drop off is between 8:10-8:25am in the front of the school. Buses will unload in the back in the morning.

Under Vermont Department of Education policy, the Maple Run Union School District must track attendance. The District procedures require that we notify you of student absences although you may have already discussed the absences with your child's school. The school will notify you via letter in 5 day increments starting at 10 absences. After 15 absences, the school may reach out to you to discuss ways to reduce future absences.

We do understand that there are circumstances where students are unable to attend school such as illness, a death in the family, religious or cultural observances, etc. However under Vermont Education Department policy, we are still required to send this letter regardless of the reason(s) why your child is absent and whether or not the absence(s) are considered excused or unexcused.

Our goal and the intent of Vermont state law, is to ensure students are in school and learning. We are concerned absenteeism can affect your child's academic, social and emotional growth. A big gap in learning occurs when students are not present to receive consistent instruction. Therefore, we need your assistance to ensure that your child is attending school.

Please Note:

- A doctor's note may be required for absences due to illness.
- No student may leave the school grounds during the school day without the approval of the school administration.
- All schoolwork missed during an absence must be made up to the satisfaction of the teacher within the time period. See Incomplete Work procedures.
- Students who participate in or attend after school or evening activities must be in school the day of the scheduled event or in school the day before a weekend event.
- Please call the school by 9:30 a.m. when your child is absent. If we have not heard from the parent of an absent student by the time our daily attendance list is complete, we will make an effort to call home. We feel this is a small step to take to be sure our students are safe.

Tardy Information:

K-8 students will be welcomed in their classrooms at 8:15 a.m. Students arriving after 8:25 will be considered tardy. Students who are consistently late to school and who are missing valuable instructional time may be asked to make up time before or after school to ensure they are learning. A valid excuse would be a doctor's or dentist's written note, observance of religious holiday, death in the family, or family emergency. "Unexcused Absence" is absence from school without an approved excuse according to state regulations.

Parents requesting homework for students absent due to illness should email or call the school before 10:00 a.m. to let us know your child will be absent and that you would like to pick up school work or have it sent home with a sibling.



BELLOWS FREE ACADEMY/NWTC
FAIRFIELD CENTER SCHOOL
ST. ALBANS CITY SCHOOL
ST. ALBANS TOWN EDUCATIONAL CENTER



1 **POLICY: STUDENT ATTENDANCE**

CODE: C7

2

(MANDATORY)

3 **Policy**

4 It is the policy of the Maple Run Unified School District to set high expectations for consistent
5 student school attendance in accordance with Vermont law in order to facilitate and enhance
6 student learning. Legal pupils between the ages of 6 and 16 and who are residents of the
7 District and non-resident pupils who enroll in District schools are required to attend school for
8 the full number of days that school is held unless they are excused from attendance as provided
9 in state law. Students who are over the age of 16 are required to attend school continually for
10 the full number of the school days for which they are enrolled, unless they are mentally or
11 physically unable to continue, or are excused by the superintendent in writing.
12 The Superintendent or his/her designee shall develop administrative rules and procedures to
13 ensure the implementation of this policy.

14 **Implementation**

15 **Administrative Rules and Procedures**

16 The procedures will address the following issues and may include others as well:

- 17 A. written excuses;
18 B. tardiness;
19 C. notification of parents/guardian;
20 D. signing out of school;
21 E. excessive absenteeism;
22 F. homebound and hospitalized students;
23 G. early dismissals;
24 H. homework assignments;
25 I. making up work
26

27 **1. Administrative Responsibilities**

- 28 2. The Principal is responsible for maintaining accurate and up-to-date records of student
29 attendance.

30 3. The Principal is responsible for assuring that the school has the appropriate family
31 information that allows the school to contact the parent(s) or guardian(s) of all students
32 whenever necessary.

33 **MRUSD Board**

34 1st Reading 7/2/2016

35 Date Warned: 7/26/2016

36 Date Adopted: 8/9/2016

37

38

39

Legal Reference(s): 16 V.S.A. §§1121 et seq. (Attendance required)

VT State Board of Education Manual of Rules & Practices: §2120.8.3.3

Bicycles/Scooters/Skateboards etc.

Students are welcome to ride their bicycles, scooters, skateboards to school. Students are asked to walk their bicycles, scooters, skateboards on school property. Bicycles and scooters must be placed in the bike rack provided. Students may use scooters, skateboards, roller shoes and roller blades as a means of transportation, but they may not be used on school property. The school is not responsible for loss or damage to scooters, skateboards, or roller blades. In addition, bicycles, scooters, and skateboards may not be brought on school buses. A parent/guardian needs to complete and sign the "End of the Day Dismissal Information" to provide the student permission to ride their bicycle or other means of transportation home.

BrightArrow

This service allows us to send a voice, text and/or email message to ALL of our student's parents on ALL of their contact numbers within minutes, if an emergency occurs at a school. The BrightArrow service also assists the schools in reducing the resources needed to pass along key information regarding school events or reminders.

The Maple Run School District uses the system for:

- *Emergency Notification
- *Inclement weather cancellations or delays; early dismissals due to inclement weather
- *Timely Information from the Superintendent's Office
- *Early-release Reminders

SATEC may utilize BrightArrow for:

- *Report card and progress report reminders
- *Transportation messages, such as late bus routes or field trips
- *Grade level information, i.e. field trip reminders
- *Attendance Reminders

In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers and email address. If this information changes during the year, please let us know immediately.

What you need to know about receiving calls sent through BrightArrow

- *Caller ID will display the school's main or district phone number when an announcement is delivered.
- *Be sure to say "Hello" when you answer the phone. The technology must hear a voice to deliver.
- *The system will leave a message on any answering machine or voicemail.
- *If for any reason you need to replay the message, you may press ANY key on your phone, at any point in the message and it will replay the message from the beginning.
- *If you have such things as Telemarketer Zapper or Privacy Director on your telephone lines, you may not receive the call.

Books and School-Issued Materials

Students are responsible for all chromebooks, ipads, textbooks, books and other materials provided to them by the school. If these are lost or damaged, students will pay a reasonable amount for replacement or repair. All accounts must be paid before receiving report cards or certificates of promotion.

Bus Rules and Transportation Information

Transportation changes can be requested by email at satec-transportation@maplerun.org or by calling 752-2604. Please remember that *due to the capacity of buses, children will not be allowed to ride on buses other than their own.*

You can use this form to make transportation change requests. [Click here for the form.](#)

We ask that all notes sent to school for transportation changes include both the first and last name of the student and the name of their homeroom teacher.

*Please call school by 1pm on Monday, Tuesday, Thursday and Friday to request changes.

*Please call school by 12pm on Wednesday to request changes.

Students in grades PK to 8 who are residents of St. Albans Town may be transported to school on the school bus. Please remember that it is a privilege to ride the bus. Students attending SATEC through the Elementary Transfer Program are responsible for transportation for their students.

Established routes and schedules are intended to provide transportation sufficient to enable the student to attend school. There may be instances in which the parent believes conditions exist which involve the student's health and safety.

The parents may discuss the situation with the principal or superintendent who will investigate and present the problem to the school board for a decision. All transportation of students, which does not come within the regular routes and schedules, will be considered on an individual basis (on application of the parent to the principal or superintendent). The bus routes shall include only recognized town and/or state roads. School buses are equipped with cameras to help monitor student behavior.

Please become acquainted with the following expectations:

- We will follow the student transportation schedules provided by families at the beginning of the year. If you need to make changes to this schedule (that we keep on file) please contact SATEC transportation (listed above).
- ***Due to the capacity of buses, children will not be allowed to ride on buses other than their own.*** Problems and confusion arise when too many students try to ride on another bus. We will only make a change in the case of emergencies and we will need to be notified of such emergencies prior to 1 p.m.
- Once aboard the bus, students must remain on the bus until their destination is reached. This means they may not leave the bus to go to a store.
- Students should not bring anything on the bus, which cannot be held on their laps. No animals will be transported on the bus at any time.

- The importance of proper conduct involving the bus cannot be overemphasized. This includes waiting for the bus, boarding, riding, and exiting it. Any behavior, which distracts the driver, endangers everyone on board. In the interest of safety, all students should understand (and parents are urged to discuss with their children) the need for following these basic rules:

1. Follow the direction of the driver
2. Sit facing forward in your seat
3. Talk quietly
4. Keep to yourself
5. No eating or drinking is permitted

The following bus consequences have been established for not following basic rules:

1st violation - Warning from the Student Support Center & call or letter home

2nd violation - Driver reports to behavior specialist, 1-5 day bus suspension

3rd violation - Driver reports to behavior specialist, 3-10 day bus suspension

4th violation - Driver reports to behavior specialist, 5-20 day bus suspension

5th violation - Driver reports to behavior specialist, bus suspension of 20 days and up to remainder of the year

- Serious infractions can result in immediate suspension from the bus at the discretion of Administration.
- Attention of parents and students is directed to the Vermont education law which states in part, "A student may be excluded from bus transportation for disciplinary reasons by the principal, and his/her parent shall provide his/her transportation to and from school during the period of such exclusion."

Civil Rights Provisions

Saint Albans Town Educational Center complies with all nondiscrimination requirements of the Civil Rights Act.

Complaint or Concerns

If a student or parent has a concern about a school policy, procedure, or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person who you have a complaint about to discuss both sides of the issue.
2. If not resolved, please ask to speak to that person's supervisor.
3. If the problem still exists, contact the principal.
4. If still unresolved, contact the superintendent.
5. Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of School Director's agenda for further discussion.

Confidentiality/FERPA

As a visitor or volunteer, you share our obligation to ensure confidentiality for all of our students. If you hear or see information about a student, please do not share that information with anyone else. Student records are safely stored at the main office. All information collected in student records is considered confidential. The protection of confidentiality is based on a federal law called FERPA or Family Educational Rights and Privacy Act. Only the following staff members have access to your child's records: Superintendent of Schools, Assistant Superintendent, Principals, Assistant Principals, School Secretary, Guidance Counselor, Nurse, Speech Pathologist, Consulting Teacher, Remedial Teachers,

Contracted Psychologist, Para-educators, Social Skills Trainer, Occupational Therapist, Physical Therapist, and Current Classroom Teacher. As parents, you have full and free access to information in your child's file. Non-custodial parents can be informed of a child's progress unless a court order exists preventing this. If a parent believes that data collected, maintained or used is inaccurate or misleading or violates the privacy or other rights of the child, please check with the principals for the procedures to be followed. Teachers may share student work for the purpose of improving instruction. Parents have the right to file a complaint with the United States Department of Education if they believe FERPA has been violated.

Communication with Faculty, Staff, and Administration:

Communication is an essential piece that helps build strong relationships between school and home. If you wish to contact the school, you can call, email or schedule a meeting. Teachers are busy throughout the school day working with children and prepping for their work in the classroom.

- If you send an email, please expect up to 48 hours for an email response. If you call during school hours, a message will be taken, and the teacher will call when they have availability.

Please make sure that you provide your most up-to-date contact information to ensure that you receive all notifications and future communication.

MRUSD District Communications Agreement

Communications are an integral part of our District. Learning opportunities are often active, student-centered, and innovative experiences.

As our students develop the knowledge, skills, and attributes needed to prepare them for the next stage of their lives, we often document and celebrate their learning through the use of digital and print media. Photography and video are best at capturing these learning moments and sharing our stories.

As a District, we are actively using:

- [The MRUSD school websites](#)
- [Daily Announcements](#) - Linked on the front of the school website
- Facebook
- Instagram
- Twitter
- YouTube
- The BFA Mercury
- Flyers/annual reports/handbook/etc.

*****The Maple Run Unified School District **does not require** parents to sign a form giving the District permission to share images of students' likeness or artistic work to be used in printed, televised, and web-based communication.***

****Parents who wish to request otherwise should communicate in writing or email with their school's principal. This opt-out process must be completed each year.***

Dress Expectations

Students are expected to dress appropriately while at school. It is expected that each student's clothing and appearance meet generally accepted standards of taste and common sense. Styles of clothing that are disruptive to the educational process or pose a threat to the safety and health of self or others, will not be permitted in school.

The Vermont Agency of Education (AOE) provides schools with best practices for school dress, which is equitable to all students, limiting restrictions to those necessary to support the overall educational goals of the school. The basic principle being that there are certain body parts that must be covered for ***all*** students. A school dress expectation should not create an unnecessary barrier to school attendance, should never embarrass or shame a student, particularly in front of others, and should not be disproportionate due to race, gender, body size, or body maturity. The expectations listed are consistent with supporting our educational goals.

1. Students MUST Wear:

- **Tops: shirt, dress**
- **Bottoms: pants, sweatpants, shorts, skirt, dress, leggings**
- **Shoes** (activity specific shoe requirements are permitted, for example, sports and P.E.)
Regarding footwear, many fashion shoes are not practical for daily wear in the school setting. The weather, boarding buses, and multiple stairways in passing to classes should all be considered when choosing adequate footwear for the school environment.
It is important to be aware and be safe.

2. Students MAY Wear (Examples):

- Hats, including religious headwear
- Fitted pants, leggings, yoga pants
- Ripped jeans (underwear cannot be exposed)
- Tank tops, spaghetti straps
- Clothing with commercial or athletic logos

3. Students CANNOT Wear (Examples):

- Clothing with violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same
- Hate speech, profanity, pornography
- Images or language that creates a hostile, intimidating, or offensive environment
- Visible underwear (waistband or straps on undergarments worn under other clothing are not a violation)
- Helmets or headgear that obscures the face (except as a religious observance)

Drug and Alcohol Abuse Philosophy/ Standards of Conduct

We believe that every student has the right to a drug and alcohol free school environment and that it is the responsibility of all students, parents, school personnel and the community to work together to achieve this goal. We believe that the ingestion or distribution of a substance, which interferes with a student's ability to perform physically, intellectually, emotionally or socially is wrong and harmful to the student's health and well being and is an infringement upon the rights of others to learn. We believe that drug and alcohol abuse is a treatable health problem and that the school's responsibility is to provide preventive education for all students, identification and referral for those students using drugs and support

for those students attempting to change patterns of use that interfere with their overall school performance.

In support of this philosophy, the school district prohibits the possession, use, distribution or sale of illicit drugs, alcohol or related paraphernalia on school premises or at school sponsored activities away from or within school and establishes written procedures regarding: educational program, cooperative agreements, support and referral system and consequences for policy violations.

Summary of Procedures

1. Referral will be made to the SAP counselor.
2. The school will provide the students age appropriate drug and alcohol education and prevention programs (including Vaping).
3. The school will set up cooperative agreements with a community substance abuse treatment provider.
4. If a student referred to the nurse is found to have used drugs or alcohol, the nurse will notify the principal. Parents will be notified. If the situation is deemed an emergency, school officials may involve an ambulance or police, as needed.
5. All students thought to have used drugs or alcohol or thought to have sold or distributed controlled substances will be given a hearing. Consequences become increasingly serious for repeated offenses. Long-term suspension or expulsion could result.
6. The school's drug and alcohol policy and procedures will be reviewed every two years.

Consequences for Policy Violations for Students

1. Due Process

- a. All discipline involving the potential of short-term suspension (less than 10 days) shall afford the student and parent the opportunity for an informal hearing before an appropriately designated school official. This informal hearing shall comply with the requirements of due process (VT Rule 4311.1), namely:
 - inform the student of the charges against him/her
 - explain the evidence
 - give the student an opportunity to tell his/her side of the story
 - give a decision in writing to the parent/guardian
- b. All discipline involving the potential of long term suspension (cumulative to or greater than 10 days) or expulsion of students with a disability or students who are handicapped according to Section 504 of the Rehabilitation Act will be handled in accordance with the provisions of 16 V.S.A. Section 4300.
- c. Parents and students will be given a copy of the standards of conduct and disciplinary sanctions contained in this policy, and will be notified that compliance with the standards of conduct is mandatory.

2. Problems related to purchase, use, sale or possession of drugs/alcohol

- a. Observation of prohibitive activity any school personnel who observe any violation of the law, including illegal possession or distribution of drugs or alcohol are expected to immediately communicate their observations and concerns to the Principal.
- b. Students who violate this policy through distribution or sale of drugs/alcohol will be immediately subject to the consequences outlined in the second offense category (2d) as described below. Other violations will be treated according to the first offense, second offense, etc.
- c. First Offense
 - 1) The student will be dealt with in accordance with the school's discipline program.

- 2) Law enforcement agencies and the Superintendent of Schools shall be notified.
- d. Second Offense (within school career K-8)

All of the following will occur:

- 1) The same consequences listed above for the first offense.
- 2) In addition, referral to the School Board for a disciplinary action hearing, which may include long-term suspension and/or expulsion in accordance with established policy regarding expulsion.

For a complete copy of the Drug and Alcohol Abuse Policy, please refer to the District Website.

Early Arrivals/Late Departures

The school will take responsibility for students between the hours of 8:10 am - 3:15 pm M,T,TH,F and 8:10 am - 2:15 pm on Wednesday. The front doors will open at 8:10 am and students will be allowed to enter the school building at 8:10 am. Please do not drop students off prior to 8:10 am.

All students should be dropped off at the front doors. Students are requested not to be on school grounds before 8:10 am or after 3:15 pm M,T,TH,F and 2:15 pm on Wednesday. If students are not riding the bus they should be picked up no later than 3:15 pm M,T,TH,F and 2:15 pm on Wednesday.

Early Release/End of the Day Dismissal

Students who will be leaving school during the school day for any reason must make arrangements through the school office. A written note from the parent or guardian must be given to the teacher before school in the morning. Adults should report to the front office when picking up children. *** Please note all dismissal times are one hour earlier on Wednesdays.**

All bus riders (PK-8) are dismissed to the front entrance. Bus dismissal begins at 3:00pm. Car riders will be dismissed to the back parking lot beginning at 3:00pm. Please provide your students' names to the staff and they will radio to have your child released.

If you are going to pick up your child at dismissal time, or if they are going to walk, please send a note to school that includes the student's first and last name and homeroom teacher.

Transportation Changes can be sent electronically to: satec-transportation@maplerun.org

Please call before 1:00 pm (802-752-2604) if you were not able to send a note to school.

***A parent/guardian needs to complete and sign the "Student Information Verification Sheet" to provide the student permission to walk or bike.**

Emergency Information

In case of emergency each student is required to have the following information on file in the school office: 1) Parent(s) or guardian(s) names, 2) Complete and current address, 3) Home phone, 4) Work phone, 5) Emergency phone number of friend or relative, 6) Physician's name and phone, 7) Medical alert information. Please be sure this information is available and accurate.

ExtraCurricular Activities Participation

There are a number of extra curricular activities available for 5th-8th grade students to participate in during the school year. Students may participate in cross country, soccer, basketball, softball, baseball,

drama, fun night/dances and end of the year activities and events. There are some behavior and academic expectations that need to be met for participation. A student **may not** be allowed to participate in extracurricular or after school activities for the following reasons:

1. Referral to the SSC on the day of the activity.
2. Absence on the day of the activity. Exceptions must be pre-approved by the SSC or administration.
3. Suspension received on the day of the activity.
4. Detention: Students who receive a detention will miss extracurricular activities on the day they are assigned a detention and will have to serve the detention when it is scheduled.
5. Disruptive conduct.
6. Inconsistent or low academic achievement
7. Truancy
8. Students may not participate in dances or "Fun Nights" if they have a level II (major) referral within 7 days of the event. Students must be in good academic standing.
9. **Students cannot stay after school without adult supervision.**
10. The administration may limit participation at extracurricular events on an individual basis based on behaviors and inappropriate student conduct.

The only exception to this is if the office has an approved copy of the written academic or behavior support plan that addresses the above concerns. The length of the ineligibility will be decided by the administration. The loss of extracurricular activities could come at any time during the school year. This will not be limited to each marking period.

ExtraCurricular/Athletics Statement regarding participant and spectator behavior

St. Albans Town Educational Center in conjunction with the Vermont Principals' Association, the Vermont Superintendents Association, and the Vermont State Athletic Directors Association requires participants and spectators to behave in a respectful manner.

Sportsmanship and safe playing environments are the top priorities for all Vermont school-sponsored activities. This is especially true with respect to a person's race, gender, sexual orientation, religion, national origin, ethnic differences, or disabilities.

Under no circumstances should any student-athletes, officials, or coaches be subjected to behavior and/or language aimed to demean, disrespect or harm. If behavior or hate speech of this kind is observed and/or reported, the site officials will stop the event immediately to meet with the coaches and the game officials about the next possible outcomes of violating this expectation, which could include:

- Immediate ejection from the event
- Ending the event early and returning home
- Forfeiture of the event or future events
- Resuming the game without fans
- Scheduling future games without fans
- Restrictions/suspensions from future attendance/participation

Adults and students are encouraged and expected to work together to ensure a meaningful and safe learning environment for our communities to grow and thrive together.

Thank you to all SATEC students and families for helping ensure the highest levels of respect and safety for all.

Field Studies

A teacher planning a field study will give students notification slips, which parents need to sign. Chaperones are needed and appreciated and will be included at the ratio allowed by the specific site. **Each school year, all chaperones will need to complete the application and release forms as described in the section on volunteers.** Individual teachers will select chaperones by drawing a name or accepting the first parents to respond. Field studies will be limited to teachers, chaperones and students of the class. Siblings of students should not be attending field studies as the trips are designed as a learning experience for the students attending. Rules and consequences for field studies are the same as in the classroom. All field studies will be returning to school by 2:00pm (1pm on Wednesdays).

In some instances, students may be ineligible to participate in field studies due to incomplete work or significant behavioral concerns. The final decision will be made by the administration. Severe misbehavior (vandalism; use of alcohol, illegal or dangerous drugs and tobacco products; assault; threats to staff or students; theft; abusive obscenity; insubordination; spitting; obscene behavior; profanity) will not be considered a simple rule violation and will affect participation.

Fire and Emergency Preparedness Drills

Staff will work with students to provide education on how to respond during a Fire or Emergency Preparedness Drill. The school will have one or two drills each month as directed by the VT State Safety Guidelines. SATEC follows the guidance and recommendations from the VT Department of Public Safety for the schedule of drills and the recommended procedures.

Fire/Egress drills are practice for students and staff to quickly and safely evacuate the building. Options Based drills (Lockdown, Clear the Halls, Secure the Building) are practice for understanding the different options that are available if there were an intruder present in the school.

SATEC follows the recommendations of the VT Department of Public Safety and implements: Run, Hide, Fight. Teachers use developmentally appropriate learning strategies for the age of their students during the options based drills. To discuss what they can do should an announcement be made to engage in an options based response.

[For Additional Information Regarding MRUSD District Safety please see our District Website or use this link](#)

From the VT Department of Public Safety:

While we are aware that some schools have adopted A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) or other response methodology, the Vermont School Safety Center and the Vermont School Crisis Planning Team strongly encourages all schools to adopt the Run, Hide, Fight methodology for responding to a Violent Intruder.

What is Run, Hide, Fight?

Run, Hide, Fight is the US Department of Homeland Security's recommended actions to be taken when responding to a Violent Intruder.

Does NOT replace current safety protocols for evacuation, sheltering in place or other emergency response procedures.

DOES give additional tools that may be used to respond to a Violent Intruder.

The Run, Hide, Fight concept is to:

Run – if you can safely escape the area of the threat, you must make a decision based on the best information available

Hide – find a safe location to hide and avoid detection and potentially reinforce “harden” your location

Fight – when faced with no other option, you may need to confront an active threat with the resolve that you will survive the encounter

Run

- Can be faculty, staff or student initiated
- Have an escape route and plan that includes identified assembly areas located a safe distance away from the incident (Accountability)
- Leave personal belongings behind
- Must be prepared to change evacuation/run routes based on situational awareness
- Be prepared to transition to a hide or fight option based on situational awareness
- Keep your hands visible

Hide and Reinforce - Take steps to barricade, reinforce or fortify your location

- Lock doors and use items such as desks, chairs, bookshelves to barricade the door
- Turn lights off
- Hide in an area out of the view of the potential threat (try to ensure students and staff are not all congregated in one area)
- If safe to do so, close all window shading
- Maintain silence
- Do not open the door
- Silence cell phones

Fight

- Last option for survival
- Must assess individual capabilities
- Enhance survivability by utilizing available resources (fire extinguisher, books, heavy objects) to defend or protect yourself
- Consider developing a plan with others in your location to determine the best options for your survival (Swarming, distraction)



BELLOWS FREE ACADEMY/NCTC
FAIRFIELD CENTER SCHOOL
ST. ALBANS CITY SCHOOL
ST. ALBANS TOWN EDUCATIONAL CENTER



POLICY: FIRE & EMERGENCY PREPAREDNESS DRILLS

CODE: F3
(REQUIRED¹)

Statement of Policy

It is the policy of the Maple Run Unified School District (District) to require each school site to conduct options-based response drills in the fall and spring of each academic year, and to adopt and maintain an all-hazards emergency operations plan, as part of the District's overall school safety plan.

Definitions

1. **Options-based Response Drill:** For the purpose of this policy, options-based response drill means that there are different actions educators and students can take if confronted by an active shooter/intruder.
2. **School site:** School building(s) operated by the school district.

Administrative Responsibilities

The superintendent or designee will ensure that:

1. Each school site in the district conducts age-appropriate, options-based response drills, including fire drills, in the fall and spring of each academic year. The district must evaluate which approach is best and adapt that approach to the developmental level of their students, including for students with disabilities, language barriers, and mobility needs.
2. The options-based response drills follow the guidance issued by the Vermont School Safety Center and the Vermont School Crisis Planning Team, which includes trauma-informed best practices for implementing options-based response drills.
3. Parents and guardians are notified not later than one school day before an options-based response drill is conducted.
4. Completion of the biannual drills is reported to the Agency of Education in a format approved by the Secretary.

¹ 16 VSA §1481 requires each school site to conduct options-based response drills in the fall and spring of each academic year, and 16 VSA §1480 requires every school district to adopt and maintain an all-hazards emergency operations plan for each school site.

5. On or by July 1, 2024, an all-hazards emergency operations plan is adopted and maintained for each school site. This plan must be reviewed and updated annually and in collaboration with local emergency first responders and local emergency management officials.

MRUSD Board

1st Reading: 6/28/2023

2nd Reading: 7/19/2023

Date Warned: 6/28/2023

Date Adopted: 7/19/2023

Food Service

Breakfast After The Bell will be available daily. All students are eligible for free meals during the 2022-23 School Year. **We ask that families still complete the Free and Reduced Application Form** as it impacts eligibility for other benefits including access to grant funding for Summer Programming. Please contact Tammy Deso at tdeso@maplerun.org or 752-2700 with any questions.

If you have questions about the Food Service Program or your child's lunch account please call 752-2695.

Grade Advancement: Retention, Promotion and Acceleration of Students

Teachers and principals evaluate each student individually on the basis of academic, social, emotional and behavioral development. If the school recommends extended time in the present grade placement, an EST meeting will be scheduled to include the teachers, principal and parents. Promotion from grade to grade as well as retention and acceleration should be based on a student's ability to meet the standards over time.

Grading/Scoring

We believe all students can learn. This sounds simple, but it is a charge that we take very seriously. Each student will be given ample opportunity to work with teachers on the content being taught. Our curriculum is based on the Common Core State Standards for English and Mathematics as well as the Next Generation Science Standards.

SATEC SCHOOL-WIDE SCORING GUIDE		
Score	Name	Description
0	Not Assessable	The student has not demonstrated evidence of learning.
1.0	Emerging (Recall)	The student can recall/recognize the limited information required for the standard. Students only have knowledge of content terminology.
2.0	Developing (Skill/Concept)	The student has a basic comprehension of information and knowledge in the standard. The student can explain the concept. Students have knowledge of content terminology and general principles.
2.5	Basic Proficiency	The student can comprehend the information and knowledge in the standard. The student can analyze new information in a <i>similar context</i> with support. Students have knowledge of content terminology, general principles, and carry out algorithms.
3.0	Proficient (Strategic Thinking)	The student can fully comprehend the information and knowledge in the standard. The student can use the knowledge in a <i>similar context</i> independently. Students have knowledge of content terminology, general principles, and select the best algorithms for problem-solving.
3.5	Proficient Plus	The student can <u>fully comprehend</u> and <u>independently analyze</u> the information and knowledge in the standard. The student can independently extend learning and apply knowledge to a unique situation. Students develop cognitive strategies to independently learn content terminology, principles, and select the best algorithms for problem solving.
4.0	Expanding Proficiency (Extended Thinking)	The student can <u>fully comprehend</u> and <u>independently analyze</u> the information and knowledge in the standard. The student can independently meet a learning goal by using the knowledge expressed in the learning standard to expand their learning in a new context. Students can communicate how complex processes relate to the content terminology, principles, and algorithms for problem-solving.
*	In progress	
/	Not assessed this marking period	
INC	The work is not complete	

Progress Reports/Report Cards/Conferences

Semester 1 ends on 1/26/24

Progress Reports	Conferences	Report Cards
11/28/23	11/13-11/21	2/9/24

Semester 2 ends on 6/13/24

Progress Reports	Conferences	Report Cards
4/30/24	4/15-4/19	Last Day

Health Information

• Accidents

Parents will be notified if the services of a physician are advisable.

• Illness/Communicable Disease

Parents will be notified if a child becomes ill at school. If no contact can be made, the nurse and school personnel will decide on a course of action. **Students who are to be sent home when they are ill need to be seen by the nurse first and then dismissed from the Health Office. Please do not come pick up your child if they contact you via email, phone or text and have not been seen by the Health Office.**

Please keep your child home from school if they exhibit any of the following:

1. Temperature over 100.3 degrees Fahrenheit
Students must be fever free for 24 hours without medication before returning to school.
2. Uncontrolled cough or difficulty breathing
3. Vomiting twice within 24 hours; persistent diarrhea
4. Severe headache, especially with fever
5. Red eyes with dark or “crusty” discharge; discolored nasal discharge
6. Severe ear pain
7. The presence of a skin rash, especially if accompanied with fever
8. Any reason they cannot pay attention because of pain management relating to physical issues

Follow current Vermont Department of Health Guidelines

• Immunizations

Vermont Immunization Law requires of all new students and transfer students a record showing the month and year of having received the following vaccines: Hepatitis B (HepB), Diphtheria, Tetanus, Pertussis (DTaP or Tdap), Poliovirus (Polio or IPV), Measles, Mumps, Rubella (MMR), Varicella (Chicken pox). No child shall be required under this regulation to have such immunizations if documentation is provided that immunization is contraindicated for medical, religious or moral reasons. Students who fail to provide immunization records as required may be excluded from school by the principal after a warning notice to the parent.

If your child receives immunization at any time please send a written notice of the date and immunization to the health office.

• Medication Procedure

All medication (prescription and Over the Counter), excluding emergency medication, must be kept in the Health Office. Medication must be in a pharmacy or medical provider labeled bottle and must be hand delivered by parents/guardians to the Health Office between 8:15AM and 3:45PM. Medication will be administered by the school nurse or designated school personnel. The Prescription Medication Form must be completed if your child will be receiving medication at school. Vermont Law allows students with life threatening allergies or asthma to carry and self administer emergency medication at school and during other school events. Students with anaphylactic allergies and/or asthma must fill out an Allergy Action form and/or Asthma Action form. All forms are located in the Health Office or can be downloaded on the SATEC website under “Health Office”. OTC medications must be brought in by parents, with written permission, and be in the original container.

• Screenings

Annual screenings for vision and hearing are done according to the Vermont Standards of Practice. This information is recorded on each student's Health Record. Schools are required to test the hearing and vision of students in K, first, third, and fifth grades annually. 7th grade has vision screening only. Parents are permitted to opt their children out of such tests. Please contact the health office in writing if you wish to opt out of any of the hearing tests. Referrals for further evaluation by the child's physician may be made to parents as needed. Additional screenings or more frequent monitoring of a health concern is possible by request to one of the school nurses.

Homework

Homework is a part of the development of responsibility and study skills.

What we believe about homework:

Homework should be:

- Independent practice
- Differentiated
- Have time limits for each night's work - example: "Work for 20 minutes studying these vocabulary words tonight."
- Provide choice
- Homework needs to build positive relationships between students and teachers. "Teacher becomes an advocate rather than an adversary."
- Be meaningful for the student and match their learning style
- Help to develop positive attitude toward school and help to develop interest in learning

Homework should NOT:

- Be frustrating
- Be busy work
- Diminish Teacher/Student/Family relationships
- Be punitive

A student's recess periods will NOT be used for incomplete homework assignments unless prior approval/arrangements are made with parents. A student may be asked, by the teacher, to come in before school or to stay after school to receive help in order to complete assignments.

Hours

Office hours.....7:30 am - 4:00 pm M-Fri School hours 8:15 am - 3:00 pm M,T,Th,F
8:15 am - 2:00 pm W

Incomplete Work

Grades 5-8

The goal of the St. Albans Town Educational Center is to educate our students and have them experience success while they are here. Student demonstrations of consistent academic or behavior performance below the standard will prompt the teachers to call a meeting of all interested parties, including but not limited to other team members, any specialized teachers and parents. Examples of other team members who may participate are: coaches, counselors, relatives, administration, etc.... The team will make an Academic or Behavior Learning Plan for each of these students. The plan may include such activities such as mandatory study hall, additional help after school or during the school day, withdrawal from

enrichment classes or sports, loss of field trips, extra curricular activities, or year-end activities. All plans will include a date by which the plan will be reviewed for effectiveness. Plans can, of course, be reviewed at any time. The homeroom teacher will give a copy of the plan to the office.

Students will not receive zeros for work not handed in on time. Our focus is on student learning and students will be expected to complete work and demonstrate their learning with the support of their teachers.

The following are a few situations and the corresponding consequences.

Situation 1:

Student receives an Incomplete (INC)

Consequence:

Student makes arrangements with teacher

Student has opportunity to complete original work or suitable substitute

Student has extra curricular restrictions until work is complete

Situation 2:

Student with INC remaining at end of year

Consequence:

Student attends SATEC summer school

Situation 3:

7th & 8th grade students with INC at end of the year

Consequence:

Are not eligible for year-end activities

Will need to complete course requirements through summer school/incomplete summer school.

**** Important: 8th grade students must meet the deadline for submitting academic work in May/June in order to participate in field trips, the graduation dance, or other end of year activities. Student behavior could impact participation in end of year activities, including the graduation ceremony. The May/June deadline will be set based on the date of graduation. More detailed information about academic and behavior expectations will be communicated in a letter sent home to parents in the spring.**



Bellows Free Academy
Northwest Career & Technical Center
Fairfield Center School
St. Albans City School
St. Albans Town Educational Center
Early Childhood Programs

Recommendations and Guidance for Inclusive Celebrations at Maple Run

The leadership team wanted to reshare the ideas and resources for those that are teaching about cultures, and traditions throughout the school year. We are providing recommendations and guidance to adapt any planned activities and celebrations to increase access for all students. These activities incorporate elements of trauma-informed instruction and connect to all members' diverse heritage and community traditions.

- Learning activities -
 - If traditions are part of your activities, cast a wide net to ensure that students have the opportunity to learn about the full range of traditions that support all cultures.
 - [Learning for Justice](#) provides a range of ideas and resources that teachers can leverage.
- Decorating -
 - Decorations in public areas, including classrooms, should connect to the planned learning activities and should represent student learning and school-related messages.
- Celebrations and traditions -
 - In alignment with the MRUSD school board's intention to have the school supply all needed materials for learning, all activities should only have instructional materials provided by the school. We should not be asking families to supply items for activities or celebrations.
 - Asking students to bring items from home highlights and exacerbates poverty and other inequalities. Instead try an inclusive celebration such as those listed below.
 - Gratitude card exchange – students, write cards expressing messages of gratitude to other students in their class. Teachers provide a mix of free choice and student assignments to ensure every child gets a card (i.e. every student is assigned two people to write cards to and then can choose 2-4 additional people of their own choice).
 - Secret compliment notes - similar to the above activity, students write short compliment notes to others from their class.
 - Make a craft or a drawing for a peer in the classroom.
 - Outdoor activities - structured time outside to engage in activities appropriate for that time of year for example: biking/sledding/hiking/snow sculptures.

- End of year celebration - students celebrate the end of the calendar year or school year by bringing 2-3 written school-related “memories” for each category (best memories, funniest memories, memories I’d like to forget, and other) to a class or team “open mic night.” The mix of refreshments, music, time to socialize, and students sharing some of their memories is fun for all.
- Ask your students - share the dilemma with your students and ask them to partner with you in the creation of inclusive traditions and celebrations.
- Food (follow [Maple Run Wellness Policy](#))
 - Food provided at celebrations should be in alignment with the district wellness policy and aligned with the student learning and school-related messages.

Additional reading if you are interested:

- [Teaching About the Holidays in Public Schools](#) - Edutopia
- [Anti-Bias Education and Holidays](#) - NAEYC
- [Recognizing the Holiday Triggers of Trauma](#) - Substance Abuse and Mental Health Services Administration
- [Helping Traumatized Children Learn](#) - Trauma and Learning Policy Initiative
- [Widespread Student Trauma](#) - Education Week
- [Gratitude is a Gateway to Positive Emotions](#) - Psychology Today
- [Gratitude Is Good: Why It’s Important And How To Cultivate It](#) - Forbes
- [Giving thanks can make you happier](#) - Harvard Medical School
- [US Department of Education Guidance on Religious Expression](#) - US DOE

Thank you for your continued commitment to all the Maple Run students.

Library Information

Students will be bringing library books and materials regularly. Please encourage your student(s) to be responsible with books and materials by returning them when they are due. Library books and materials are an important part of our school and student learning. Notices of overdue books and materials will be sent home/emailed regularly.

Students visiting the library space will follow these guidelines:

1. Maintain expected voice levels.
2. Students in grades 1-8 may borrow up to 5 books at a time. Books are due two weeks from the checkout date.
3. Students in Kindergarten may borrow up to 3 books at a time. Books are due two weeks from the checkout date.
4. Students in pre-K may borrow one book during class visits. These books are to remain in their classrooms until the next library visit.
5. Students have access to several digital databases and resources on the library's Destiny Discover site. This site can be found under student resources on our school website. Please visit the librarian/library assistant for help accessing any of these tools.

Lost and Found

Lost and Found is located in the cafeteria. Please remind your child to check the box if something is misplaced or left behind at school.

Mandated Reporting

As educators and mandated reporters, it is our duty to help protect students from abuse and neglect. Act 60 of 2015 provides that any mandated reporter who reasonably suspects abuse or neglect of a child shall report in accordance with the provisions of Section 4914 of this Title within 24 hours of the time information regarding the suspected abuse or neglect was first received or observed. 33 V.S.A. § 4913(c). All school employees are mandated reporters and we are obligated to follow the law. We are not permitted to contact parents with our concerns first. All concerns are reported to the Department of Children and Families.

Music

All students will receive general music instruction during the year. Beginning wind-band instrument and strings instruction is available to 5-8 students. Group lessons will begin in late September or early October and will be held during the school day. Group lessons beyond the beginning year are available on a limited basis. Instruments are available for rent from several vendors. Instrumental and choral groups will meet regularly and perform in various concerts throughout the year.

New Americans

We have a responsibility to ensure that all of our students feel safe and supported. This occurs when we create school cultures that are responsive to the needs of the children in our care, and our families.

Under Federal law, undocumented children and young adults have the same right to attend public primary and secondary schools as do U.S. citizens and permanent residents (*Plyler vs. Doe*, 457 U.S. 202

(1982.). And, under state law, all Vermont children, including undocumented children are required to attend school until the mandated age of 16.

Meeting this obligation means going beyond telling families to enroll their student(s). It includes working proactively and collaboratively to ensure they feel safe, supported and welcomed.

Public schools may not:

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

Phone Calls

When parents need to communicate with their child or their child's teacher during the school day, a voice mail or written message will be delivered, so as not to disrupt learning time. If the message is urgent, please let the administrative assistants know when you call. **Please do not communicate with your child by cell phone/watch via text message as they are not permitted to use these devices during school hours.** Students are not permitted to use school phones without permission. Students will not be allowed to receive phone calls during the school day, as this proves disruptive to the overall learning environment. Permission will be granted only for serious needs. Messages will be delivered for urgent information.

To reach a variety of school personnel please call 527-7191 and use the following prompts:

#- Staff Directory

- 1- Attendance, late arrival or early dismissal
- 2- Busing or other transportation
- 3- Health office
- 4- Accounts Payable
- 5- Athletics

Physical Education

Students will need a sneaker type shoe (not sandals) to wear during any physical education or intramural activities held in the gym. They will also need appropriate clothes for the activities of the day. The school is not responsible for lost articles. If a student needs to miss a physical education class, a note is required from the student's parent or medical provider. For injuries requiring missing multiple classes or additional restrictions a note from a medical provider will be requested.

Policies

There is a complete set of Maple Run Unified School District policies available for review on the [Maple Run website](#). Policies are continually updated and revised, and the District welcomes input from parents and community members.

Pupil Rights

St. Albans Town Educational Center continues to follow the following Protection of Pupil Rights Act (PPRA) requirements:

- The rights of parents to inspect surveys created by a “third party” (meaning not federally funded) before it is administered,
- Procedures for such inspection of surveys,
- Arrangements to protect student privacy with respect to surveys on sensitive matters,
- The right to inspect any instructional materials used as part of the educational curriculum,
- Procedures for inspecting the instructional materials,
- The administration of any physical examinations or screenings,
- The collection or disclosure of student information for marketing purposes,
- The right of a parent to inspect any instrument used in the collection of personal information for marketing purposes before such information is collected or disclosed, and
- Procedures for obtaining access to such instruments in a timely fashion.

Recess

Students in grades K-8 will have a recess period during the day. Physical activity and fresh air are important for the well-being of students each day. Students will stay inside in cases of severe weather (rain, thunderstorms, wind-chill, icy conditions, low temperature). **A student’s recess period will NOT be used for incomplete homework assignments or class work unless prior approval/arrangements are made with parents.** Unsafe behavior at recess could result in the loss of recess for a period of time.

The recess rules are:

- Dress for weather
- Expected Voice Level
- Use equipment appropriately
- Return equipment
- Stay in designated area
- Listen to the supervising staff
- Keep personal space
- Include others
- Take turns
- Use kind and helpful words

Registrar/Residency

Non-tuition students must be legal residents of St. Albans Town, as defined in 16 V.S.A. § 1075. In cases where residency needs to be confirmed, legal guardians will be required to execute a “Declaration of Residency” before a Notary Public, and to provide evidence of residency as specified on the declaration. (Forms are available in the Principal’s Office.) Anyone making a false claim will be prosecuted to the fullest extent of the law under 13 V.S.A. § 3016, which calls for possible fines and imprisonment.

School Closing

Notification of the closing of school for winter conditions or any other emergency that might occur will be made using the BrightArrow communication system and local TV stations WPTZ, Channel 5 and WCAX, Channel 3. Periodic announcements will start at about 6:00 A.M.

If school is dismissed early for any reason, the school will make every effort to notify the parents/guardians using the BrightArrow system. Families should discuss what to do ahead of time in case of an emergency. (Example: Should children have access to their homes if adults will not be there or should they go to a neighbor's house).

Special Education

The St. Albans Town Educational Center offers comprehensive Special Education programs to eligible students aged 3-21, and strives to provide the least restrictive environment in order for children to develop to their maximum potential. Parents are an integral part of the placement and on-going educational planning for children receiving Special Education services.

Student Support Plans

Student demonstrations of consistent academic or behavioral performance below the expectations will prompt teachers to call a meeting of all interested parties, including but not limited to the student, other team members, any specialized teachers and parents. Examples of other team members who could participate are: coaches, counselors, relatives, administration, etc.... The team will collaborate to make an Academic or Behavior Support Plan for each student. The plan may include such activities as mandatory time to complete assignments, additional help after school or during the school day, withdrawal from enrichments or sports, loss of field trips, extra curricular activities, or year end activities. All plans will include a date by which the plan will be reviewed for effectiveness and can be reviewed at any time.

Behavior Expectations:

1. Students must have a pass when traveling out of class.
2. Students must leave the building at the end of the school day unless involved in activities happening immediately after school. Students must be supervised after school at all times by SATEC staff.
3. Personal articles, except for boots or shoes, which are left on the floor or in the halls may be removed for safety reasons.
4. The following are prohibited on school grounds and will be confiscated: glass containers, alcohol, drugs, tobacco, vaping paraphernalia, matches, lighters, weapons, use of skates and obscene pins or any object which the teacher deems to be disruptive, unsafe, or inappropriate. Other objects, which are not to be used during class time or be brought into school, are cell phones, personal stereo devices, cameras, toys, candy, make-up, brushes, hair spray, and perfume. ***Soda, high-energy or other canned drinks and gum are not allowed during school hours.*** Clear liquids and water bottles are preferred. Students may be asked to store or dispose of items that are not acceptable. The principals may make exceptions to these items if a request is made in advance and a clearly defined educational purpose is explained and verified. The school accepts no responsibility for damage or loss.
5. ***Cell phone and electronic device use is not allowed in school and these devices are recommended to remain at home or need to be turned off and kept in the technology lock box in the student's classroom:***

CELL PHONES and Student technology purchased from home:

1. SATEC does not want outside technology brought into school at any time (i.e., cell phones, apple watches, ipads or personal computers). These devices cause a huge distraction to student learning and cause harm when used inappropriately. If a family needs to communicate with their

child afterschool, we will ask that the cell phone/device be locked up with the homeroom teacher each morning.

2. We are asking that parents and guardians have a means of monitoring all cell phone and technology use of their children. Parents are legally responsible for the actions of their children while using technology. Many outside of school activities between students online can become negative and impact student learning as well as their social-emotional well being while at school. Monitoring your child's use of technology is extremely helpful to their development.

*If phones or electronic devices are **used, heard or seen** during school hours the following will occur:*

1st offense: The phone/electronic device will remain in the office for the day and the student can pick it up when they leave at the end of the day.

Subsequent Offenses: The phone/electronic device will be kept in the office until a parent can pick up the phone or until three school days have gone by.

6. Spitting, fighting, smoking, vaping, possession of alcohol or drugs and bringing weapons to school are cause for immediate suspension. The police may be contacted to address the issue.

7. When students are in the cafeteria, they must follow the directions of supervising staff, talk with appropriate volume and keep food to themselves.

8. Students must keep their hands, feet and possessions to themselves.

9. Bullying, harassment or hazing of any kind will not be tolerated. Parents are encouraged to monitor their child's use of the internet and social networking outside of school to help prevent issues from interfering with the educational environment. Incidents of bullying and harassment are tracked and monitored for 365 days from the time of each incident.

10. Due to state laws, we do reserve the right to discipline students for actions taken off-campus (i.e. electronic means) if they are intended to have an effect on students or the actions affect the safety and well-being of student/s at school.

11. See specific policies on: Weapons, Harassment, Hazing, Tobacco, Drug and Alcohol, and Bomb Threats on the MRUSD website.

12. Sexual actions or activities of any kind will not be tolerated and may be treated as Harassment.

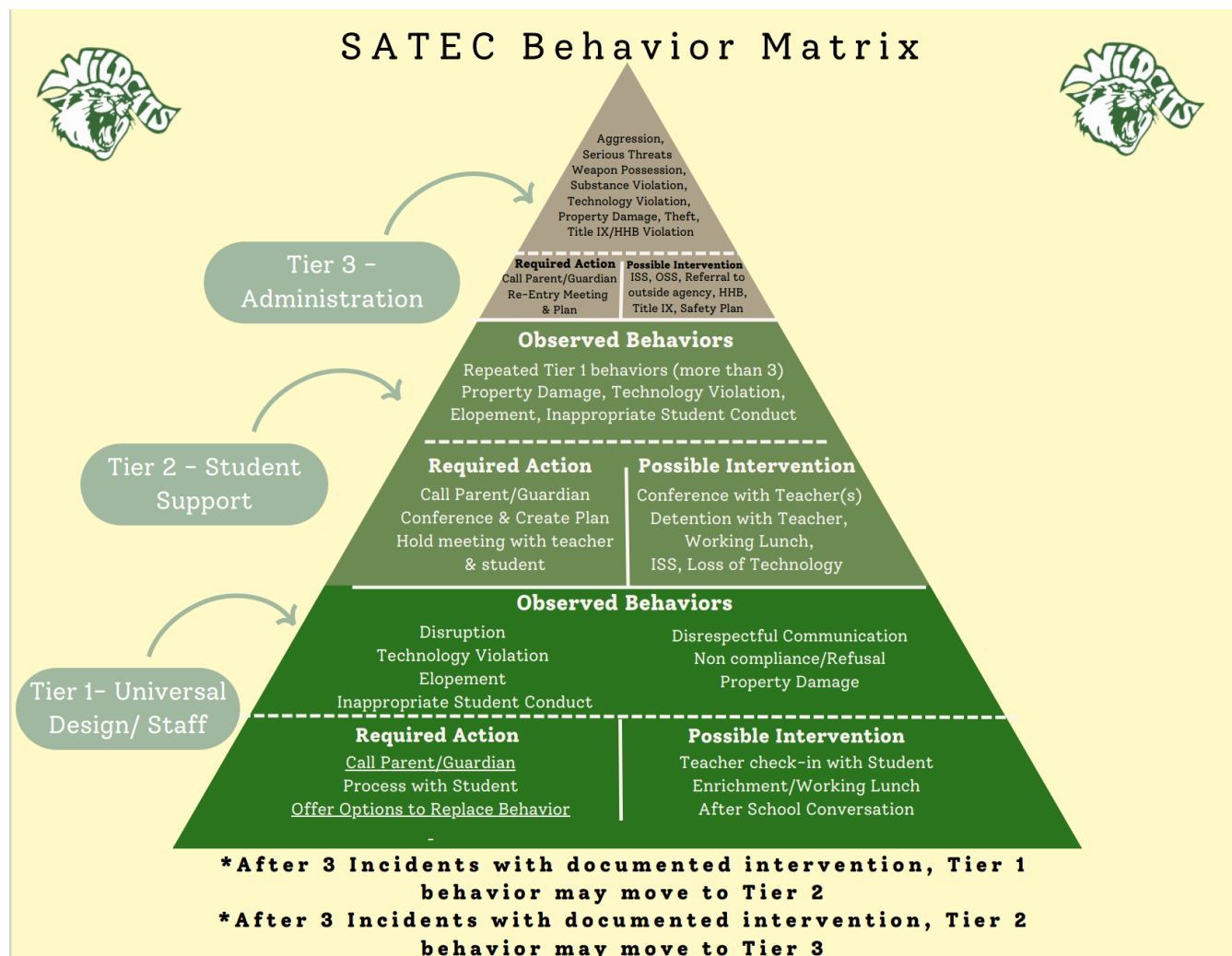
13. Students should refrain from public displays of affection while on school grounds or while attending school-sponsored activities (i.e., field trips, sports, or other co-curricular activities).

14. Students must uphold standards of academic honesty at all times. Copying work of others or plagiarism will not be tolerated.

15. Severe misbehavior will not be considered a simple rule violation. Students who participate in the following misbehavior will be sent to the office immediately and be placed in an in/out of school suspension supervised by staff until an informal hearing can be held. Severe misbehavior includes vandalism, possession or use of alcohol, illegal or dangerous drugs, tobacco products, vaping devices and weapons. (Also, see #6 above). Further, it includes assault, threatening staff or students, theft,

abusive obscenity and insubordination. When students are asked to leave the classroom due to misbehavior and refuse to do so, an administrator will be called and parents will be notified. In situations where behavior is unsafe, precautions will be taken to provide and maintain a safe environment for all students and staff.

16. Please note that policies are revised frequently. The most current versions of policies can be found on the maplerun.org site.



Student Support Centers for Grades K-4 and 5-8

In order to maintain a positive school environment, the following steps will be taken when a student has difficulty meeting the classroom expectations:

1. Classroom Intervention & Support
 - a. Identify the problem
 - b. Use strategies and tools to build social capacity and address/meet the needs of the student
 - c. Contact with necessary individuals (including parent contact) involved to discuss follow-up including: showing accountability of actions, repairing relationships, or making amends.

2. Time away with other staff and alternative location
3. Severe misbehavior including but not limited to policy violations, severe misbehavior and chronic disruption may result in an alternative instruction time, detention or in/out of school suspension.

The Student Support Center is here to support all students in any manner necessary to promote good decision making skills and accountability while creating an environment where all students can succeed. Parents/Guardians and students wanting to discuss SSC procedures may contact us at any time and we will be happy to set up a time to meet. Please contact Taylor Troville (K-4) Behavior Specialist, Adia Couture (5-8) Behavior Specialist, or Christina Boissoneault - Student Support Coordinator.

Detention

Detention will be served after school on assigned days. Academic misbehavior will earn a teacher detention. Teacher detention will be served on the day it is earned if parents can be notified and the teacher is available. Otherwise, it will be served on the following day.

Parents will be notified by phone whenever possible or appropriate. Students will be bringing home detention slips that need to be signed by a parent and returned to school. No detention will be served on the day it is earned without prior parent notification. Violations of detention rules can lead to suspension. Unexcused absences from detention will lead to automatic suspension. Serving detention takes priority over all other school activities.

Suspension

Suspensions will be in school for students unless otherwise specified by the principals. The length of suspension will be determined by the severity of the offense, prior suspensions and unexcused absences this school year. Any acts, which may be considered violations of law, will be referred to the appropriate law enforcement agencies. Students serving in-school suspension will do assigned class work and may participate in reflective and educational exercises. Parents may request an informal hearing for suspensions involving severe misbehavior.

Act 35 of 2021 prohibits suspension or expulsion of students under eight years old, except in cases of imminent harm or danger to others.

Steps for Suspension

1. When a child is suspended the SSC will call the parents and emphasize the severity of the child's misbehavior.
2. When a child's days of suspension total 3 or more, the SSC will confer with parents, notifying them of the consequences for further suspension and of the resources for help available to them.
3. When a child's days of suspension total 5 or more, the administration, school counselor and any other appropriate staff will develop with the parents a comprehensive home/school plan for managing the child's school behavior. They will review the plan following each subsequent suspension and revise it as needed. The superintendent will be advised of all students at this step.
4. When a child's days of suspension total 7 or more days, the superintendent or his designee will review the child's case and, if appropriate, direct the parents to take suitable actions to correct the child's school behavior.
5. When a child's days of suspension total 10 or more days, the board of directors shall consider long-term suspension or expulsion from school until the school is satisfied that the child will behave appropriately.

The above steps and procedures shall not be construed as preventing the administration from petitioning the board for long-term suspension or expulsion at any time the conditions warrant it.

Due Process

Parents/guardians may request a meeting at any time concerning a consequence their child receives for rule violations. Parents should direct the first communication to the person giving the consequence (teacher). If parents are not satisfied with the results, then contact the principal. If still no satisfaction results, contact the superintendent next. Most student consequences include early parent contact.

Due Process for Handicapped Students

While the due process requirements for handicapped students do not prohibit their immediate suspension, they do require consultation with the child's case manager prior to suspension. The case manager will call a Basic Staffing Team meeting if there is a need to determine whether the offense is related to the child's handicapping condition, thereby requiring assessment for emotional/behavioral handicaps. If it is related, alternatives to suspension/expulsion must be considered.



BELLOWS FREE ACADEMY/NCTC
FAIRFIELD CENTER SCHOOL
ST. ALBANS CITY SCHOOL
ST. ALBANS TOWN EDUCATIONAL CENTER

Procedure



1 **PROCEDURE: Student Cell Phone Use**

CODE: C53P

2

3 **Grades PK-8 procedures:**

4 More and more students are bringing their cell phones to school and are not having success focusing on
5 their school work because of this distraction. We are concerned about the distraction and also that cell
6 phones can be used inappropriately during the school day. In order to help provide students with a clear
7 focus and support a safe, responsible, and respectful learning environment we are asking that students
8 not bring their cellphones to school. As always, if students need to call their parents during the day, they
9 can ask their teacher permission to use one of the school phones.

10

11 If parents do decide to send their children to school with their cell phones, they will no longer be in
12 student possession during the school day (start of school day until dismissal) beginning at the start of the
13 2019-2020 school year (the procedures are already in place in 7th grade at SATEC). We will have students
14 place their cell phones in a locked cell phone holder. Please be aware that allowing the cell phone to
15 come to school is a parent decision, and the school cannot take responsibility for your child's cell phone if
16 it is brought to school. The teacher will lock the cell phone holder in homeroom and when students
17 return to homeroom at the end of the school day (before dismissal) it will be unlocked, and students can
18 take the phones home.

19

20 If we see or hear cell phones during the school day, the phones will be confiscated (the first offense) and
21 students can pick them up at the end of the school day. Subsequent offenses will result in the phones
22 being turned in to the office. A parent will then be expected to pick up the phone during school hours, as
23 we will not return the cell phones to students. If the issue continues, we will ask parents to come in and
24 meet with the school team to come up with an individual plan for this student. Please note that the
25 school will not remain open late to allow a parent to make it in time to pick up the cell phone. This
26 includes phones confiscated on Fridays. You're allowing the phone to come to school indicates your
27 understanding of this rule.

28

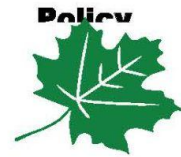
29 **9th-12th Grade Cell Phone Expectations**

- 30 • Cell phones are only permitted during scheduled passing and lunch times.
31 • Teachers have the right to ask students to turn in their phones at the start of the class.
32 • During Advisory, faculty and staff may use their professional discretion as to when cell-phone use
33 is appropriate.
34 • Cell phones are permitted for use in classrooms for instructional purposes only with explicit
35 direction from the teacher, this includes enrichment.
36 • Students are not permitted to have their phones when utilizing a pass to go to their locker,
37 bathroom, nurse, etc.

- 38 • If a student is observed using a cell phone during class time outside of their room it will result in a
39 disciplinary referral and loss of phone privileges, e.g. turning in their phone to the office for the
40 remainder of the day. If a student refuses to turn in their phone it will result in further
41 disciplinary action.
- 42 • If a student is inappropriately utilizing a cell phone during class time, the teacher may collect the
43 phone for the remainder of class or have it turned into the Main Office. If the student refuses
44 either of the choices this becomes a disciplinary referral for insubordination and gets sent to the
45 appropriate administrator.
- 46
- 47 We thank you for your continued support in making your child's learning environment positive and
48 productive.



BELLOWS FREE ACADEMY/NCTC
FAIRFIELD CENTER SCHOOL
ST. ALBANS CITY SCHOOL
ST. ALBANS TOWN EDUCATIONAL CENTER



POLICY: PREVENTION OF HARASSMENT, HAZING AND BULLYING OF STUDENTS

CODE: C10

(Mandatory)

Policy

The Maple Run Unified School District is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

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

It is also the policy of the District to prohibit the unlawful hazing and bullying of students. Conduct which constitutes hazing may be subject to civil penalties.

This policy addresses incidents and/or conduct that occurs on school property, on a school bus or at a school-sponsored activity, or incidents and/or conduct that does not occur on school property, on a school bus or at a school-sponsored activity but where direct harm to the welfare of the student/school can be demonstrated.

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

27 Implementation

28 The Superintendent or his/her designee shall:

- 29 1. Adopt a procedure directing staff, parents and guardians how to report violations of
30 this policy and file complaints under this policy. (See Model Procedures on the
31 Prevention of Harassment, Hazing and Bullying of Students)
- 32 2. Annually, select two or more designated employees to receive complaints of hazing,
33 bullying and/or harassment at each school campus and publicize their availability in
34 any publication of the District that sets forth the comprehensive rules, procedures,
35 and standards of conduct for the school.
- 36 3. Designate an Equity Coordinator to oversee all aspects of the implementation of this
37 policy as it relates to obligations imposed by federal law regarding discrimination.
38 This role may also be assigned to one or both of the Designated Employees.
- 39 4. Respond to notifications of possible violations of this policy in order to promptly and
40 effectively address all complaints of hazing, harassment, and/or bullying.
- 41 5. Take action on substantiated complaints. In cases where hazing, harassment and/or
42 bullying is substantiated, the District shall take prompt and appropriate remedial
43 action reasonably calculated to stop the hazing, harassment and/or bullying; prevent
44 its recurrence; and to remedy the impact of the offending conduct on the victim(s),
45 where appropriate. Such action may include a wide range of responses from
46 education to serious discipline.

47 Serious discipline may include termination for employees and, for students, expulsion or
48 removal from school property. It may also involve penalties or sanctions for both
49 organizations and individuals who engage in hazing. Revocation or suspension of an
50 organization's permission to operate or exist within the District's purview may also be
51 considered if that organization knowingly permits, authorizes or condones hazing.

52 Constitutionally Protected Speech

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

61 **Definitions.** For the purposes of this policy and the accompanying procedures, the
62 following definitions apply:

63 A. **“Bullying”** means any overt act or combination of acts, including an act conducted by
64 electronic means, directed against a student by another student or group of students and
65 which:

66 (1) Is repeated over time;

67 (2) Is intended to ridicule, humiliate, or intimidate the student; and

68 (i) occurs during the school day on school property, on a school bus, or at a school-
69 sponsored activity, or before or after the school day on a school bus or at a school
70 sponsored activity; or

71 (ii) does not occur during the school day on school property, on a school bus or at a
72 school sponsored activity and can be shown to pose a clear and substantial
73 interference with another student’s right to access educational programs

74 B. **“Complaint”** means an oral or written report information provided by a student or any
75 person to an employee alleging that a student has been subjected to conduct that may rise
76 to the level of hazing, harassment or bullying.

77 C. **“Complainant”** means a student who has provided oral or written information about
78 conduct that may rise to the level of hazing, harassment or bullying, or a student who is the
79 target of alleged hazing, harassment or bullying.

80 D. **“Designated employee”** means an employee who has been designated by the school to
81 receive complaints of hazing, harassment and bullying pursuant to subdivision 16 V.S.A. 570a
82 (a)(7). The designated employees for each school building are identified in Appendix A of this
83 policy.

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

88 F. **“Equity Coordinator”** is the person responsible for implementation of Title IX (regarding sex-
89 based discrimination) and Title VI (regarding race- based discrimination) for the District and
90 for coordinating the District’s compliance with Title IX and Title VI in all areas covered by the
91 implementing regulations. The Equity Coordinator is also responsible for overseeing
92 implementation of the District’s Preventing and Responding to Harassment of Students and
93 Harassment of Employees policies. This role may also be assigned to Designated Employees.

94 G. **"Harassment"** means an incident or incidents of verbal, written, visual, or physical conduct,
95 including any incident conducted by electronic means, based on or motivated by a student's
96 or a student's family member's actual or perceived race, creed, color, national origin, marital
97 status, disability, sex, sexual orientation, or gender identity, that has the purpose or effect of
98 objectively and substantially undermining and detracting from or interfering with a student's
99 educational performance or access to school resources or creating an objectively
100 intimidating, hostile, or offensive environment.
101 Harassment includes conduct as defined above and may also constitute one or more of the
102 following:

103 (1) Sexual harassment, which means unwelcome conduct of a sexual nature, that includes
104 sexual violence/sexual assault, sexual advances, requests for sexual favors, and other
105 verbal, written, visual or physical conduct of a sexual nature, and includes situations
106 when one or both of the following occur:

107 (i) Submission to that conduct is made either explicitly or implicitly a term or condition
108 of a student's education, academic status, or progress; or

109 (ii) Submission to or rejection of such conduct by a student is used as a component of
110 the basis for decisions affecting that student.

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

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

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

128 H. **"Hazing"** means any intentional, knowing or reckless act committed by a student, whether
129 individually or in concert with others, against another student: In connection with pledging,

130 being initiated into, affiliating with, holding office in, or maintaining membership in any
131 organization which is affiliated with the educational institution; and

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

134 "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or
135 passively in the above acts.

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

138 (1) The goals are approved by the educational institution; and

139 (2) The activity or conduct furthers the goals in a manner that is appropriate,
140 contemplated by the educational institution, and normal and customary for
141 similar programs at other educational institutions.

142 With respect to Hazing, "**Student**" means any person who:

143 (1) is registered in or in attendance at an educational institution;

144 (2) has been accepted for admission at the educational institution where the hazing
145 incident occurs; or

146 (3) intends to attend an educational institution during any of its regular sessions after
147 an official academic break

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

Page 5 of 7

- 164 J. **“Organization”** means a fraternity, sorority, athletic team, association, corporation, order,
165 society, corps, cooperative, club, or other similar group, whose members primarily are
166 students at an educational institution, and which is affiliated with the educational institution.
- 167 K. **“Pledging”** means any action or activity related to becoming a member of an organization.
- 168 L. **“Retaliation”** is any adverse action by any person against a person who has filed a complaint
169 of harassment, hazing or bullying or against a person who assists or participates in an
170 investigation, proceeding or hearing related to the harassment complaint. Such adverse
171 action may include conduct by a school employee directed at a student in the form of
172 intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in
173 educational conditions, loss of privileges or benefits, or other unwarranted disciplinary
174 action. Retaliation may also include conduct by a student directed at another student in the
175 form of further harassment, intimidation, and reprisal.
- 176 M. **“School administrator”** means a Superintendent, Principal or his/her designee assistant
177 principal/technical center director or his/her designee and/or the Supervisory Union’s
178 Equity Coordinator.
- 179 N. **“Student Conduct Form”** is a form used by students, staff, or parents, to provide, in written
180 form, information about inappropriate student behaviors that may constitute hazing,
181 harassment and/or bullying.

182 **MRUSD Board**

183 1st Reading 7/20/2016

184 Date Warned: 7/26/2016

185 Date Adopted: 8/9/2016

APPENDIX A

Designated Employees:

The following employees of the Maple Run Unified School District have been designated by the Superintendent to receive complaints of bullying and/or harassment pursuant to this policy and 16 V.S.A. § 570a(a)(7) and 16 V.S.A. §570c (7) and under federal anti-discrimination laws:

Maple Run Unified School District *Updated contacts 8/14/2023*

School/Location

Bellows Free Academy:
Northwest Technical Center:
St. Albans Town Educational Center:
St. Albans City School:
Fairfield Center School:
District:
District:

Designated District Title IX Compliance Officer

Polly Rico, Principal 527-6402
Leeann Wright, Director 527-6510
Christina Boissoneault, Student Supp. Coord. 527-7191
Stephanie Gagnon, Principal 527-0565
Kelsey Malboeuf, Principal 827-6639
Bill Kimball, Superintendent 524-2600
Alexis Hoyt, Student Support Director 524-2600

BELLOWS FREE ACADEMY 802-527-6555 / NCTC 802-527-0614

Name: Polly Rico 802-527-6589
Title: Principal

Name: Leeann Wright 802-527-6510
Title: Director (NCTC)

Name: Johnathan Bratko 802-527-6417
Title: Assistant Principal

Name: Lisa Durocher 802-527-6513
Title: Assistant Director (NCTC)

Name: Sara Kattam 802-527-6558
Title: Assistant Principal

Name: Mark Ginsburg 802-527-6503
Title: Dean of Students

SAINT ALBANS TOWN EDUCATIONAL CENTER 802-527-7191

Name: Angela Stebbins ext. 2601
Title: Principal

Name: Jason Therrien ext. 2701
Title: Assistant Principal

Name: Adia Couture ext. 2781
Title: Behavior Specialist

Name: Taylor Troville ext. 2681
Title: Behavior Specialist

Name: Christina Boissoneault ext. 2605
Title: Student Support Coordinator

SAINT ALBANS CITY SCHOOL 802-527-0565

Name: Stephanie Gagnon
Title: Principal

Name: Amanda Smullen
Title: Home School Coordinator

Name: Stacie Rouleau
Title: Assistant Principal

Name: Kristen Hersey
Title: School Counselor

Name: Hunter Stark
Title: School Counselor

Name: Matt Allen
Title: Home School Coordinator

Name: Margaux Vaillancourt
Title: Director of School Enrichment

FAIRFIELD SCHOOL 802-827-6639

Name: Kelsey Malboeuf
Title: Principal

Name: Kelly Sargent
Title: Guidance

Name: Kate Howrigan



BELLOWS FREE ACADEMY/NWTC
FAIRFIELD CENTER SCHOOL
ST. ALBANS CITY SCHOOL
ST. ALBANS TOWN EDUCATIONAL CENTER



1 **POLICY: RESPONSIBLE COMPUTER, NETWORK & INTERNET USE** **CODE: D03**
2 (MANDATORY)

3 **Purpose**

4 The Maple Run Unified School District (hereinafter "District") recognize that information
5 technology (IT) is integral to learning and educating today's children for success in the global
6 community and fully support the access of these electronic resources by students and staff.

7 The purpose of this policy is to:

- 8 1. Create an environment that fosters the use of information technology in a manner that
9 supports and enriches the curriculum, provides opportunities for collaboration, and
10 enhances staff professional development.
- 11 2. Ensure the district takes appropriate measures to maintain the safety of everyone that
12 accesses the district's information technology devices, network and web resources.
- 13 3. Comply with the requirements of applicable federal and state laws that regulate the
14 provision of access to the internet and other electronic resources by the school district.

15 **Policy**

16 It is the policy of the Maple Run Unified School District to provide students and staff access to a
17 multitude of information technology (IT) resources including the Internet. These resources
18 provide opportunities to enhance learning and improve communication within our community
19 and with the global community beyond. However, with the privilege of access comes the
20 responsibility of students, teachers, staff and the public to exercise responsible use of these
21 resources. The use by students, staff or others of district IT resources is a privilege, not a right.

22 The same rules and expectations govern student use of IT resources as apply to other student
23 conduct and communications, including but not limited to the district's harassment and bullying
24 policies.

25 The district's computer and network resources are the property of the district. Users shall have
26 no expectation of privacy in anything they create, store, send, receive or display on or over the
27 district's computers or network resources, including personal files and electronic
28 communications.

29 The superintendent or his/her designee is responsible for establishing procedures governing
30 use of IT resources consistent with the provisions of this policy. These procedures must
31 include:

F:\Business and HR Operations\Policies\1-MRUSD Policies\Approved\D03 Responsible Computer,
Network & Internet Use 2017.01.04.docx

- 32 1. An annual process for educating students about responsible digital citizenship. As
33 defined in this policy, a responsible digital citizen is one who:
- 34 • **Respects One's Self.** Users will maintain appropriate standards of language and
35 behavior when sharing information and images on social networking websites
36 and elsewhere online. Users refrain from distributing personally identifiable
37 informationⁱ about themselves and others.
 - 38 • **Respects Others.** Users refrain from using technologies to bully, tease or harass
39 other people. Users will report incidents of cyber bullying and harassment in
40 accordance with the district's policies on bullying and harassment. Users will also
41 refrain from using another person's system account or password or from
42 presenting themselves as another person.
 - 43 • **Protects One's Self and Others.** Users protect themselves and others by
44 reporting abuse and not forwarding inappropriate materials and
45 communications. They are responsible at all times for the proper use of their
46 account by not sharing their system account password.
 - 47 • **Respects Intellectual Property.** Users suitably cite any and all use of websites,
48 books, media, etc.
 - 49 • **Protects Intellectual Property.** Users request to use the software and media
50 others produce.
- 51 2. Provisions necessary to ensure that Internet service providers and other contractors
52 comply with applicable restrictions on the collection and disclosure of student data and
53 any other confidential information stored in district electronic resources.
- 54 3. Technology protection measures that provide for the monitoring and filtering of online
55 activities by all users of district IT, including measures that protect against access to
56 content that is obscene, child pornography, or harmful to minors.ⁱⁱ
- 57 4. Methods to address the following:ⁱⁱⁱ
- 58 • Control of access by minors to sites on the Internet that include inappropriate
59 content, such as content that is:
 - 60 ✓ Lewd, vulgar, or profane
 - 61 ✓ Threatening
 - 62 ✓ Harassing or discriminatory
 - 63 ✓ Bullying
 - 64 ✓ Terroristic
 - 65 ✓ Obscene or pornographic
 - 66 • The safety and security of minors when using electronic mail, social media sites,
67 and other forms of direct electronic communications.

- 68 • Prevention of unauthorized online access by minors, including “hacking” and
69 other unlawful activities.
- 70 • Unauthorized disclosure, use, dissemination of personal information regarding
71 minors.
- 72 • Restriction of minors’ access to materials harmful to them.
- 73 5. A process whereby authorized persons may temporarily disable the district’s Internet
74 filtering measures during use by an adult to enable access for bona fide research or
75 other lawful purpose.^{iv}

76 **Policy Application**

77 This policy applies to anyone who accesses the district’s network, collaboration and
78 communication tools, and/or student information systems either on-site or via a remote
79 location, and anyone who uses the district’s IT devices either on or off-site.

80 **Limitation/Disclaimer of Liability**

81 The District is not liable for unacceptable use or violations of copyright restrictions or other
82 laws, user mistakes or negligence, and costs incurred by users. The District is not responsible for
83 ensuring the accuracy, age appropriateness, or usability of any information found on the
84 District’s electronic resources network including the Internet. The District is not responsible for
85 any damage experienced, including, but not limited to, loss of data or interruptions of service.
86 The District is not responsible for the accuracy or quality of information obtained through or
87 stored on the electronic resources system including the Internet, or for financial obligations
88 arising through their unauthorized use.

89 **Enforcement**

90 The district reserves the right to revoke access privileges and/or administer appropriate
91 disciplinary action for misuse of its IT resources. In the event there is an allegation that a user
92 has violated this policy, a student will be provided with notice and opportunity to be heard in
93 the manner set forth in the student disciplinary policy.

94 Allegations of staff member violations of this policy will be processed in accord with contractual
95 agreements and legal requirements.

96 The District will cooperate fully with local, state, or federal officials in any investigation
97 concerning or relating to illegal activities conducted through the use of the District’s electronic
98 resources including the Internet.

99

100 **MRUSD Board**

101 1st Reading 10/19/2016
102 Date Warned: 12/21/2016
103 Date Adopted: 1/4/2017

104
105

106 **Legal Reference(s):**

- 107 17 U.S.C. §§101-120 (Federal Copyright Act of 1976 as amended)
- 108 20 U.S.C. § 6777 et seq. (Enhancing Education Through Technology Act)
- 109 18 U.S.C. §2251 (Federal Child Pornography Law—Sexual Exploitation and Other Abuse of Children)
- 110 47 U.S.C. §254 (Children’s Internet Protection Act)
- 111 47 CFR §54.520 (CIPA Certifications)
- 112 13 V.S.A. §§2802 et seq. (Obscenity, minors)
- 113 13 V.S.A. § 1027 (Disturbing Peace by Use of...Electronic Means)
- 114 13 V.S.A. §2605(Voyeurism)

115 **Cross Reference:**

- 116 Student Conduct and Discipline (C20)
-

ⁱ For the purposes of this policy, “personally identifiable information” shall not include any information listed as “directory information” in the school district’s annual FERPA notice.

ⁱⁱ Required by Children’s Internet Protection Act (CIPA), 47 U.S.C. § 254(1); 47 C.F.R. § 54.520(c)(ii)

ⁱⁱⁱ Required by Children’s Internet Protection Act (CIPA), 47 U.S.C. § 254(1); 47 C.F.R. § 54.520(c)(ii)

^{iv} Required by 20 U.S.C. § 6777(c)

Search and Seizure Policy Summary

1. Desks, lockers, textbooks, computer files and other materials or supplies loaned by the school to students remain the property of the school, and may be opened by school employees for cleaning, maintenance or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated and a report will be made to the principal who will determine whether further investigation is warranted.
2. School property may also be searched by school employees upon reasonable suspicion on the part of the Principal, Assistant Principal, or Superintendent that a law or school policy is being violated. Searches of school property in the possession of students will not extend to areas or items not reasonably calculated to aid in the enforcement of specific policies or laws.
3. Searches of students' persons, belongings, or vehicles will be conducted if there is reasonable cause to believe that a breach of school policy or law is being committed. Search of a student's person will be conducted by a school employee of the same sex and, whenever possible, in the presence of another school employee.
4. School employees are not the agents of law enforcement officials. Search and/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exists authorizing such search and/or seizure, and when there is compliance with the requirements of the board's policy on interrogations by law enforcement officers.

Section 504 Grievance Procedures

SATEC does not discriminate on the basis of handicap. Please review the section on complaints for addressing issues around discrimination.

Staying After School

A child may be asked to remain after school for academic or behavior reasons. Parents are requested to sign a slip or call school, acknowledging that their child will remain after school. Students staying after for any reason (i.e. athletic events) must be supervised by their parent or adult. Parents must provide transportation.

Student Records/FERPA

Parents and guardians have a right to:

1. Inspect and review the student's education records;
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclose personally identifiable information contained in the student's education records, except to the extent that the Act authorizes disclosure without consent;
4. File with the U.S. Department of Education a complaint concerning alleged failures by the school to comply with requirements of the Act; and
5. Obtain a copy of the school's policy and written procedures or protocols related to student records.

Class lists of students, possibly including phone numbers, might be shared for planning classroom activities. Photos of your child identified might be released in school publications; school related presentations, or local newspapers unless you notify us in writing. Student work/photographs posted on the Internet would only have the students' first name.

Technology/Chromebook Use

Students are able to access the Internet to complete their schoolwork. SATEC does not want outside technology brought into school at any time (i.e. cell phones, apple watches, ipads or personal computers). Misuse may result in students losing privileges for a period of time.

Chromebooks/IPads:

- *Teachers will expect routine access and use of Chromebooks/IPads in their classes.
- *Students should report any damage to their teacher immediately.
- *Devices should remain in the classroom unless granted permission from their teacher to take them elsewhere.
- *Do not alter them permanently.
- *Students are responsible for any damage due to neglect.

Title IX Grievance Procedures

Maple Run Schools do not discriminate on the basis of sex in their educational programs or activities which it operates and are required by Title IX not to discriminate in such a manner. A complete copy of the Maple Run Title IX policy can be found on our district website.

Transgender and Gender Nonconforming Students

All students need a safe and supportive school environment to progress academically and developmentally. The Vermont Secretary of Education has developed best practices for supporting our transgender and gender nonconforming students at the address below:

<http://education.vermont.gov/documents/best-practices-schools-regarding-transgender-and-gender-nonconforming-students>

Valuables or Toys

There have been some situations where toys on the bus have become a problem. We would appreciate your help in going over these guidelines with your children. Toys should only be brought to school with teacher approval, and with the understanding that they must stay in backpacks until such time as the teacher has approved their use. Toys must be put away afterwards. Teachers and/or bus drivers will confiscate toys that are being used inappropriately or at inappropriate times of the day and will return them to the student or parent later. Items of value should not be brought to school. The school is not responsible for theft or damage even if they are left in an office. Teacher discretion will be used for the use of toys during recess.

Visitors/Volunteers

Maple Run Unified School District requires that all school sites lock exterior doors during the school day. All visitors will be asked to show identification and will be required to sign in before gaining full access to the school. At SATEC you will press the call button at the front entrance to alert office staff of your presence.. Once in the building, you will be asked to show identification, the photo ID will be processed through our visitor management software, state the purpose of your visit, and be given a visitor badge. We encourage visitors to make an appointment beforehand if they want to meet with a staff member.

The following is a link to the MRUSD [“Access Control & Visitor Management” policy](#):

Volunteers - As part of our safety measures and in order to be in compliance with the Maple Run Volunteers and Work Study Students Policy, there are strict procedures that must be followed before parents/community members will be allowed to volunteer in our school or on school sponsored field trips or activities. The procedures require that all volunteers fill out an application and release form at least one month before volunteering. This must be completed each school year. Forms can be found in the front or back offices. The release form allows us to do a cursory background check before parents or community members are eligible to volunteer in classrooms or chaperone field trips, etc. We appreciate your support in our endeavors to make our school a safe and secure place to work and learn.

Websites

School information, pictures, teacher websites, calendars, policies and more are available on our website. Please visit us on-line.

St. Albans Town Educational Center

www.maplerun.org/o/satec

Maple Run Unified School District

www.maplerun.org

Appendix of Annual Notices

MAPLE RUN UNIFIED SCHOOL DISTRICT (MRUSD)

BELLOWS FREE ACADEMY (BFA)

NORTHWEST CAREER & TECHNICAL CENTER (NCTC)

FAIRFIELD CENTER SCHOOL (FCS)

ST. ALBANS TOWN EDUCATIONAL CENTER (SATEC)

ST. ALBANS CITY SCHOOL (SACS)

COLLINS PERLEY SPORTS COMPLEX (CPSC)

August 1, 2023

NOTIFICATION OF MANAGEMENT PLAN AVAILABILITY

TO: Parents, Teachers, Employees, Other Personnel or Their Guardians

FROM: Bill Kimball, Superintendent of Schools

The Asbestos Hazard Emergency Response Act (40 CFR 763.93 (g)(4) requires that written notice be given that the following schools have Management Plans for the safe control and maintenance of asbestos-containing materials found in their buildings. These Management Plans are available and accessible to the public at the Administrative offices listed below.

BUILDING	ADDRESS	TELEPHONE
MRUSD Main Office	28 Catherine St., St. Albans	(802) 524-2600
BFA/NCTC	71 South Main St., St. Albans	(802) 527-6555
Fairfield Center School	57 Park St., Fairfield	(802) 827-6639
St. Albans City School	29 Bellows St., St. Albans	(802) 527-0565
St. Albans Town Educational Center	169 South Main St., St. Albans	(802) 527-7191
Collins Perley Sports Complex	890 Fairfax Road, St. Albans	(802) 527-1202

MAPLE RUN UNIFIED SCHOOL DISTRICT (MRUSD)

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NORTHWEST CAREER & TECHNICAL CENTER (NCTC)
FAIRFIELD CENTER SCHOOL (FCS)
ST. ALBANS TOWN EDUCATIONAL CENTER (SATEC)
ST. ALBANS CITY SCHOOL (SACS)
COLLINS PERLEY SPORTS COMPLEX (CPSC)

**ANNUAL NOTIFICATION OF DESIGNATION OF DIRECTORY
INFORMATION AND RIGHT OF REFUSAL**

TO: All parents of students, and to eligible students¹ currently attending schools in the Maple Run Unified School District (MRUSD)

Schools in MRUSD may disclose designated directory information on students and eligible students without the prior consent of the parent or eligible student, and without any record of such disclosure, unless you have advised the school to the contrary in accordance with MRUSD procedures. The following types of personally identifiable information have been designated directory information:

Student's name, address, telephone number, photograph, date and place of birth, grade level, major field of study, participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of attendance, and/or degrees/honors/awards received.

Disclosure may include personally identifiable information contained or reflected in photographs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent. (See 20 U.S.C. 7908, as amended; 10 U.S.C. 503, as amended.)

If you are an eligible student and are currently attending any of the above-named schools, or if you are the parent of a student currently attending school in any of the MRUSD schools, you have a right to refuse to permit the designation of any or all of these types of information as directory information concerning your child or yourself, by providing written notice of your refusal, listing the type(s) of information which you refuse to have so designated, to the principal of the school your child attends (or the school you attend, if you are an eligible student), on or before September 15, 2022.

MRUSD Policies and Procedures can be found at <https://www.maplerun.org/browse/9745>.

¹ You are an eligible student if you are at least 18 years of age or are attending an institution of post-secondary education.

MAPLE RUN UNIFIED SCHOOL DISTRICT (MRUSD)

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COLLINS PERLEY SPORTS COMPLEX (CPSC)**

CHILD FIND AND SECTION 504 ANNUAL NOTICE

In accordance with the Rehabilitation Act of 1973, commonly known as Section 504, and the Individuals with Disabilities Education Act (IDEA) 20 U.S.C. § 33, the schools within the Maple Run Unified School District (MRUSD) hereby notify disabled children and their parents of their duty under the Regulations to Section 504.

Maple Run Unified School District schools shall provide a free appropriate public education to each qualified child who resides in the MRUSD district regardless of the nature or severity of the disability. MRUSD schools shall educate each qualified disabled child with children who are not disabled to the maximum extent appropriate to the needs of the disabled child, and shall also ensure that disabled children participate with non-disabled children in nonacademic and extra-curricular activities to the maximum extent appropriate. A disabled child shall be afforded an equal opportunity for participation in such services and activities.

MRUSD schools shall provide disabled children an equal opportunity for participation in physical education courses, interscholastic, club or intramural athletics.

MRUSD wishes to inform interested parties that all individuals with disabilities from birth through age of 21, who are in need of special education and related services, need to be identified, located and evaluated. Also, any person between the ages of 3 through 21, who is in need of special education and related services, is entitled to a free and appropriate public education. Therefore, anyone who has information about individuals with disabilities should contact the individual listed below.

MRUSD schools shall conduct pre-placement evaluations and shall establish standards and procedures consistent with Section 104.35 for the evaluation and placement of children who need or are believed to need special education or related services. Periodic reevaluation shall be conducted of children who have been provided special education or related services.

Placement decisions shall draw upon information from a variety of sources and shall be made by a group of persons knowledgeable about the child, the meaning of the evaluation data, and the placement options. MRUSD schools shall establish and implement a system of procedural safeguards that includes notice, and opportunity for the parent to examine relevant records, an impartial hearing with the opportunity for participation by the parent and representation by counsel, and a review procedure.

MRUSD Contacts for Section 504:

Alexis Hoyt – 370-3946
Andrea Racek – 370-3949

MRUSD Policies and Procedures can be found at <https://www.maplerun.org/browse/9745>.

MAPLE RUN UNIFIED SCHOOL DISTRICT (MRUSD)

**BELLOWS FREE ACADEMY (BFA)
NORTHWEST CAREER & TECHNICAL CENTER (NCTC)
FAIRFIELD CENTER SCHOOL (FCS)
ST. ALBANS TOWN EDUCATIONAL CENTER (SATEC)
ST. ALBANS CITY SCHOOL (SACS)
COLLINS PERLEY SPORTS COMPLEX (CPSC)**

ANNUAL NOTIFICATION TO PARENTS RE: STUDENT RECORDS

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

1. The right to inspect and review the student's education records within 45 days of the day the MRUSD school receives a request for access.

Parents of eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students may ask the MRUSD school to amend a record that they believe is inaccurate or misleading. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Disclosure without consent is disclosure to school personnel with legitimate educational interest, included, but not limited to, school officials employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school in the MRUSD District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

This is a summary of the procedures. Full procedures are available at the Superintendent's and Principal's Offices:

Bill Kimball, Superintendent.....	524-2600
Polly Rico, Principal.....	527-6451
Bellows Free Academy (St. Albans)	
Kelsey Malboeuf, Principal.....	827-6639
Fairfield Center School	
Leeann Wright, Director.....	527-6510
Northwest Career & Technical Center	
Stephanie Gagnon,	527-0565
St. Albans City School	
Angela Stebbins, Principal	527-7191
St. Albans Town Educational Center	

MRUSD Policies and Procedures can be found at <https://www.maplerun.org/browse/9745>.

MAPLE RUN UNIFIED SCHOOL DISTRICT (MRUSD)
BELLOWS FREE ACADEMY (BFA)
NORTHWEST CAREER & TECHNICAL CENTER (NCTC)
FAIRFIELD CENTER SCHOOL (FCS)
ST. ALBANS TOWN EDUCATIONAL CENTER (SATEC)
ST. ALBANS CITY SCHOOL (SACS)
COLLINS PERLEY SPORTS COMPLEX (CPSC)

NEW AMERICANS

We have a responsibility to ensure that all students feel safe and supported. This occurs when we create school cultures that are responsive to the needs of the children in our care, and our families. Under Federal law, undocumented children and young adults have the same right to attend public primary and secondary schools as do U.S. citizens and permanent residents (*Plyler vs. Doe*, 457 U.S.

202 (1982). And, under state law, all Vermont children, including undocumented children are required to attend school until the mandated age of 16. Meeting this obligation means going beyond telling families to enroll their student(s). It includes working proactively to ensure they feel safe, supported and welcomed.

Public schools may not:

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

Maple Run's policies and procedures can be found at <https://www.maplerun.org/browse/9745>.

MAPLE RUN UNIFIED SCHOOL DISTRICT (MRUSD)
ST. ALBANS TOWN EDUCATIONAL CENTER (SATEC)
ST. ALBANS CITY SCHOOL (SACS), FAIRFIELD CENTER SCHOOL (FCS)
BELLOWS FREE ACADEMY (BFA)
NORTHWEST CAREER & TECHNICAL CENTER (NCTC)
COLLINS PERLEY SPORTS COMPLEX (CPSC)

NOTICE OF NON-DISCRIMINATION

Maple Run Unified School District (MRUSD) and its schools will not unlawfully discriminate in its programs and activities against any person or group on any basis prohibited by federal or state law and will provide equal access to the Boy Scouts and other designated youth groups.

MRUSD and its schools do not discriminate on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, political affiliation, gender identity, limited English language proficiency, crime victim status, or marital status of any person in admission or access to, or treatment or employment in, any of the accommodations, advantages, facilities, and privileges of the place of public accommodation or in its programs and activities.

The following people have been designated to handle inquiries regarding the non-discrimination policies:

MRUSD	Bill Kimball, Superintendent 28 Catherine Street, St. Albans, VT 05478	(802) 524-2600
BFA St. Albans	Polly Rico, Principal 71 S. Main St., St. Albans, VT 05478	(802) 527-6555
NCTC	Leeann Wright, Director 71 S. Main St., St. Albans, VT 05478	(802) 527-6517
FCS	Kelsey Malboeuf, Principal 57 Park St., Fairfield, VT 05455	(802) 827-6639
SATEC	Angela Stebbins, Principal 169 South Main St., St. Albans, VT 05478	(802) 527-7191
SACS	Stephanie Gagnon, Principal 29 Bellows St., St. Albans, VT 05478	(802) 527-0565

For further information on notice of non-discrimination, request a list of OCR enforcement offices for the address and phone number of the office that serves your area, or call 1-800-421-3481.

MRUSD Policies and Procedures can be found at <https://www.maplerun.org/browse/9745>.

MAPLE RUN UNIFIED SCHOOL DISTRICT (MRUSD)
ST. ALBANS TOWN EDUCATIONAL CENTER (SATEC)
ST. ALBANS CITY SCHOOL (SACS), FAIRFIELD CENTER SCHOOL (FCS)
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PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE AND
CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA) requires Maple Run Unified School District (MRUSD) schools to notify parents and get permission from parents to allow their children to participate in certain school activities. This means parents can also opt their children out of participation in certain school activities. These activities include student surveys, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationship;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes, and certain physical exams and screenings.

Schools will provide parents with a schedule of activities requiring parental notice annually and as needed, as well as advance notice of surveys, etc., with opportunities to review the materials and to opt out. This does not apply to such areas as school climate, learning opportunities, student assets, and other surveys that are not of a sensitive nature.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

MRUSD Policies and Procedures can be found at <https://www.maplerun.org/browse/9745>.

MAPLE RUN UNIFIED SCHOOL DISTRICT (MRUSD)
ST. ALBANS TOWN EDUCATIONAL CENTER (SATEC)
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**ANNUAL NOTIFICATION OF REQUIREMENTS PERTAINING TO
SECLUSION AND RESTRAINT**

TO: All parents of students attending schools in the Maple Run Unified School District (MRUSD) schools.

The Vermont State Board of Education rules on seclusion and restraint require public and approved independent schools annually, at or before the beginning of each academic year, to inform parents of enrolled students of the requirements pertaining to the use of physical restraint and seclusion, and of the Vermont preference to use positive behavioral strategies and supports in order to avoid the use of physical restraint or seclusion to address targeted student behavior.

The Vermont Legislature has exempted active duty “law enforcement officers,” who are certified in accordance with 20 V.S.A. § 2358, from the State Board of Education rules on seclusion and restraint. This provision applies to both full-time and part-time state police officers, municipal police officers, sheriffs and constables. The State Board of Education rules still apply to security guards and retired police officers (who are sometimes called school resource officers, but who do not fall within the definition of “active duty law enforcement officers.”)

Except for certified law enforcement officers, persons who impose a restraint or seclusion must report its use to the school administrator no later than the end of the school day, and school administrators must report certain types of restraints or seclusions to the superintendent or designee.

The rules require notice to parents within 24 hours of each use of seclusion and restraint and afford an opportunity for parents to participate in a review of an incident of restraint and seclusion.

The superintendent must report to the Commissioner within three school days if:

1. There is death, or an injury requiring outside medical treatment or hospitalization of staff or student, as the result of a restraint or seclusion;
2. Physical restraint or seclusion has been used for more than 30 minutes; or
3. Physical restraint was used in violation of State Board of Education rules.

MRUSD Policies and Procedures can be found at <https://www.maplerun.org/browse/9745>.

MAPLE RUN UNIFIED SCHOOL DISTRICT (MRUSD)

**BELLOWS FREE ACADEMY (BFA)
NORTHWEST CAREER & TECHNICAL CENTER (NCTC)
FAIRFIELD CENTER SCHOOL (FCS)
ST. ALBANS TOWN EDUCATIONAL CENTER (SATEC)
ST. ALBANS CITY SCHOOL (SACS)
COLLINS PERLEY SPORTS COMPLEX (CPSC)**

TRANSGENDER AND GENDER NONCONFORMING STUDENTS

All students need a safe and supportive school environment to progress academically and developmentally.

State Policy

It is the policy of the State of Vermont that all Vermont educational institutions provide safe, orderly, civil, and positive learning environments. Harassment, hazing and bullying have no place and will not be tolerated in Vermont schools. No Vermont student should feel threatened or be discriminated against while enrolled in a Vermont school. 16 V.S.A. § 570.

State Law

An owner or operator of a place of public accommodation or an agent or employee of such owner or operator shall not, because of race, creed, color, national origin, marital status, sex, sexual orientation, or gender identity of any person, refuse, withhold from, or deny to that person any of the accommodations, advantages, facilities, and privileges of the place of public accommodation. 9 V.S. A. § 4502(a).

Discrimination/Harassment

Harassment of a student based on sex can limit or prevent a student from participating in or receiving educational benefits, services or opportunities. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping. For example, harassing a student for failing to conform to stereotypical masculine or feminine notions or behaviors constitutes sex discrimination.

Complaints alleging discrimination or harassment based on a person's actual or perceived transgender status, gender identity or gender nonconformity should be handled in accordance with the **Policy on the Prevention of Harassment, Hazing and Bullying of Students**.

The Vermont Secretary of Education has developed best practices for supporting our transgender and gender nonconforming students at the link below:

<http://education.vermont.gov/documents/best-practices-schools-regarding-transgender-and-gender-nonconforming-students>

MRUSD Policies and Procedures can be found at <https://www.maplerun.org/browse/9745>.

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STUDENT/ PARENT HANDBOOK

SIGN OFF SHEET

After you have read the Student/Parent Handbook, and reviewed carefully the topics listed below, sign and return to the school office by Sept. 8th.

I have read the Handbook, and know how to access it during the school year. In particular, I have reviewed the following items:

Attendance and Truancy Procedures
Bus Rules and Transportation
Cell Phone Use
District Communications Agreement
Early Release Information
ExtraCurricular Activities Participation
ExtraCurricular/Athletics Statement Regarding Participant and Spectator Behavior
Fire Drill/Evacuation Procedures
Incomplete Work
Fire and Emergency Preparedness Drills
Residency requirements
Student Conduct, especially policy summaries on Bullying, Harassment, Hazing, and Search & Seizure
Technology- Acceptable Use & Chromebook Agreement
Volunteers/Visitors

If you do not want your child's photo published in any school related newsletters or media, notify the school principal, Angela Stebbins, via email at astebbins@maplerun.org.

Student Name(s) _____

Parent/Guardian Signature: _____ Date: _____