

Grand Isle School

STUDENT HANDBOOK

AUGUST 2022 – JUNE 2023

<http://www.grandisleschool.org>

Welcome.

The Student Handbook contains information for students and their guardians. This handbook provides information students need for successful participation in school life. We hope that guardians and students will review this handbook together. The policies, procedures, and guidelines outlined in this handbook will be effective from August 1, 2022, through July 31, 2023.

The policies of this handbook and the services the school system provides have been designed to protect the well-being of students and the rights of all students to quality education in the Champlain Islands Unified Union School District (CIUUSD). This handbook has been created for the Grand Isle School Campus of CIUUSD.

Please note that changes to this handbook may occur and all families will be notified if that happens.

Ashley Hanlon

Principal

August 2022

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SECLUSION/RESTRAINT

WEAPONS

Champlain Island Unified Union School District

Starting in 2019, three towns have merged to be part of the Champlain Islands Unified Union School District (CIUUSD). Our school district is also part of the county-level Grand Isle Supervisory Union (GISU). Our district operates two campuses in North Hero and Grand Isle. Policies will be aligned with the district and supervisory union. You may see references throughout this handbook or other documents to these names, which can be on various official forms this year.

SCHOOL EXPECTATIONS

The GIS Wildcat Expectations are:

Be Kind
Be Safe
Be Engaged

1. Be Kind- using words or actions that do not negatively impact our school community. Kindness is our overarching expectation at GIS. We believe all students can be kind to themselves and others in all school environments.
2. Be Safe- safety is essential in all learning environments. Safety includes keeping our bodies safe, using words that are not threatening, and making choices that will not harm or potentially harm the social, emotional, or physical well-being of others in the learning community.
3. Be Engaged- learning is an active process. We encourage all students to participate in their learning to the best extent possible each day. We recognize that all students come to us with individual needs, and we will work as a professional team to meet those needs to the best of our ability

HOURS OF SCHOOL

Kindergarten – Grade 6 7:00 am – 3:00 pm Monday, Tuesday, Wednesday, Thursday, Friday

If a student is late for the start of the school day, they are to check in with the office before entering class. Lateness is considered any time after 8:05 am.

Breakfast will be offered from 7:00 am-7:55 am. There is no programming before or during breakfast.

We can support a **7:00 am drop-off time at this time**. Please ensure that you drop students off directly at the school's front door **no earlier than 7:00 am**.

Please review the attendance policy section for a reminder about end-of-day changes. Please notify the main office as soon as possible, ideally before 2 pm, to allow the school time to inform the student and teachers before they start lining up for dismissal.

HOME SCHOOL RELATIONSHIP

The home and the school are the two significant factors in the complex educational life of children; therefore, the home and the school should have a relationship of understanding and cooperation that establishes a mutual respect for the responsibilities they share in the well-being and educational growth of children. Families and staff are encouraged to communicate to provide for the best interest of the students. The staff is committed to this endeavor.

ADMISSION / ENROLLMENT IN SCHOOL

A child enrolling in CIUUSD must be five (5) years of age on or before September 1st of the year they are to start kindergarten and shall enter at the beginning of the school year.

Furthermore, a child must be six (6) years before September 1st of the year they start first grade.

At the time of initial registration, guardians must present an original birth record and history of immunizations. All children shall be immunized before school entrance according to the current recommendations of the State Public Health Agency unless the family has previously attained a waiver. Residency must also be established before enrollment.

If a student resides with any person other than a parent, a certified copy of the court documents that establish legal guardianship will be required at the time of enrollment.

AFTERSCHOOL ACTIVITIES / CLUBS

Students will have the opportunity to participate in afterschool enrichment activities periodically. Students may also be eligible to participate in other CIUUSD afterschool activities. Guardians ensure students have safe transport to and from these activities.

ATTENDANCE / NOTES / TRUANCY

Vermont law requires school attendance for students between the ages of 6 and 16 so a student may complete a course of study that will facilitate the transition to the responsibilities of adulthood. The school district believes consistent attendance is a prerequisite for assuring academic, social, and emotional growth. In addition, regular and punctual attendance is also essential to developing responsible and effective work/study habits and demonstrating that students are accountable for their behavior. Encouraging students to take full advantage of their education is a shared responsibility of students, families, schools, and communities.

The current educational process demands that students be present daily so they don't miss out on the continuing educational programming offered at all CIUUSD schools.

CIUUSD has adopted an attendance policy for students (see page 8) that follows the Grand Isle County attendance and truancy protocol. **Guardians will be notified at 5, 10, and 15 days absent.**

When guardians know that their child will be out of school for a prolonged time (longer than three (3) school days) for either illness or other situations, they should contact the school office at 372-8866 to make arrangements. A written note may be required in these cases.

State law requires that children attend for the full number of school days. If your student is absent, please call the school office to report the absence and the reason for the absence on the morning of the absence. If you are unable to call in the absence, please send a note for re-admitting your student. The note should be sent to the office upon arrival at school the next day they are in attendance. Although getting children to school on some days may create problems, it is to everyone's benefit to make every effort. While early dismissals can sometimes not be avoided, please make every effort to have your child in school for the entire day. Early releases can and do interfere with the scheduled academic instruction for the day.

When a student is dismissed early for an appointment, guardians are expected to send a **NOTE OF EXPLANATION or Doctor's Excuse** to school that morning. The family should send the note to the main office; emails to the main office from the official parent email address are acceptable. When the guardian arrives at school to pick up the child, please ring the bell at the front entrance. The office will call your child to the office for early dismissal.

When developingrned to school after an appointment, guardians are expected to send a **NOTE OF EXPLANATION or Doctor's Excuse** as to why the student was absent from school. The guardian is responsible for bringing the child to the front entrance.

For reasons of safety and accountability, students are expected to ride the bus home unless

guardians have provided notification otherwise. If a student changes their normal routine, please call or write a note to the main office. Please notify the main office as early as possible of a change in the end-of-day routine to allow time for the office to inform the student and teacher; ideally, this should be before 2 pm. If school personnel does not recognize the person picking a student up from school, they will require proper photo identification before releasing the student.

All communication between home and school should be done so directly by a guardian and the school office. Verbal communication, written notes, and emails should go directly from home to the main office and not be otherwise given to outside parties to deliver. Emailed notes about attendance should go directly to Mrs. Pam Leonard at pleonard@gisu.org or by filling out our attendance online form. You may optionally cc the classroom teacher.

GRAND ISLE COUNTY ATTENDANCE PROTOCOL

Part of our commitment as a school community is to promote and foster successful learners. Staying in school is the first step to a good education. Absences from school affect a student's ability to learn and succeed.

POLICY:

A student will be declared truant if they have had **ANY** absence from school for more than **18 days** under the *V.S.A. Title 16, 1126*.

PROTOCOL:

YOUTH HAS MISSED AT LEAST <u>5 DAYS</u>
Personal contact with guardian. Support services are offered. Follow-up letter outlining consequences for further absences and possible prosecution for truancy. Documentation maintained.

OR

YOUTH HAS MISSED <u>6-10 DAYS</u>
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<p>Tuancy Officer will do a home visit with the guardian.</p>

<p>Plan of action developed with the school team and family.</p>
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<p>Follow-up letter outlining consequences for further absences and possible prosecution for truancy.</p>

<p>Documentation maintained.</p>

OR

YOUTH HAS MISSED <u>11-15 DAYS.</u>
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<p>The guardian(s) will be asked to come in for a meeting to review the action plan that was developed.</p>

<p>Refusal to work with the team, a guardian will receive a citation from the truancy officer.</p>
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OR

THE YOUTH HAS MISSED AT LEAST 18 DAYS.

<p>The School will notify the Department of Children and Families.</p>
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<p>The school will write an affidavit.</p>
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<p>Petition filed with the family court by the State's Attorney.</p>
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Withdrawal and Transfer

Guardians who plan to move from the school or transfer their child to another school should notify the office as soon as possible. This allows the school office the opportunity to complete transfer forms, and guardians will need to sign a "release of records form" with the new school to allow them to release their records to the new school.

ATHLETIC EVENTS

All athletic events involving **CIUUSD or any school we are aligned with** as sponsor, participant, or spectator, are subject to the *Wildcat Expectations*. You are expected to display good sportsmanship and to be courteous hosts or guests at all times. This rule applies equally to both spectators and participants.

THE RESPONSIBILITIES OF SPORTSMANSHIP

The Coach...

- Treats their own players and opponents with respect.
- Inspires in the athletes a love for the game and the desire to compete fairly.
- Is the type of person they want the athletes to be.
- Disciplines those on the team who display unsportsmanlike behavior.
- Respects the judgment and interpretation of the rules of the game by the officials.
- Knows they are a teacher and understand that the athletic area is a classroom.

The Official...

- Knows the rules of the game and their interpretations.
- Places the welfare of the participants above all other considerations.
- Treats players and coaches courteously and demands the same from them.
- Works cooperatively with fellow officials, timers, and scorers for an efficient contest.
- Is fair and firm in all decisions, never compensating for a previous mistake.
- Maintains confidence, poise, and self-control from start to finish.

The Student Player...

- Treats the opponent.
- Plays hard but plays within the rules of the game.
- Exercises self-control at all times, setting the example for others to follow.
- Respects officials and accept their decisions without gesture or argument.
- Wins without boasting, loses without excuses and never quits.
- Always remembers that it is a privilege to represent the school and community.

The Spectator...

- Attempts to understand and be informed of the playing rules of the game.
- Appreciates a good play no matter who makes it.
- Cooperates with and responds enthusiastically to cheerleaders.
- Shows compassion for an injured player; applauds positive performance; does not heckle, jeer or distract players; and avoids use of profane and obnoxious language and behavior.
- Respects the judgment and strategy of the coach and does not criticize players or coaches for loss of a game.
- Respects the property of others and the authority of those who administer the

competition.

- Censures those whose behavior is unbecoming.
- Respects officials and accept their decisions without gesture or argument.

Act 68 requires that all schools educate their coaches in the prevention and treatment of concussions. CIUUSD will ensure that all staff involved in coaching receive the necessary training to support act 68 and ensure the safety of our athletes. Grand Isle School will follow concussion protocols during all athletic events.

BICYCLE RIDING AND SAFETY

Students must have a note giving their guardian permission to ride bicycles on file in the school office. Notes received during the school year are suitable for the entire school year.

Students must wear bicycle helmets when riding a bicycle at school and to and from school.

Student bicycles are to be left in the bike rack by the school. Bicycle security is the student's responsibility as CIUUSD is not responsible for damages, lost or stolen bicycles.

Bicycles are not permitted to be used during school hours (unless as part of a scheduled school/PE event) and are never used on the playground.

In the event of severe weather, students may be required to ride the bus home for safety concerns.

BULLYING/HARASSMENT

CIUUSD has adopted a bullying and harassment policy. CIUUSD must inform guardians around and bullying or harassment investigations. Misbehavior differs from bullying and harassment.

Bullying is repeated over time, intended to ridicule, be directed at a particular student, humiliate, or intimidate a student. Either occurs during the school day, on a bus, or at a school-sponsored event, or does not occur during the school day on school property, on a bus, or at a school-sponsored activity and can be shown to pose a clear and substantial interference with a student's right to access educational programs.

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

A student who believes they have been bullied or harassed or who witnesses conduct that s/he believes might constitute bullying or harassment should report the conduct to the principal, counselor, or any employee of the school s/he feels comfortable talking to. Following a report, an investigation will begin within one school day and be completed within five school days except in exceptional circumstances. Guardians will be notified within a day that their child is part of the investigation.

CIUUSD Grand Isle School Campus designated

Ashley Hanlon as the primary investigator for all bullying and harassment complaints.

For more information, please go to www.gisu.org to view *Policy F31, Policy on Prevention of Harassment, Hazing, and Bullying of Students*. Please visit the Vermont Agency of Education Website for more information.

Please see the behavior matrix for guidance on procedures in instances of misbehavior.

BUS EXPECTATIONS AND REGULATIONS

Students in grades K-6 residing in the town of their school campus will be provided bus transportation to and from school each day. Students in Pre-K may ride the bus to school in the morning. Students riding the bus are expected to follow the Wildcat Expectations in addition to all directions provided by the bus driver and school personnel. Riding the bus is a privilege, and students may be removed from the bus for a period if they are found to be violating the expectations.

We are **Kind** by using a whisper voice level, following adult directions, using kind words and actions, staying in our seats, and reporting problems to the bus driver, chaperone, or school personnel.

We are **Safe** by taking trash with us and taking care of the bus, especially the seats.

We are **Safe** by sitting on our bottom, facing forward, keeping the aisle clear, and keeping our hands to ourselves. Additional ways we are Safe on the bus include:

1. If a child must cross the road to board the bus, the child must wait until the bus comes to a complete stop.
2. A vetted adult or sibling must be present to leave a child at a stop or home.
3. All items brought to school are to be held on the student's lap or placed under the seat. This includes book bags, backpacks, lunch boxes, textbooks, etc.
4. Children will remain seated at all times while the bus is moving and until the bus comes to a complete stop.
5. Children shall not extend arms or other parts of the body out of the windows.
6. All persons riding the bus shall consume no gum, candy, food, beverage, or tobacco products on the bus.
7. Nothing shall be thrown in the bus or out of the windows.
8. Children should not damage or destroy private property while waiting for the bus or any other time.
9. Children are expected to be courteous to fellow students and the bus driver.

10. Children are expected to treat school bus equipment the same as you would treat the valuable property and possessions in your home.
11. No smoking on the school bus will occur at any time.
12. No child will be allowed to leave the bus at any stop, except their own, unless they have a note from home signed by the guardians granting permission. The note should be given to the main office. Please do not give notes directly to the driver. If an emergency arises, call the school office. A note lost or forgotten means your child will be taken to their regular stop. Please communicate any changes with the office as timely as possible.

***Video monitoring on the school bus** – School buses are monitored with video cameras. This monitoring is not meant to mitigate level 1 behaviors and will only be utilized during active investigations.

Students must follow the bus's expectations at all times to ensure the safety of everyone on the bus. Our procedure for handling inappropriate behavior on the bus is particular, and the school principal has the right to decide if a violation requires additional action:

1st violation Student is given a verbal warning by the driver.

2nd violation Guardians are notified via a written Bus Conduct Form from the Bus driver. Forms are filed with the principal.

3rd violation Guardians are notified via a written Bus Conduct Form from the bus driver, and the school principal contacts guardians. Repeated violations of bus expectations may result in the student being removed from the bus for some time, based on the frequency, severity, and incident from 1-5 days.

Bus routes and schedules are reviewed annually and revisited as necessary. This information is published in *The Islander* each August.

NOTE: CIUUSD has contracted bussing service with Mountain Transit of Milton, Vermont. As the school office is often not fully staffed after 3:30 pm, guardians may inquire about the status of a bus or its timeliness by calling Mountain Transit at 802-893-1334.

Students not riding the bus will be dismissed after the bus dismissal. This eliminates pedestrian and bicycle traffic at this hectic time of day. **No student will be dismissed until buses leave unless accompanied by an adult.**

CAFETERIA EXPECTATIONS

To make breakfast/lunch periods as safe and enjoyable as possible, we always follow the Wildcat Expectations: Be Kind, Be Safe, and Be Engaged.

We are **Kind** by using a conversation voice level, following adult directions, using kind words and actions, and saying please, thank you, & excuse me.

We are **Safe** by using proper table manners, eating our food, cleaning up, sorting trash/recycling/compost correctly, taking care of the cafeteria, and owning our own mistakes.

We are **Engaged** by walking at all times, having a safe and calm body, sitting with your bottom on the bench waiting your turn in line, and asking an adult before leaving the room.

CHANGE OF ADDRESS, PHONE, E-MAIL, OR OTHER CONTACT INFORMATION

every family must maintain up-to-date address(es), telephone number(s), and email(s) on record with the office, including emergency numbers. Please notify the school immediately if you have a change during the year.

If the custody of a child changes after enrollment, documents should be provided to the school as soon as possible after the change. Upon request, the school will give the non-custodial parent all information required under the Family Educational Rights and Privacy Act (FERPA) and the laws of the State of Vermont unless there is a valid court order directing the school system not to divulge such information.

CLOSING SCHOOL FOR EMERGENCIES

We use the Alma student management system to call guardians in case of an emergency school closing. Paperwork will be sent home at the beginning of the school year to provide the school office with updated information.

Guardians should listen to the radio on bad weather days to hear “no school” announcements. Should inclement weather or emergencies, such as heating or water problems, occur which would result in the early dismissal of school, an announcement will also be made on the following radio stations:

WCAX Burlington, WWST St. Albans, WDOT Burlington, WVMT
Burlington, WJOY Burlington WEZF Burlington WIZN Burlington

In the early morning, these announcements are usually on by 6:30 am Please listen to the radio and be patient instead of trying to call the station or the school.

IF SCHOOL IS EVER DISMISSED EARLY, we will do our best to contact all guardians in the event of an emergency, confirming pickup or correct destination for Mountain Transit.

COMPLAINTS/CONCERNS

The process for the resolution of a complaint is to have the person registering it discuss it first with the teacher or administrator concerned. Then, if there is no resolution, the person should go to the next person in the “chain of command.” Conflict does occur. If we understand that resolving conflict is a way to help growth in a relationship, concerns should be discussed when they arise.

The normal “chain-of-command” is

1. The classroom teacher/special educator
2. The school Principal
3. The GISU Superintendent
4. The CIUUSD School Board

CONSEQUENCES & PBIS

Communication between school and home is key when discipline issues arise. CIUUSD is committed to finding practical solutions to minor behaviors. We recognize that bad choices do happen. We teach to support making positive choices.

Major behaviors that include: aggressive or physical action towards peers or staff, unsafe behaviors towards self or others, and property destruction will be subject to possible meetings between school and home and are subject to consultation by district-level behavior interventionists.

STUDENT BEHAVIORS:

Tier 1

behaviors are those behaviors that require a classroom-based intervention. These behaviors include disruption, physical contact (horseplay), inappropriate language, property misuse, dress code violation, etc.

Interventions appropriate for Tier 1 behaviors:

friendly reminders, firm reminders, time away from group/class, success plan.

Tier 2

behaviors are those behaviors that continue to occur frequently and those behaviors that require out-of-class intervention. These behaviors include: vandalism, repeated disrespect towards peers or staff, stealing, repeated physical contact (horseplay), cheating, and swearing.

Interventions appropriate for Tier 2 behaviors:

out-of-class referral to the principal, guardian notification, social behavior mapping, restitution (reasonable, respectful, and related), conferencing with referring staff member(s), re-entry meeting with student and guardians, out-of-class time, etc.

Tier 2 behaviors may be considered as instances of bullying/harassment. If the determination is made that tier 2 behaviors qualify under an investigation for bullying/harassment, then proceedings will follow district policies for bullying/harassment. See--School Bullying/Harassment Policy.

Tier 3

Behaviors are Tier 2 behaviors repeated within 30 days and/or physically aggressive behaviors directed at another student/staff.

Interventions appropriate for Tier 3 behaviors

Includes guardian notification, personal improvement plan, re-entry meeting, out of class time, reassignment in school, conferring with referring/observing staff, suspension, reflection piece (reading, writing, and multimedia), re-entry meeting with student and guardians, or other restorative actions as needed.

*Please note that if a student hits another student or a GISU staff member, they may be sent home or have their placement on the given day reassigned. The severity of the incident will

determine the level of consequence, including possible suspension. Fighting is simply not tolerated. A safety meeting with the guardian and the school principal may need to occur before reentry of the classroom, and intervention plans may need to be put in place to ensure the safety of all staff and students.

Hitting is defined as Swinging an open hand or closed fist to hurt or harm another individual. Reassignment is: a change in an academic setting.

Bullying, hazing, and harassment are behaviors not tolerated by CIUUSD. CIUUSD follows state-mandated policy when dealing with bullying and harassment. **As defined by the State of Vermont, bullying is repeated targeted behaviors, over time, towards a student or group of students to intimidate or harm.** Harassment is behavior directed at another student based on the nine protected categories dated by the State of Vermont. In any cases where the determination is made through an investigation of bullying, hazing, or harassment, guardians will be notified within 24 hours.

Bullying is not defined as “generally bad behaviors.” There are times when students make bad choices, say unkind things, and act in an unkind manner. While these behaviors are bad choices and are dealt with following our behavior protocols, “generally bad behaviors,” or misconduct, do not always constitute bullying, hazing, and harassment.

Our school actively works with the **Positive Behavior Intervention Strategies** model to support developmentally appropriate (expected) behavior. Our behavioral intervention system believes in the values of emphasizing expected, appropriate behavior as a way of discouraging negative behavior. CIUUSD believes in these values, and the staff and teachers are dedicated to creating a consistent, safe, and nurturing environment so all students can learn, grow, and know they are supported. Our behavior system relies on acknowledging positive behaviors often.

COUNSELING

CIUUSD has a Guidance Counselor who will work with individual students and groups. Teachers, guardians, or students can request that the counselor meets with a student, and this recommendation for the student to bullying continue individual sessions or join a group. We also work closely with NCSS if students and families need additional support.

DRESS CODE

CIUUSD respects students' rights to express themselves in their dress. All students who attend CIUUSD are also expected to respect the school community by dressing appropriately for an educational environment. Student attire should facilitate learning participation and the health, hygiene, and safety of students and the adults that supervise them. This code is intended to guide students, staff, and guardians. Guardians should plan for proper outdoor and indoor wear during inclement and winter weather (it would also be wise to send your child to school with a sweater during the cold season). When any boots are worn, shoes or sneakers should be brought and left in school for classroom wear.

1. Clothing should not depict, imply, advertise, or advocate inappropriate conduct, language, or materials (such as drugs, alcohol, etc.).
2. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
3. Clothing and accessories that endanger student or staff safety may not be worn.
4. Headgear (including hats, hoodies, and caps) may not cover students' eyes/facial features.
Students may be asked to remove headgear if it becomes a distraction or is misused.
5. In physical education classes, it is required that students wear sneakers for safety.
6. If possible, sending a change of clothes is recommended, especially for younger children.

The administration reserves the right to determine what constitutes appropriate dress. In case of doubt about the suitability of a particular student's appearance or attire, the school admin-scheduled discuss it with the child and their guardian. Guardian may be requested to send a change of clothing for the student to change into.

Suggested Change of Clothing

We recommend that all students keep a change of clothing at school (in a locker/cubby), especially for rainy and snowy days when students may get wet or muddy after playing at recess or other outdoor activities.

EVACUATION AND LOCKDOWN DRILLS

By State statute, each school must conduct a certain number of evacuation and lockdown drills annually and record the date and the time. These drills are held at the principal's discretion, considering such factors as program, weather, and health. Typically, children do not remain outside the building for more than several minutes. These drills are essential to the safety of each child. Directions for drills are given to all students.

The signal for an evacuation drill is given by the sounding of the fire alarm bell. When the signal for this drill is given, students should follow the teacher's directions and proceed outside quickly and quietly. They should stay with their class and wait for further directions.

The signal for a lockdown drill is given using three (3) loud buzzers. When the signal for this drill is given, students should remain in their room or immediately go to the nearest room. They should move to the location indicated within the room, stay quiet, and wait for further directions.

Our school has an active and responsive safety plan. This plan is supported by staff and teachers and is enacted in cases of emergency only.

FIELD TRIPS

A field trip is an exciting educational experience, and we believe that field trips play a valuable role in the development of each pupil. Field trips are generally designed to supplement the classroom curriculum and to introduce students to the resources of our community and state resources. It is important to remember that all Wildcat Expectations and policies apply on field trips.

For all field trips, guardians must sign and return to the main office a form indicating whether or not their children may participate in this trip. The forms provide guardians with details about the trips and secure guardian agreement.

Guardians are frequently asked to volunteer to accompany a group of children going on a field trip. Guardians are generally requested on the permission slip if they would be willing to help on the trip.

All volunteers and chaperones must be fingerprinted and have a criminal background check at the GISU office.

If you plan to chaperone or volunteer, please contact the office to make arrangements to proceed with the fingerprint/background check procedures.

GUESTS AND VISITORS

CIUUSD guests/visitors will be allowed on a limited and pre-scheduled basis. Guests/visitors are asked to report directly to the main school office to sign in and receive a Guest/Visitor's Pass. Any individual who does not have a Guest/Visitor Pass will be asked to return to the main office for safety reasons. Our guests and visitors are not permitted in the student areas of the building without a pass or verification from the administration.

Student visitors are discouraged unless prior arrangements are made with the school office. All requests for a child to visit our school should only be directed to the principal. Each case will be handled individually.

Families are invited to visit the **CIUUSD** schools for the many after-school events we hold annually. We also welcome the public to come and visit these events. Teachers will also sometimes have classroom events. The school welcomes the opportunity to provide guardians and other interested community members a chance to become better informed about their school. Please read your classroom teacher and the schoolwide updates to stay current on events.

Arrangements with the main office should be made *before* the classroom, or other school visits are scheduled. Dropping in to visit with a teacher or student during the school day is discouraged and should only happen in cases of emergency. Drop-ins are defined as unscheduled visits. Drop-ins are an interruption to the learning environment.

Volunteers are also invited to participate in school programs. CIUUSD welcomes volunteers. Following the mandate of the State of Vermont, all volunteers must participate in a criminal background check through the Grand Isle Supervisory Union Central Office.

HEALTH INFORMATION

It is the policy of CIUUSD to assure that an awareness of the physical health of the entire student body exists through the institution of programs that provide for the appropriate training as well as early identification of health problems. Therefore, it is our aim to protect and promote the health of every child.

Our school nurse, in cooperation with the nursing assistant and school secretary, under the direction of the principal, shall be responsible for the implementation of required standards and procedures.

Routine illnesses and accidents occurring at school are handled by the school nurse, nursing assistant, the school secretary, or the principal. Cases of illness or accident are brought to the immediate attention of guardians and, if necessary, the Grand Isle Rescue Squad. If a guardian cannot be contacted, school officials will take whatever means necessary to preserve the health of the child.

If students have any medical changes during the school year, please notify the school & nurse immediately. We must have the most current list of medical conditions, including allergies, on record in the health file at all times.

COVID

New COVID guidance has been provided by the state, and the CIUUSD campus' will follow this guidance. You can read the district's COVID guidance [here](#).

LICE

In the event of an outbreak of head lice involving your child, you will be notified. Information about how to treat the problem will be provided. Students should not come to school if they have active head lice. Students will be readmitted to school after proper treatment when there are no live lice left in their hair.

ILLNESS

Students should not come to school if they have a fever of 100 degrees or higher, have experienced vomiting or diarrhea within the past 24 hours, have a persistent sore throat with fever or enlarged tonsils, have persistent upset stomach or headache, or have reddened and itchy eyes with discharge. Students on antibiotics must take them for 24 hours prior to returning to school and students with vomiting, diarrhea, or fever must remain home for 24 hours after their symptoms end prior to returning to school. If these conditions occur at school, guardians will be contacted to take their child home.

INJURIES

Any child who is seen by a physician for a serious injury will need a note to either participate or be excused from Physical Education or sports activities. Any child who is suspected of having an injury that may be complicated by participating in Physical Education or a sports activity may be restricted until a note from a physician states that the student is eligible to fully participate in these activities.

STUDENT MEDICATION

It is the policy of CIUUSD to have procedures in place to assure that medication required by students during the school day will be administered and maintained in a safe manner as directed by the student's guardian or health care provider.

The principal has developed procedures that assure that the dispensing of prescribed medication to any student during the regular school day or during school-sponsored activities comply with the following:

1. Medication may be given by the school nurse upon written orders from a physician and upon written request of a student's guardian that the school district complies with the physician's order. The physician's orders must detail the name of the drug, dosage, time interval the medication is to be taken, diagnosis, and reason for giving.
2. Medication must be brought to school in a *current* labeled container by the pharmacy or physician and stored in a secure, locked storage place. Medication must be delivered by a guardian directly to the office.

Nonprescription medication must be accompanied by a written request from the guardian of a student bringing such medication to school. The request must contain assurances that the student has suffered no previous ill effects from the use of medication. Medication must be left in the custody of the school nurse. Cough drops are to be brought to the school office and dispensed from there.

Insect repellent and sunscreen are considered medications, and therefore, will only be applied by a school employee if there is a signed note from a guardian. The school does not provide insect repellent or sunscreen.

The school shall provide an opportunity for communication with the pupil, guardian, and physician regarding the efficacy of the medication administered during school hours. Medication should be delivered directly to the school by guardians unless other arrangements have been made based on communication between school and home.

GISU policy permits a student to carry and/or self-administer medication for asthma (wheezing), severe allergic (anaphylactic) reaction, or diabetes on his/her person for immediate use in a life-threatening situation with the written order of the student's physician, written authorization from a guardian, and approval from the school nurse and principal. Authorization forms are available in the health area or school office.

HEARING & VISION TESTS

The Vermont Department of Education requires CIUUSD to periodically test the hearing and vision of students. Guardians are permitted to opt-out of these tests for their child by submitting a written request to either the Speech and Language Pathologist or the principal by September 1st of each school year.

IMMUNIZATIONS

Pursuant to the provisions of the Vermont Immunization Law that all students are required to be immunized before school entry unless exempted from immunizations for medical or religious reasons, the School Board requires all students of the school district to present a record showing the month and year they received vaccines.

A repeat MMR is recommended for all sixth graders. The State pays for the immunization if your child is in 6th grade.

THIS POLICY SHALL BE EFFECTIVE WITH ALL NEW STUDENTS AND TRANSFER STUDENTS IMMEDIATELY UPON ENTRANCE INTO THIS SCHOOL, AND WITH ALL OTHER STUDENTS FOR THE SCHOOL YEAR BEGINNING EACH SEPTEMBER.

INFORMATION GATHERING

Our school often uses surveys as a tool to gather important information and feedback. Surveys may include a student survey that asks for guardians and students to give feedback on climate and culture, a guardian survey to support communication and expectations, and a staff survey that looks to improve the yearly practices of administration and the workplace.

CIUUSD and the Grand Isle School will often do outreach on our website at www.grandisleschool.org and also on our Facebook page. These resources are important in home-to-school communication. CIUUSD is committed to a strong home-to-school communication system and your feedback is valued and important.

INTERNET ACCESS: TERMS AND CONDITIONS

CIUUSD schools use a wide range of technology resources to enhance the education of students, including Chromebooks, i-Pads, Interactive TVs, headphones, and a range of software. Internet access is safe and appropriate for student use.

- Students are responsible for good behavior on the school computer networks, just as they are in a classroom or a school hallway.
- General Wildcat expectations for behavior and communications apply—this includes Bullying, Hazing, and Harassment.
- The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner.
- Access is a privilege, not a right, and access entails responsibility.
- Inappropriate use will result in a suspension or cancellation of Internet privileges. The system administrators will deem what is inappropriate use and their decision is final.
- Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
- Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, offensive, or illegal material.
- Physical or electronic tampering with computer resources is not permitted.
- Damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges, and possible reimbursement for equipment.
- Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any

form will not be tolerated.

- Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited.
- Attempts to log on to the Internet using another person's log-on information may result in the cancellation of user privileges.
- Social media usage should be monitored closely by guardians. Social media usage—applications and websites do have age restrictions. If a guardian determines their child is prepared to manage all that comes with social media behaviors--be aware and monitor your children's social media profile. Posting is forever. Age restrictions exist for a reason. Students will not be permitted to use social media at Grand IsleSchool. If a student identifies that they have a profile that has an age restriction Grand Isle School will communicate this with guardians.
- Community messaging on social media should remain positive. Once you post it, you own it forever.

Any violations may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.



INTERNET USE AGREEMENT

Internet access is available to students and teachers in CIUUSD. We are very pleased to have Internet access, as we believe it offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the district by facilitating resource sharing, innovation, and communication.

For those not familiar with the term, the Internet is an “electronic highway” connecting millions of computers all over the world, and millions of individual users. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with users throughout the globe. In addition, the system will be used to increase school and district communication, enhance productivity, and assist employees in upgrading their skills through greater exchange of information with their peers. The system will also assist us in sharing information with the local community, including guardians, social service agencies, government agencies, and businesses.

The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here and in the acceptable use policy so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, his or her privileges will be terminated and future access could be denied in accordance with the rules and regulations discussed with each user during Internet training sessions.

LIBRARY / MEDIA EXPECTATIONS

Our school has a rich variety of books, magazines, and other materials available to students and families. Students will have at least a bi-weekly library class where they may take out and return library books. The library atmosphere is meant to be pleasant and welcoming to all users. To accomplish this, all library personnel and users will treat each other with courtesy and respect.

Students will arrive at the library with a purpose for their visit, whether to attend a unified arts class, sign out a book, read, study, do research, or work on a project.

Everyone will work quietly so that others can pursue their interests.

All library materials must be signed out before leaving the room. The expectation is that they will be returned on time and in good condition. Books not returned prior to the conclusion of the school year will be deemed "lost," and the family will be billed.

LOCKER / CUBBY

As long as enrollment numbers allow, all students in grades K – 6 are issued a locker, cubby, or hook. Lockers should be used for outdoor clothing as well as books, notebooks, and lunches.

Students are expected to keep their assigned location in a neat and orderly fashion as judged by the Administration and/or the instructional staff.

Locker/cubby use is a privilege.

Search and Seizure—Fourth Amendment laws dictate that school administration must have “just cause” to search any student’s personal property. See below:

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

Based on the 4th Amendment, property at school may also be searched upon a reasonable suspicion that a law, policy, or procedure is being violated. Searches of school property in the possession of students will not extend to areas of items, not reasonable calculated to aid in the enforcement of specific policies or laws. Search of a student’s person will be limited in scope and conducted by a member of the professional staff of the same sex in the presence of another school employee. Searches of the property will be done with the school principal, another school employee, and/or the Grand Isle Sheriff’s Department present.

NOTICE OF NON-DISCRIMINATION

The Grand Isle Supervisory Union does not unlawfully discriminate on the basis of race, age, marital status, color, sex, sexual orientation, gender identity, religion (creed), disability, ancestry, or national origin in admission to, access to, treatment in, or employment in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Michael Clark, Superintendent
224 US Route 2
Grand Isle, Vermont 05458
(802) 372-6921

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J. W. McCormack POCH, Room 222, Boston, MA 02109-4557.

NON-SMOKING FACILITY STATEMENT

CIUUSD is in compliance with Act 51: The State mandates for Drug and Alcohol Education.

USE OR POSSESSION OF NONPRESCRIPTION DRUGS OR ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED. There shall be no smoking; use of, or possession of nonprescription drugs or alcoholic beverages in the school building or anywhere on school property or at any school function, regardless of location, at any time.

No students or adults shall smoke or use tobacco products at school, on school property, or at any school-sponsored activity. Students may not possess tobacco products at school.

Any violation of the rules on the use or possession of nonprescription drugs or alcoholic beverages shall result in automatic suspension not to exceed ten days. Further, the violation shall be reviewed by the School Board and Administration and may result in further consequences, such as expulsion.

PERSONAL PROPERTY

Children are discouraged from bringing any non-essential or valuable personal property to the school. The school will not assume responsibility for lost, broken, or stolen items/articles. Electronic devices and toys should be left at home. Cell phones may not be used during the school day and must not be visible.

Please put the students' first and last names on any articles of clothing (i.e., jackets, coats, sneakers) and book bags that may get lost at school. Bringing toys, electronics, or other personal items to school is discouraged and should only occur with permission from classroom teachers.

In addition to the prohibition of weapons (see page 26), students should not bring to school any item that has the appearance of a weapon, including but not limited to toy guns, pellet guns, or water guns.

Students should only have a cell phone at school in an emergency situation to contact family members outside of school hours. Students are prohibited from using cell phones during the school day. Emergency situation can be determined by: concern about the timing of school bus drop-off, concern about after school-pick up, etc. Please note—bus drop off procedures state that if there is not an adult able to receive a student, the student will be returned to the school building.

PLAYGROUND AND EQUIPMENT EXPECTATIONS

Recess is for releasing energy and having fun. With that in mind, we always follow the Wildcat Expectations: Be Kind, Be Responsible, and Be Safe.

We are **Kind** by following adult directions, using kind words and actions, sharing outdoor items, and either playing by ourselves or including everyone.

We are **Safe** by cleaning up after ourselves and helping others, taking care of friends if they get hurt, getting an adult if you need help, playing fair, being cooperative, compromising, and taking turns.

We are **Engaged** by walking across the parking lot, staying on the playground or field (as adults designate), keeping your body to ourselves, sliding bottom down/feet first on slides, playing on age-appropriate equipment, and using outdoor equipment as it is supposed to be used, climbing on playground equipment only, only jumping from heights below your waist level, and remembering what's on the ground, stays on the ground.

PROTECTION OF PUPIL RIGHTS ACT

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of guardians and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by guardians if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written guardian consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations;
 2. Mental and psychological problems potentially embarrassing to the student and his/her family;
 3. Sex behavior and attitudes;
 4. Illegal, anti-social, self-incriminating, and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Guardians or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, individuals may call (202) 260-3887 (voice). Individuals who

use TDD may call the Federal Information Relay Service at 1-800-877-8339, or you may contact us at the following address:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920**

REPORT CARDS AND CONFERENCES

Three times during the year, a written report on progress towards academic targets is prepared and sent home. If reports are sent via email, families may request a physical copy also be provided. In addition, we schedule conferences for guardians twice each year. You are also welcome to schedule a conversation at any time throughout the year to discuss your child's growth in school. You may contact your child's teacher directly or ask the office to arrange an appointment for you.

REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

All school personnel are legally mandated to report suspected child abuse. The purpose of this policy is to protect children whose health and welfare may be jeopardized by abuse or neglect. It is the role of school district employees to be faithful and timely reporters of suspected abuse or neglect so that allegations can be brought to the attention of objective, trained, and experienced investigators. In the event that the school makes a report to the Division of Children and Families (DCF), a DCF investigator may question the child(ren) involved at school without the guardian's advanced knowledge.

SCHOOL BOARD

The CIUUSD School Board convenes on the first Tuesday of almost every month. Members of the public are encouraged to attend. Agenda items are posted on the www.gisu.org website a few days prior to the meeting and a copy of the agenda is also posted at the school. Meetings usually begin at 6:30 pm, but please check the website for changes or updates.

SCHOOL PROPERTY

Students are responsible for taking care of school books, computers/laptops, iPads, headphones, and other materials entrusted to them for their use. While normal wear is expected during the course of a year, obvious abuse or neglect will not be tolerated. In such cases, or in the event of a lost item, students may be required to complete restitution or pay for damages to or loss of school property.

SPECIAL EDUCATION SERVICES

Special Education services are provided to all **CIUUSD** students who meet eligibility requirements. Children from birth to school age may participate in the Essential Early Education (EEE) Program. Home visits are provided to infants and toddlers, and a center-based program is available to three and four-year-old children.

CIUUSD complies with all of the guidelines established by the IDEA Act's requirements.

Section 300.503 Prior Notice: IDEA requires written notice to a guardian of a student with disabilities within a reasonable period of time before a school district either propose or refusing to initiate or change the identification, evaluation, or educational placement of a student or the provision of a free, appropriate, public education (FAPE) to a student.

c. Section 300.504 Procedural Safeguards Notice: A notice of “procedural safeguards” must be provided once per school year, except a copy must also be given to the guardians:

- i. Upon initial referral or guardian request for a special education evaluation,
- ii. Upon receipt of the first due process complaint in a school year,
- iii. Upon receipt of the first State complaint in a school year,
- iv. In accordance with the discipline procedures in 34 C.F.R. § 300.530(h), or
- v. Upon request by a guardian. The contents of this notice must include a full explanation of all procedural safeguards available under the IDEA.

School-age children may receive various services, from direct instruction to consultation. Services will be provided if a student continues to meet eligibility standards at the high school level.

Screening is done each spring for preschool and new kindergarten children to assist in identifying children who may need services. If you think your son or daughter should be considered for Special Education services, contact the principal, the special educator, or your child’s teacher to make a referral.

STUDENT INFORMATION & RECORDS

School personnel will not disclose personally identifiable information, including, but not limited to, student IDs, DOB, family information, etc. Disclosure of student information is controlled by the Family Educational Rights and Privacy Act (FERPA) and the laws of the State of Vermont.

Directory information, such as name, address, telephone listing, place of birth, participation in officially recognized activities and sports, and dates of attendance, may be disclosed to third parties. Families and eligible students have the right to restrict the disclosure of such information by notifying the school in writing that they do not want any or all of those types of information designated as directory information.

Online publishing of events that are open to the public and media, such as concerts, athletic events, plays, assemblies, or similar events of newsworthy aspect (such as school newsletters) may include phones, videos, or last names unless explicitly prohibited by the family in writing submitted to the school office directly.

All our students have cumulative records, which are kept in the office. A child’s cumulative folder is a formal

record of their school needs and learning process, including annual standardized achievement test scores. Parents and guardians have the following rights:

- To a list of the types and locations of educational records;
- To inspect and review your child's educational records within a reasonable time after such a request;
- To seek the correction of your child's educational records through a request to amend them, or through a hearing procedure provided for by law;
- Not to have information from your child's education records disclosed without prior written consent, and
- To review the record of disclosure of personally identifiable information from your child's record.

EDUCATIONAL SUPPORT TEAM

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

CIUUSD has an educational support team process for providing suggestions to teachers to support students who may be exhibiting academic or behavioral challenges. CIUUSD believes that a robust system of tiered support and positive behavior management allows for individualized support for all students. Every student learns differently, and we must support these individual needs. The Multi-Tiered Systems of Support is how we address each individual student's need in a way that is intentional, data-driven, and often reviewed method to support academic and social-emotional growth.

Each student may have a portfolio, which keeps track of teachers' strategies, intervention and enrichment opportunities, meeting notes, and other information relevant to supporting growth in social and academic skills. Our system dictates that staff members and teachers collaborate to ensure we are doing our best possible work in supporting each student at our schools.

STANDARDIZED TESTING

Standardized tests are administered to students in grades 3-6 as required by Vermont Law. Students may be tested in reading, math, writing, and/or science, depending on their grade level. Guardians receive results of testing, sometimes during the following summer. Test results are used to assess students' learning needs and improve academic programming. Results of standardized testing will be public once the Vermont Agency of Education deems them.

SECLUSION/RESTRAINT

CIUUSD uses positive behavioral supports to avoid the use of restraint or seclusion whenever possible in response to student behavior. Physical restraint or seclusion may be used with a student only when there is an imminent risk of harm to the student or others, and no less intrusive intervention would be effective.

Reasonable and necessary force may be used to quell a disturbance, obtain possession of weapons or other dangerous objects upon the person, or protect persons.

State Board Rule 4500, The Use of Restraint and Seclusion in Vermont Schools, went into effect on August 15, 2011.

Schools will have until September 30, 2011, to meet the training requirements of this new rule. Rule 4500 is to:

- Create and maintain a positive and safe learning environment in schools
- Promote positive behavioral interventions and supports in schools
- Ensure that students are not subjected to inappropriate use of restraint or seclusion.

Only staff members who have been trained in the proper uses of a physical restraint (through the “Handle with Care” program) may apply it unless no such staff member is available. Per state law, the school shall notify guardians within 24 hours that the student has been subjected to the use of physical restraint or seclusion. A report is also filed with the GISU office. Guardians may participate in a review of the restraint/seclusion incident.

WEAPONS

Any student who brings a weapon to school shall be brought by the Superintendent to the School Board for an expulsion hearing. After a hearing, a student found by the Board to have brought a weapon shall be expelled for at least a calendar year. However, the Board may modify the expulsion on a case-by-case basis when it finds circumstances such as but not limited to

- The student was unaware that s/he had brought a weapon to school;
- The student did not intend to use the weapon to threaten or endanger others;
- The pupil is disabled, and the misconduct is related to the disability, or
- The pupil does not present an ongoing threat to others, and a lengthy expulsion would not serve the best interests of the pupil.

An expulsion hearing conducted under this policy shall afford due process as required by law. For more information, please go to www.gisu.org to view *Policy F21, Firearms/Weapons*.