St. Albans Town Educational Center

Student and Parent Handbook

2019 – 2020

SATEC is proud to be a PBiS School
Personal Best
Act Responsibly
Work & Play Safely
Show Kindness

Like us on Facebook, Follow us on Twitter or visit our website at http://www.maplerun.org/o/satec
# 2019-20 SCHOOL YEAR

## Maple Run Unified School District Joint Calendar

### M T W T F

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- **First & Last Day of School**
- **In-Service Days/Non Student Days**
- **Non-Student Days**
- **Holidays**
- **Possible Snow Day Make-up**
St. 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.

SATEC Behavior Expectations:

- Personal Best
- Act Responsibly
- Work and Play Safely
- Show Kindness

Olweus Anti-Bullying Rules

- 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.
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 good discipline by attempting to solve problems and accepting responsibility.
Communicate with students and parents regarding successes and problems.
Make sure that discipline problems and actions are fully 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.
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 welcome the following staff to SATEC and wish them success this year! Danielle Dennis will be joining us this year as a Kindergarten Special Educator. Charlie Wise will be our new Language Arts/Social Studies teacher in CN teaming with Deb Sanders. Dorothy Goulet will be our new French teacher. Corinne Dyke will be our new 3rd/4th grade teacher teaming with Nicky Patterson. We are pleased to welcome April Lucas, Kyanna King, Brendan Corey, and Claire Faynor as our new paraeducators.

As usual, we have been working on a number of facility and grounds projects this summer, in addition to the overall cleaning. We want to thank Derek, Ricky, Hector, Kim, Jesse, Brenda and Robert for their efforts! We completed adding walls and doors in AN and AS, which will be a great help in noise reduction. There was new flooring installed in the cafeteria, main entryways and our sidewalks in the front of the school were re-done. Our new gardens have been doing really well and we thank all our Farm to School volunteers for their help this summer.

As was explained in letters we sent home in June, we are moving forward with our early release day every Friday. Please see the attached letter that provides more details for SATEC families and a FAQ sheet for all Maple Run PK-8 families. The letter and FAQ sheet will explain options for parents/students for the hour early release on Fridays. Teacher work on these days will be focused on the three main areas of our continuous improvement plan: literacy, math, and school climate. The work will involve collaborating to improve student learning, reviewing student performance data, and planning instructional practices.

We are looking forward to the upcoming school year and the many opportunities that exist for 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 at SATEC. We appreciate your continued support and look forward to working with you and your child/children this year.

Sincerely,

Angela Stebbins    Jason Therrien
Principal    Assistant Principal
**Table of Contents**

Mission/PBiS/School-Wide Expectations...........2
Statement of Responsibilities and Letter...........3
Staff Directory............................................6
Students with Allergies.................................8
Attendance and Tardy Information.....................8
Bicycles........................................................11
Blackboard Connect.......................................11
Books & Materials.........................................11
Bus...................................................................11
Civil Rights....................................................12
Complaints......................................................12
Confidentiality...............................................12
Dress Code.....................................................13
Drug & Alcohol Abuse....................................13
Early Arrival..................................................15
Early Release/End of Day Dismissal...................15
Emergency Information....................................20
Extra Curricular..............................................20
Field Studies...................................................21
Fire Drills.......................................................21
Food Service...................................................21
Grade Advancement & Retention.......................21
Grading..........................................................21
Health Information..........................................22
HIV/AIDS Education........................................22
Homework......................................................23
Hours.............................................................23
Incomplete Work.............................................23
Library..........................................................24
Lock Down and Re-Location.............................24
Lost & Found..................................................24
Mandated Reporting........................................24
Music..................................................................24
New Americans...............................................24
Phone Calls/...................................................25
Physical Education..........................................25
Policies...........................................................25
Pupil Rights.....................................................25
Recess............................................................26
Residency.......................................................26
School Closing...............................................26
School Threats................................................27
Special Education............................................29
Student Conduct.............................................29
Discipline Philosophy....................................29
SATEC Behavior Expectations........................29
Cell Phones/Electronics....................................30&33
Plagiarism.......................................................30
K-8 Student Support Centers..........................30
Detention/Suspension......................................31
Hazing/Harassment/Bullying Policy...............35
Responsible Computer Use..............................41
Search and Seizure Policy...............................45
Section 504 Grievance Procedures....................45
Staying After School........................................45
Student Records/FERPA.................................45
Technology.....................................................45
Transgender and Nonconforming Students........46
Valuables........................................................46
Visitors..........................................................46
Volunteers......................................................46
Websites........................................................46
Appendix/Annual Notices.................................48
Parent/Student Sign off Page............................59
Staff Directory
District Office

Dr. Kevin Dirth  Superintendent
Bill Kimball    Assistant Superintendent
Mona Berry     Curriculum Director

Martha Gagner  Business Manager
Andrea Racek   Director of Special Education
Alexis Hoyt    Director of Behavioral Support

SATEC Administration

Angela Stebbins  Principal
Jason Therrien   Assistant Principal
Derek Madden     Facility Manager
Lorna Jerome     Secretary/Registrar
Kathy Sargent    Secretary/Bookkeeper
Tammy Deso       Secretary/Data Support

Mary Rose Bedard  Afterschool Program Coord.
Juan Martinez     Network Administrator
Travis Vigneau    Network Administrator
Donna Deslauriers Technology Assistant
Tim Rousselle     Technology Technician

Art
Amanda Bates    K-4
Katarina Mernicky 5-8

Behavior Specialist/Student Support Center
Katie Lamb       K-4
Sarah Biggie     5-8
Linda Marlow     Assistant K-4
Lisa Sutton      Assistant 5-8

Custodians
Kim Brow         Brenda Corey
Robert Brown     Ricky Hayden
Hector Coolum    Jesse Ives

Food Service: Abbey Group
Caterina Wright  Site Supervisor

French
Dr. Dorothy Goulet

Health Office
Lindsey Campion  Nurse
Ashley Duprey    Health Office Asst.

Library
Michael Flanagan Library/Media Specialist
Rosemary Riel    Assistant

Music
Aram Barsumian    Chorus/General Music
Alex Charpentier  Strings/General Music
Andrew Palumbo    Band/General Music

Special Education
Sharon Alessi   Natasha Gibbs
Jauna Berry     Dianne Kaseoru
Terra Blakely   Melissa Lovejoy
Danielle Dennis April Still
Mary Alice Elbaum Amy Stone

Speech and Language
Sheila Imes
Shannon Wells
Andrea Rumsey - SLP Assistant

Physical Education
Leah Eldridge
Mike Konrad
Cathy Stetz (Health Educator)

SATEC Faculty and Staff

District Office
Dr. Kevin Dirth Superintendent
Mona Berry        Curriculum Director

Martha Gagner   Business Manager
Andrea Racek    Director of Special Education
Alexis Hoyt     Director of Behavioral Support

SATEC Administration

Angela Stebbins  Principal
Jason Therrien   Assistant Principal
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Robert Brown     Ricky Hayden
Hector Coolum    Jesse Ives

Food Service: Abbey Group
Caterina Wright  Site Supervisor

French
Dr. Dorothy Goulet

English Language Learner
Barbara Tenney

School Guidance Counselors
Erica DeBellis   K Guidance
Amy Ward         1-3 Guidance
Don Fagnant      4-6 Guidance
Amanda Giroux    7/8 Guidance and SAP K-8

Speech and Language
Sheila Imes
Shannon Wells
Andrea Rumsey - SLP Assistant

Physical Education
Leah Eldridge
Mike Konrad
Cathy Stetz (Health Educator)

Home/School Coordinator
Erica DeBellis

page 6
Staff Directory

Literacy Specialists
Katie Campbell       Gretchen Maskell
Thyra Guillmette     JoAnne McCoy
Helen Lanthier       Lea Menkens

Technology Education
Tony Galle

Educational Support Staff
Sherry Brooks         Marie Jennette
Jennie Brown          Karen King
Susie Chagnon         Kyanna King
Erin Charron          April Lucas
Linda Church          Sean McCoy
Patti Coon            Jeannie Miller
Brendan Corey         Sarah Olds
Sonia Devarney        Sarah Painter
Claire Faynor         Chris Reilly
Stephanie Fisher      Courtney Sutton
Lianne Frechet        Katina Tatro
Robin Fyles           Vaughn Vester
Shari Gamache         Carmen Wagner
Maria Hubbard          Martha Walsh

Preschool
Kelsey Rouleau       Teacher
Meg Edmunds           Teacher
Alicia Watts          Teacher
Alaina Boulet         Paraeducator
Jodi Brooks           Paraeducator
Dasha Couzelis        Paraeducator
Krista Florio         Paraeducator
Genevieve Hathaway    Paraeducator
Heather Williams      Paraeducator

Kindergarten
Jennifer Callahan & Melissa Lovejoy Grade K
Elizabeth Dufresne    Grade K
Kate Pelkey           Grade K
Melissa Price         Grade K

A Building North
Jill Boomhover        Grade 2
Diane Bruley          Grade 2
Cheryl Duplissa       Grade 2
Dina Fitzgerald       Grade 2

Math Content Specialists
Danielle Conley
Heather Hoben
Janet Montagne
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 8:15am. Buses will unload in the back between 8:15am and 8:25am.

- **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. SeeIncomplete 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 8:15am. 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 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 homework or you would like it sent home with a sibling. You can pick up homework after school in the main office.
POLICY: STUDENT ATTENDANCE

CODE: C7
(MANDATORY)

Policy

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

Implementation

Administrative Rules and Procedures

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

A. written excuses;
B. tardiness;
C. notification of parents/guardian;
D. signing out of school;
E. excessive absenteeism;
F. homebound and hospitalized students;
G. early dismissals;
H. homework assignments;
I. making up work

1. Administrative Responsibilities

2. The Principal is responsible for maintaining accurate and up-to-date records of student attendance.
3. The Principal is responsible for assuring that the school has the appropriate family
information that allows the school to contact the parent(s) or guardian(s) of all students
whenever necessary.

**MRUSD Board**

1st Reading 7/2/2016
Date Warned: 7/26/2016
Date Adopted: 8/9/2016

*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
Students are welcome to ride their bicycles to school. Students are asked to walk their bicycles 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 mean 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 skateboard may not be brought on school busses. 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.

Blackboard Connect
SATEC uses the Blackboard Connect Notification Service in order to keep parents informed. This service allows us to send a voice 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 Blackboard Connect 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 Blackboard Connect for:
- Emergency Notification
- Inclement weather cancellations or delays; early dismissals due to inclement weather
- Rumor Control
- Early-release Reminders

SATEC utilizes Blackboard Connect 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

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. If this information changes during the year, please let us know immediately.

What you need to know about receiving calls sent through Blackboard Connect
- Caller ID will display the school’s main number when an announcement is delivered.
- Be sure to say “Hello” when you answer the phone. The technology must hear a voice to deliver.
- Blackboard Connect 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, textbooks, books and other materials given to them by the school. If these are lost or damaged, students will pay a reasonable amount for replacement or repair, as determined by the principal. All accounts must be paid before receiving report cards or certificates of promotion.

Bus Rules and Transportation Information
Students in grades PK to 8 who are residents of St. Albans Town will be transported to school. Please remember that it is a privilege to ride the bus. Students attending high school are not to be transported under any circumstances.

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 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). We have cameras on all our buses to help monitor student behavior.

The bus routes shall include only recognized town and/or state roads.
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 the main office.
• Due to 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 2pm.
• 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.
• The importance of proper conduct involving the bus cannot be overemphasized. This includes waiting for the bus, boarding it, riding on it and leaving it. Any behavior, which distracts the driver, endangers everyone. In the interest of safety, all students should understand (and parents are urged to impress upon 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 up to remainder of the year

• Serious infractions can result in immediate suspension from the bus at the discretion of the principal or Behavior Specialist
• 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 disciplin-ary 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
St. 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, 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.

**Dress Code, K-8**

Students are expected to dress in a manner that is consistent with the school’s mission statement, that promotes and shows respect for all students and others. Dress is regulated when it interferes with health and safety or disrupts the learning process or the orderly operation of the school. Shoes must be worn at all times. Students are to comply with any special safety equipment or dress requirements for classes such as science labs, shops, etc. Clothing should be neat, comfortable, conducive to learning and appropriate for the weather. Clothing which may be in bad taste, may contain suggestive printing or pictures, is too tight or revealing, is disruptive to classes or to school, or is a possible safety or health hazard in certain classroom is not acceptable. Appropriate dress covers body parts, underwear, bras and has appropriate language.

In particular,

- Clothing must cover stomachs, backs, cleavage, buttocks, private areas, and undergarments. All clothing should provide coverage so that no cleavage or underwear is showing.
- No halter-tops and tube tops, see through items (unless worn over other acceptable clothes).
- Skirts, shorts or skorts must be an appropriate length to cover your bottom.
- Any item of clothing with sexual, drug, alcohol, tobacco connotations or hate or gang related activities or messages are prohibited.
- Hats and hoods are not allowed during class time or in academic settings.

If dress is inappropriate, students will be asked to change. If no clothing is available, a t-shirt may be provided or parents or guardians will be called. If parents are not available to bring clothes, students may use clothing from a friend, the nurse's office or work in alternative workspace. Students may be given one warning and further violation will be handled through the SSC discipline system.

**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 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.
Drug and Alcohol Abuse Cont.

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.
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 Rehabilitative 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 of 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 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 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, check at the school office.
Early Arrivals/Late Departures

The school will take responsibility for pupils between the hours of 7:45 am and 3:35 p.m Monday-Thursday and 7:45am-2:35pm on Friday. **The front doors open at 7:45am and back doors will remain locked until 8:15am. Students will be allowed to enter the school building at 7:45am. Please do not drop students off prior to 7:45am.** If you will need to drop your student(s) off between 7:45am and 8:15am we ask that you complete the Before School Drop Off sign up at www.Familyid.com. Parents should use the front parking lot on the north side of the property to drop students off in the morning. Please do not park in the crosswalk or the fire lane in front of the building. Pull up as far as possible to allow other cars to unload. All students should be dropped off at the front door. Students are requested not to be on school grounds before 7:45 a.m. or after 3:35 pm M-Th and after 2:35pm on Fri. unless they have permission from a staff member. If students are not riding the bus they should be picked up no later than 3:35pm M-Th and 2:25pm on Fri.

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 time are one hour earlier on Fridays.

All bus riders (PK-8) are dismissed at the back entrance. Car riders may be met in the cafeteria.

PK-2 Students  M-Th: 3:22pm & Fri: 2:22pm car riders and bus riders are dismissed. All bike riders and walkers are dismissed at the front entrance.

3-4 Students  M-Th: 3:25pm & Fri: 2:25pm car riders and bus riders are dismissed. All bike riders and walkers are dismissed at the front entrance.

5-8 Students  M-Th: 3:30pm & Fri: 2:30 car riders and bus riders are dismissed. All bike riders and walkers are dismissed at the front entrance.

If you are going to pick up your child at dismissal time, or if he/she is going to walk, or ride a different bus, please send a note to school with him or her, please include the students last name and homeroom teacher. Please call before 2:00, if possible, if you are 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, bike, or to meet them in the parking lot. If you choose not to complete this form, you are requested to come into the cafeteria to pick your child.*
Early Release time for teacher collaboration 2019-2020- SATEC

August 12, 2019

Dear SATEC Parents,

As you have been made aware from the Maple Run parent letter and the SATEC letter sent home in June, the PK-8 schools are in need of additional time for teacher collaboration in order to coordinate efforts for improved student performance. SATEC students will be released at 2:35pm on Fridays during the 19-20 school year. We ask our teachers to develop learning targets aligned with national standards that still include personalized instruction. This important work requires focus and continual reflection; which is best done in regular sessions, not in sporadic full-day or half-day workshops.

We are writing to provide SATEC parents with additional details regarding the Friday early release day and also explain some opportunities that will be made available to students during this time. Each Friday during the 2019-2020 school year our dismissal will begin with A-wing at 2:22, B-wing at 2:25, and C-wing at 2:30. Buses will depart school grounds at 2:35 pm.

We will be offering a number of supports for students and families regarding the Friday early dismissal.

1. On a limited basis, additional academic support time and after school activities from 2:30-3:30 pm each Friday for parents who request this (using the Family ID sign up system we already have in place, www.familyid.com) and who are able to pick up their children at 3:30. This will be offered on a first come, first serve basis. The SATEC support staff will be providing this additional academic support to the families who request it with direction from teachers. This is free of charge. If you need assistance signing up you can email or call Tammy Deso at tdeso@maplerun.org or 752-2700.

2. We will also be able to arrange late pick ups for parents who need to pick up between 2:35-3:05. Please use Family ID for this request also. Students will be able to wait in the cafeteria with staff supervision for their parents to arrive. This is free of charge.

3. In addition, the St. Albans Recreation Department is partnering with our schools and will start after school programs earlier on Fridays to accommodate for any interested families. SATEC provides busing for students who participate in Rec. Department activities and these programs run later into the afternoon. Here is the link to those programs: https://stalbansvt.myrec.com/info/activities/program_details.aspx?ProgramID=29017
4. AFTER SCHOOL YMCA CHILDCARE HELD AT ST. ALBANS CITY SCHOOL

MRUSD will partner with the YMCA to bring full afterschool care to St. Albans. The YMCA program will be held at City school.

Description of YMCA Program
The hours children spend outside of the classroom are critical to their growth and development. The Y is committed to providing children with a safe, enriching and fun environment during out-of-school time, where staff members foster positive physical, social, emotional and cognitive growth. Our curriculum complements the school day with extended learning opportunities that include sports, outdoor play, the arts, skill-building clubs, STEM, literacy and more.

Who is the Y program for?
Each Y School Age program is available to all children in grades K-6. The full-week options and hours are designed to meet the childcare needs of working families. The Y’s flexible enrollment schedule encourages children to participate who may need enrichment, exercise or a supervised environment with positive adult role models just a few days each week.

Days and Times
The program runs from dismissal until 6 pm daily, Monday- Friday. SATEC will provide busing to SACS for our students participating in the Y program.

Afterschool Rates, 1 day $35, 2 days $59, 3 days $71, 4 days $82, 5 days $92

If this is something your family would be interested in, here is the link to signup: https://obymca.wyifoo.com/forms/2019-2020-y-before-and-after-school-registration/

We appreciate the support from our parents and community, as this time will provide teachers an opportunity to look at student performance data using district-wide data protocols, and assist us with time for planning, implementing, reflecting on, and sharing instructional strategies to ensure success for all students.

Angela Stebbins, SATEC Principal
Jason Therrien, SATEC Assistant Principal
MAPLE RUN UNIFIED SCHOOL DISTRICT (MRUSD)

2019-2020 EARLY RELEASE FACT SHEET

WHAT DO WE MEAN WHEN WE SAY “PROFESSIONAL DEVELOPMENT FOR FACULTY”?  
Professional development (PD) provides the training, resources, and practice to ensure that our educators offer the highest quality of instruction, assessment, and curriculum for our students. While the value of professional learning is of great importance in the Maple Run community, it is also a requirement according to the Vermont Agency of Education. As found in the Education Quality Standards, all Vermont schools must engage in “professional learning for all professional staff embedded into the school day” (2121.3).

HOW WILL EARLY RELEASE DAYS AFFECT THE SCHOOL CALENDAR?  
The calendar will remain the same. The schedule on Fridays will change by releasing students one hour earlier than their regular school day.

WILL BUSES RUN ON EARLY RELEASE DAYS? IF SO, WHEN WILL THEY RUN?  
Yes, Grand Avenue Transit will transport students home via their regular bus route. Dismissal times will be:

- St. Albans Town Educational Center - 2:35 p.m.
- St. Albans City School - 1:00 p.m. for PreK & K; 1:50 p.m. for 1 - 8
- Fairfield Center School - 2:05 p.m.
- High School buses will remain the same.

WHAT CHILDcare OPPORTUNITIES ARE AVAILABLE ON EARLY RELEASE DAYS?  
We understand the difficulty and challenges that early release days may present to families. Parents who need support should reach out to their school to learn the options available. In addition, St. Albans Recreation is partnering with our schools and will start after-school programs earlier on Fridays to accommodate for any interested families. Here is the link to those programs: https://stalbansvt.myrec.com/info/activities/program_details.aspx?ProgramID=28917

DO OTHER DISTRICTS IN VERMONT USE EARLY RELEASE/LATE START STRUCTURES TO PROVIDE MORE EFFECTIVE PD?  
Yes, this is a common model and many school districts have moved to regular early release or late start days to provide more effective professional development. Many districts across the state provide weekly, monthly, or quarterly early release PD time. In Maple Run, BFA has had a late start for two days placed in their schedule for many years for the same purpose.
WHY THE ADDITIONAL PROFESSIONAL LEARNING TIME?

In today’s education, teachers are expected to continually learn, apply, reflect, and re-adjust what they teach. We expect them to “chunk” learning in small doses for their students, ask students to apply that learning, constantly check for understanding, and make necessary instructional adjustments. This hour will help support teachers’ ability to continually reflect and adjust their instruction based on student needs.

To ensure that future generations will have the knowledge and skills necessary to thrive in this new world, educators and states are responding by making significant shifts in how we educate our students and structure their learning.

At Maple Run, we are in the middle of implementing some of these shifts. We ask our teachers to develop learning targets aligned with national standards that will include personalized instruction and explore flexible pathways for each student. This important work requires focus and continual reflection which is best done in regular sessions.

WHAT KINDS OF PD ARE FACULTY AND STAFF ENGAGED IN DURING EARLY RELEASE DAYS?

Teachers will be engaged in embedded, ongoing professional learning that is collaborative, reflective and responsive. In addition, they will now have time to review student assessment data and student work together to personalize the best learning experience for each child. This supports continuous growth of instructional practices and has a direct impact on student learning. Some of the work for this year includes:

Learning, collaborating and planning for:

- **Instructional Practices** - how and what is taught in the classroom
- **Learning Targets** - short term goals clearly stating what we expect students to know and be able to do at the end of the lesson(s)
- **Vertical Teams** - teachers at various grade levels who work together to help more students acquire the academic skills necessary for success
- **Multi-Tiered Systems of Support** - a framework in which data-based problem-solving and decision making are practiced across all levels of the educational system for supporting students
- **Personalization** - a process to ensure that every student’s academic, emotional, and physical needs are understood and accommodated
- **Collaboration with other Teachers**
- **Reviewing and Analyzing Data**

Through current research and listening to our colleagues around the state, we know that having teachers collaboratively examine student work and plan instruction based on student evidence and data is one of the most powerful ways to improve student learning for all our children.
Emergency Information
In case of emergency each student is required to have on file in the school office the following information:
1) Parent(s) or guardian(s) names, 2) Complete and up-to-date 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.

Extra Curricular Activities Participation
There are a number of extra curricular activities available for 3rd-8th grade students to participate in during the school year. Students may participate in cross country, soccer, basketball, softball, baseball, drama, cheerleading, and 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 extra curricular 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 extra curricular 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. After School Program Coordinator in consultation with coaches may limit or prohibit participation based on behavior during after school programs or athletics.
9. Students may not participate in dances or ‘Fun Nights” if they have a level II referral within 7 days of the dance. Students must be in good academic standing.
10. Students cannot stay after school without adult supervision
11. The administration may limit participation at extra-curricular events on an individual basis based on behaviors.

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. Any student owing a detention may not participate in extra curricular activities until the time is made up. The principals will make the final decision. The length of the ineligibility will be decided by the administration. The loss of extra curricular activities could come at any time during the school year. This will not be limited to each marking period.
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 place we are visiting. Every 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 trips will be limited to teachers, chaperones and students of the class. Siblings of students should not be attending field trips 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. Field Studies will be returning to school by 2:30pm.

In some instances, students may be ineligible to participate in field studies due to incomplete work or lack of self-control. 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.

Fire Drills and Evacuation/Re-location Drills
Directions for fire drills and evacuation drills are posted in every room. Upon hearing the fire alarm, all students are expected to walk in single file, without talking, to the nearest exit and remain outside of the school until the all clear signal. The school will have a fire drill or lockdown drill each month as directed by the VT State Safety Guidelines. SATEC practices, at least once per year, an emergency evacuation/re-location drill where we leave the school building and go to alternate sites.

Fire Drill Rules and Evacuation/Re-location Drills:
1. Remain silent
2. Keep single file (or with assigned buddy)
3. Follow directions

Food Service
Breakfast is available before classes begin each day. The price for student breakfast is $1.60, lunch is $2.45, and milk is $.50. Adult breakfast is $2.50 and adult lunch is $3.75.

Lunch and breakfast payments are strongly encouraged on the first day of each week. Checks should be made payable to: MRUSD. Payments may be made monthly. Please do not send Canadian money. Meals may be charged for up to 5 days, after which an emergency sandwich will be served for two days. If a special diet is needed, parents must present a doctor’s form stating the special requirements.

All families are strongly urged to apply for the National Free and Reduced Price Breakfast and Lunch Program. Please contact Tammy Deso at tdeso@maplerun.org or 752-2700.
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. Students with incompletes will not be promoted. 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
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 what is being taught. Our curriculum is based on the Common Core State Standards and the Next Generation Science Standards.

The following scoring system is used on all report cards:
4 Exceeding the standard
3 Meeting the standard
2 Some evidence of meeting the standard
1 Little or no evidence of meeting the standard
Progress Reports/Report Cards/Conferences

Semester 1 ends on 1/17/20
Progress Reports  Conferences  Report Cards
11/8/19    10/28-11/1    1/31/20

Semester 2 ends on 6/12/20
Progress Reports  Conferences  Report Cards
5/1/20    4/13-4/17 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 and dismissed from the Health Office.

Please keep your child home from school if they exhibit any of the following:
1. Temperature over 100 degrees Fahrenheit
   Student 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 psychological or physical issues

• 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 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.

HIV/AIDS Education Policy
Education on the prevention of AIDS as well as other sexually transmitted diseases will include methods of transmission and prevention. Abstinence shall be emphasized and drug abuse discouraged. The school district recognizes parents/guardians as the primary educators of their children on issues related to sexuality and encourages parents to be involved.
Homework
Homework is an essential 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...........7:15 am - 4:15 pm M-Fri
School hours ...... 8:15 am - 3:35 pm M-Th
8:15 am - 2:35 pm Fri

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 could 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 as mandatory study hall, additional help after school or during the school day, withdrawal from chorus 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 dance, or other final 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 late March/early April.
Library Information
Students will be bringing library books home from time to time. Please encourage them to take responsibility to get them back to the library when they are due. Library books are a very important part of our school and the students’ learning. Students using the library will follow these guidelines:
1. Maintain quiet so that others may concentrate on their work or reading.
2. Students may borrow 3 books at a time for 1 month loan periods. Selected reference books may be checked out overnight.
3. Students will pay for lost books, but the money will be returned if the book is found during the current school year. Payment will also be required for damaged books.
4. Encyclopedias may not be taken out of the library.
5. Current issues of magazines must be read in the library. Back issues of selected titles may be checked out.
6. The library is to be used for doing research projects, using reference books and regular library reading.

Lost and Found
Lost and Found is located in the cafeteria. Please remind your child to check the box if she or he loses something.

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 beginning year are available on a limited basis. Instruments are available for rent from several vendors. Fifth graders will be introduced to the rental system through an early fall demonstration. 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 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 parent'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 secretaries know when you call. Please do not communicate with your child by cell phone or 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 or Open Doors

To reach the cafeteria, please call 752-2695.

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 separate from school clothes. Students may receive a combination lock if they wish for use during the year. It must be returned at the end of the year or the student will be charged $4.00. The school is not responsible for lost articles. If a student needs to miss physical education class, a note is required from the student’s parent or doctor.

Policies
There is a complete set of all St. Albans Town School District policies available for review from the building principals, at the Maple Run District Office, and 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 before or after lunch. Students will not be able to go out in severe weather (rain, thunderstorms, wind-chill, icy conditions, low temperature). Physical activity and fresh air are important for the well-being of students each day. 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:

- Expected Voice Level
- Use equipment appropriately
- Dress for weather
- Return Equipment
- Stay in designated area
- Listen to adult in charge
- Bodies in
- Include others
- Take turns
- Use 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 Blackboard/Connect 5 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 Blackboard/Connect 5 system. Parents and children should discuss what to do ahead of time in case of an emergency. (Example: Should children have access to their homes if their parents will not be there or should they go to a neighbor’s house.).
Dear Parents and/or Guardians:

The increase in school threats in recent months prompts me to share our district’s approach to dealing with them. The primary focus, of course, is student and staff safety. The variety of threats that our schools could be exposed to include firearms/weapons, bombs, fires, or hazardous spills, among others. Threats can also come in a variety of ways. These variations make one thing certain: the only constant when dealing with a threat is that student safety is the number one priority.

These variables make it impossible to provide the community with one specific timeline on notification about an incident. We can only assure you that once we are certain that students and staff are safe, and we have clear facts, we will provide notification.

The thing we will not do is add to the rumor mill by providing bits and pieces of what has been heard, opinions about what might have occurred, or unconfirmed information.

The St. Albans Police Department works closely with the district during these threats and will usually be the first to provide situation updates. You will see those on Facebook or Twitter at https://www.facebook.com/StAlbansPoliceDept/ or https://twitter.com/StAPoliceVT. In certain instances, due to strategy, they will be the only voice for updates and we will share only what we receive from them.

The following factors are considered concerning release of information about a school threat:

1. Are the students and staff safe?
2. Has there been an evacuation of the school?
3. Will students be released, and where will parents go to pick them up?
4. Have the other district schools been put in lockdown?
5. Is this an active situation, or is it a search to determine the viability of the threat?
6. Has there been communication with all school groups not on campus when the threat began notifying them as to the location they return to?
7. Will the bus schedule be interrupted, or pick-up locations changed?

Depending on the threat, there may be more considerations.

Student safety is our primary concern, so we cannot simply allow students to leave school. Some students drive, some walk, some ride the bus. We must maintain a systematic approach to releasing students so that their whereabouts are known during any situation. Please await directions to pick up your child.

We recognize that parents find these threats very stressful, and lack of instant information is frustrating. Please understand that an incident at most of our schools may involve evacuating nearly 1,000 students and staff. This is no minor task. Add elements of stress and the unknown, it takes a concentrated effort by all involved to maintain the integrity of the situation, keeping students as safe as possible.
In today’s society, most teenagers have cell phones, so parents may get calls or texts from their children while a situation is unraveling. Staff are busy dealing with the situation and cannot stop to send notifications until it is safe to do so.

When cleared to notify parents, a notice will be posted on the district website, maplerun.org, under news or live feed, on Facebook, and in more advanced situations, an automated message will be delivered via email and/or telephone through the district’s emergency notification system.

I hope that the community can take comfort in knowing that drills at each building are executed regularly, and safety plans are updated to account for the growing variety of possible threats. We hope that we never have to endure an active event, but we must continue to prepare for one.

More than ever, we ask for your support during these times to trust that our number one priority are the children. We are doing our job in stressful situations, and we will communicate the facts to you as soon as possible.

Sincerely,

Kevin Dirth
Superintendent
Special Education
The St. Albans Town Educational Center offers comprehensive Special Education programs to eligible students aged 3-21, which strive 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 Conduct
Student conduct will be handled through the Student Support Centers (SSC) and through the office, depending on the severity. Each SSC houses a Behavior Specialist along with an assistant. We have a SSC for grades K-4 and one for 5-8.

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 could participate are: coaches, counselors, relatives, administration, etc.... The team will make an Academic or Behavior Support Plan for each of these students. The plan may include such activities as mandatory study hall, additional help after school or during the school day, withdrawal from chorus 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.

Discipline Philosophy
We believe in a safe, positive, structured environment that will promote social and academic responsibility. Positive discipline is important because no group of people can work together successfully without establishing standards of behavior, mutual respect and a desirable system of values that leads each person in the group to develop self-control and self direction.

SATEC Behavior Expectations:

- **Personal Best**
- **Act Responsible**
- **Work and Play Safely**
- **Show Kindness**

Key elements in the school community:
1. Communication and teamwork between students, their families, school staff, administration, and community agencies,
2. Teaching and modeling appropriate behavior,
3. Holding high expectations for all,
4. Encouraging and recognizing positive behavior and preventing inappropriate behavior,
5. Fostering respect while developing positive self-esteem.

School staff, administration, and community agencies spend many hours communicating with students and their families to identify the cause of discipline problems and to ensure that difficult situations are resolved. Every effort is made to personalize the school environment in order to support this philosophy.

Behavior Expectations
1. Students must have a pass to be out of class during class time.
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 afterschool at all times by SATEC staff.
3. 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, aerosol cans, weapons, use of skates, skateboards, or scooters, and obscene pins or clothes 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 drinks, coffee drinks, and gum are not allowed during school hours. 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. Personal stereo devices may be used on buses with written parental permission. 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 should be turned off and kept in the cell phone holder in the classroom (please see the included letter for more information): If phones or electronic devices are used or are 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, possession of alcohol or drugs and bringing weapons to school are cause for immediate suspension. The police/school resource officer may be contacted to address the issue.

7. When students are in the cafeteria, they must follow the Lunch Monitor’s directions, talk quietly 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 tools outside of school to help prevent issues from interfering with the educational environment. Bullying and harassment will be tracked and monitored for 365 days from first incident.

10. Due to new 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

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. Personal Invitations: Students must hand out invitations for personal parties and family events outside of school.

16. 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 the office time-out 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. 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. Refusal to leave could result in physical escort, parents being called in or the police being called. (Also see #6 above).

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

**Grades K-4 Student Support Center**

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

1. Classroom intervention/time-out
2. Time away with other Staff
   a. Identify the problem
   b. Create a plan to solve the problem and be successful
   c. Contact with individuals involved to discuss follow-up
3. Severe misbehavior including but not limited to assault and threats may result in an alternative instruction time or out of school suspension.
Grades 5-8  Student Support Center

The Student Support Center (SSC) is for ALL students in grades 5-8 and serves two purposes. One purpose is to support children who have emotional needs, and the other is to support children in their efforts to make appropriate behavioral decisions. Children may request to come to the SSC or may be sent by any staff member. All behavioral infractions are processed in the SSC. If the child feels that he/she needs help, he/she may ask for a pass from the SSC assistant. The request will be followed up with the student, teacher, and parent if necessary.

The SSC will work on a suitable plan of action and/or appropriate consequences for the situation.

Students needing SSC support for behavioral infractions will:

1. Come to the SSC and have time away from class. This will allow the students to think about what they have done.

2. When the student is able to discuss the issue with SSC staff, the infraction will be discussed. A plan could be written at the request of the sending teacher or SSC staff. The plan will help the child become more aware of their behavior and become responsible in his or her actions. These plans will be written based on natural consequences. Natural consequences help children become more aware of their behavior and do not provide a quick fix.

3. If a plan is written it will be reviewed by parents/guardians, teachers, guidance and administration if necessary. The plan will be followed until all parties feel the behavior has changed.

SSC staff will use the Behavior and Consequence Guidelines when determining detentions, suspensions or other consequences. The SSC is here to support all students in any manner necessary to promote good decision making skills and create an environment where all students can succeed. Parent/Guardians and students wanting to discuss SSC procedures may contact us at anytime. We will be happy to set up a time to meet.

Detention

Detention will be served after school on assigned days. Saturday detention may be scheduled for students with multiple offenses or with time owed exceeding 60 minutes. 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.

Due Process

Parents 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. 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.
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 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.
June 17, 2019

Dear Maple Run Parents,

We are writing to share new cell phone procedures for grades PK-8 at Saint Albans City School, Saint Albans Town Educational Center and Fairfield Center School that will begin on the first day of school in August 2019 and to remind parents of the updated cell phone procedures for our 9th-12th graders.

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

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

If we see or hear cell phones during the school day, the phones will be confiscated (the first offense) and students can pick them up at the end of the school day. Subsequent offenses will result in the phones being turned in to the office. A parent will then be expected to pick up the phone during school hours, as we will not return the cell phones to students. If the issue continues, we will ask parents to come in and meet with the school team to come up with an individual plan for this student. Please note that the school will not remain open late to allow a parent to make it in time to pick up the cell phone. This includes phones confiscated on Fridays. Your allowing the phone to come to school indicates your understanding of this rule.
9th-12th Grade Cell Phone Expectations

- Expectation: Cell phones are only permitted during scheduled passing and lunch times.
- Teachers have the right to ask students to turn in their phones at the start of the class.
- During Advisory, faculty and staff may use their professional discretion as to when cell-phone use is appropriate.
- Cell phones are permitted for use in classrooms for instructional purposes only with explicit direction from the teacher, this includes enrichment.
- Students are not permitted to have their phones when utilizing a pass to go to their locker, bathroom, nurse, etc.
- If a student is observed using a cell phone during class time outside of their room it will result in a disciplinary referral and loss of phone privileges, e.g. turning in their phone to the office for the remainder of the day. If a student refuses to turn in their phone, it will result in further disciplinary action.
- If a student is inappropriately utilizing a cell phone during class time, the teacher may collect the phone for the remainder of class or have it turned into the Main Office. If the student refuses either of the choices this becomes a disciplinary referral for insubordination and gets sent to the appropriate administrator.

We thank you for your continued support in making your child’s learning environment positive and productive.

Kevin Dirth, Superintendent of Schools
Joan Cavallo, SACS Principal
Sean O’Dell, Fairfield Center School Principal
Chris Mosca, BFA Principal
Angela Stebbins, SATEC Principal
Leeann Wright, NWTC Director
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.

Implementation
The Superintendent or his/her designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy. (See Model Procedures on the Prevention of Harassment, Hazing and Bullying of Students)

2. Annually, select two or more designated employees to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the District that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
3. Designate an Equity Coordinator to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may be also be assigned to one or both of the Designated Employees.

4. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying.

5. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the District shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

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

Constitutionally Protected Speech

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

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

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

   (1) Is repeated over time;

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

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

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

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

C. “Complainant” means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or bullying.
D. "Designated employee" means an employee who has been designated by the school to receive complaints of hazing, harassment and bullying pursuant to subdivision 16 V.S.A. 570a (a)(7). The designated employees for each school building are identified in Appendix A of this policy.

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

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

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

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

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

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

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

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

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

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

“Hazing” also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts.

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

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

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

(1) is registered in or in attendance at an educational institution;
(2) has been accepted for admission at the educational institution where the hazing incident occurs; or
(3) intends to attend an educational institution during any of its regular sessions after an official academic break.

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

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

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

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

M. “School administrator” means a Superintendent, Principal or his/her designee assistant principal/technical center director or his/her designee and/or the Supervisory Union’s Equity Coordinator.

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

MRUSD Board
1st Reading  7/20/2016

Date Warned:  7/26/2016
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. §§ 579(a)(7) and 16 V.S.A. § 579c(7) and under federal anti-discrimination laws:

Updated contacts 9/12/18

<table>
<thead>
<tr>
<th>School/Location</th>
<th>Designated District Title IX Compliance Officer</th>
</tr>
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<tbody>
<tr>
<td>Bellows Free Academy Union High School #48:</td>
<td>Chris Mesca, Principal .................................. 527-6402</td>
</tr>
<tr>
<td>Northwest Technical Center:</td>
<td>Leanne Wright, Director .................................. 527-6510</td>
</tr>
<tr>
<td>St. Albans Town Educational Center:</td>
<td>Angela Stebbins, Principal .............................. 527-7191</td>
</tr>
<tr>
<td>St. Albans City School:</td>
<td>Joan Cavallo, Principal .................................. 527-0565</td>
</tr>
<tr>
<td>Fairfield Center School:</td>
<td>Sean O'Dell, Principal .................................. 827-6639</td>
</tr>
<tr>
<td>Maple Run Unified School District:</td>
<td>Kevin Dirth Superintendent ............................... 524-2600</td>
</tr>
<tr>
<td>MIRUSD Equity Coordinator</td>
<td>Joanne Wells, Special Ed Director ...................... 524-2600</td>
</tr>
<tr>
<td></td>
<td>Michelle Spence, Asst. Special Ed Director ............ 524-2600</td>
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</table>

**BELLOWS FREE ACADEMY UNION HIGH SCHOOL 802-527-6555/NWTC 802-0614**

<table>
<thead>
<tr>
<th>Name: Heather Fitzgibbons 802-527-6417</th>
<th>Name: Susan Bosland NWTC 802-527-6512</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Assistant Principal</td>
<td>Title: Guidance</td>
</tr>
<tr>
<td>Name: Shannon Warden 802-527-6558</td>
<td>Name: Lisa Durocher 802-527-6513</td>
</tr>
<tr>
<td>Title: Assistant Principal</td>
<td>Title: Assistant Director (NWTC)</td>
</tr>
<tr>
<td></td>
<td>Name: Cameron Colton 802-527-6503</td>
</tr>
<tr>
<td></td>
<td>Title: Dean of Students</td>
</tr>
</tbody>
</table>

**SAINT ALBANS TOWN SCHOOL 802-527-7191**

<table>
<thead>
<tr>
<th>Name: Angela Stebbins ext. 2601</th>
<th>Name: Jason Thernien ext. 2701</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Principal</td>
<td>Title: Assistant Principal</td>
</tr>
<tr>
<td></td>
<td>Name: Sarah Godin-Bigge ext. 2781</td>
</tr>
<tr>
<td></td>
<td>Title: Behavior Specialist</td>
</tr>
<tr>
<td></td>
<td>Name: Katie Lamb ext. 2637</td>
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<td></td>
<td>Title: Behavior Specialist</td>
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**SAINT ALBANS CITY SCHOOL 802-527-0565**

<table>
<thead>
<tr>
<th>Name: Amanda Smullen</th>
<th>Name: Joan Cavallo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Home School Coordinator</td>
<td>Title: Principal</td>
</tr>
<tr>
<td>Name: Stacie Ruelleau</td>
<td>Name: Kristen Hersey</td>
</tr>
<tr>
<td>Title: Assistant Principal</td>
<td>Title: Guidance</td>
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**FAIRFIELD SCHOOL 802-827-6639**

<table>
<thead>
<tr>
<th>Name: Kate Hargrigan</th>
<th>Name: Kelly Sargent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Behavior Specialist</td>
<td>Title: Guidance</td>
</tr>
<tr>
<td>Name: Dr. Sean O'Dell</td>
<td></td>
</tr>
<tr>
<td>Title: Principal</td>
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</tr>
</tbody>
</table>
POLICY: RESPONSIBLE COMPUTER, NETWORK & INTERNET USE

CODE: D03

(MANDATORY)

Purpose

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

The purpose of this policy is to:

1. Create an environment that fosters the use of information technology in a manner that supports and enriches the curriculum, provides opportunities for collaboration, and enhances staff professional development.

2. Ensure the district takes appropriate measures to maintain the safety of everyone that accesses the district's information technology devices, network and web resources.

3. Comply with the requirements of applicable federal and state laws that regulate the provision of access to the internet and other electronic resources by the school district.

Policy

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

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

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

The superintendent or his/her designee is responsible for establishing procedures governing use of IT resources consistent with the provisions of this policy. These procedures must include:
1. An annual process for educating students about responsible digital citizenship. As
defined in this policy, a responsible digital citizen is one who:

- **Respects One's Self.** Users will maintain appropriate standards of language and
  behavior when sharing information and images on social networking websites
  and elsewhere online. Users refrain from distributing personally identifiable
  information about themselves and others.

- **Respects Others.** Users refrain from using technologies to bully, tease or harass
  other people. Users will report incidents of cyber bullying and harassment in
  accordance with the district's policies on bullying and harassment. Users will also
  refrain from using another person's system account or password or from
  presenting themselves as another person.

- **Protects One's Self and Others.** Users protect themselves and others by
  reporting abuse and not forwarding inappropriate materials and
  communications. They are responsible at all times for the proper use of their
  account by not sharing their system account password.

- **Respects Intellectual Property.** Users suitably cite any and all use of websites,
  books, media, etc.

- **Protects Intellectual Property.** Users request to use the software and media
  others produce.

2. Provisions necessary to ensure that Internet service providers and other contractors
comply with applicable restrictions on the collection and disclosure of student data and
any other confidential information stored in district electronic resources.

3. Technology protection measures that provide for the monitoring and filtering of online
activities by all users of district IT, including measures that protect against access to
content that is obscene, child pornography, or harmful to minors.

4. Methods to address the following:

- **Control of access by minors to sites on the Internet that include inappropriate
  content, such as content that is:**
  - **Lewd, vulgar, or profane**
  - **Threatening**
  - **Harassing or discriminatory**
  - **Bullying**
  - **Terroristic**
  - **Obscene or pornographic**

- The safety and security of minors when using electronic mail, social media sites,
  and other forms of direct electronic communications.
• Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.

• Unauthorized disclosure, use, dissemination of personal information regarding minors.

• Restriction of minors' access to materials harmful to them.

5. A process whereby authorized persons may temporarily disable the district's Internet filtering measures during use by an adult to enable access for bona fide research or other lawful purpose.**

Policy Application

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

Limitation/Disclaimer of Liability

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

Enforcement

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

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

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

MILUSD Board

1st Reading 10/19/2016
Date Warned: 12/21/2016
Date Adopted: 1/4/2017
Legal Reference(s):

17 U.S.C. §§101-120 (Federal Copyright Act of 1976 as amended)
20 U.S.C. § 6777 et seq. (Enhancing Education Through Technology Act)
47 U.S.C. §254 (Children's Internet Protection Act)
47 C.F.R. §54.520 (CIPA Certifications)
13 V.S.A. §§2180 et seq. (Obscenity, minors)
13 V.S.A. § 8027 (Disturbing Peace by Use of... Electronic Means)
13 V.S.A. §260(25)(Voyeurism)

Cross Reference:
Student Conduct and Discipline [C20]

\[footnote:1\] 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.
\[footnote:2\] Required by Children’s Internet Protection Act (CIPA), 47 U.S.C. § 254(1); 47 C.F.R. § 54.520(1)(ii)
\[footnote:3\] Required by Children’s Internet Protection Act (CIPA), 47 U.S.C. § 254(1); 47 C.F.R. § 54.520(1)(ii)
\[footnote:4\] 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. Any parents who do not want their children to have access to the Internet will need to send a note into the office making this request. Misuse may result in students losing privileges for a period of time.

Chromebooks:
Teachers in Grades 3-8 will expect routine access and use of Chromebooks 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.
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:

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
We welcome visits from parents during the school day, however we do ask that parents check in with teachers in advance in order to limit possible disruptions. Please check in with the office before proceeding to the classroom. All visitors must report to either office upon entering the school. Visitors will receive a visitor’s badge. Please sign out at the office when leaving. If your child appears to have any difficulties at school, call your child’s teacher to arrange a conference.

Volunteers
The safety of our students, staff, and community is a priority for SATEC. 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 com-

pleted 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
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 http://www.maplerun.org/policies-procedures-8
NOTIFICATION OF MANAGEMENT PLAN AVAILABILITY

TO: Parents, Teachers, Employees, Other Personnel or Their Guardians
FROM: Kevin Dirth, 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.

<table>
<thead>
<tr>
<th>Building</th>
<th>ADDRESS</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRUSD Main Office</td>
<td>28 Catherine St., St. Albans</td>
<td>(802) 524-2600</td>
</tr>
<tr>
<td>BFA/NWTC</td>
<td>71 South Main St., St. Albans</td>
<td>(802) 527-6556</td>
</tr>
<tr>
<td>Fairfield Center School</td>
<td>57 Park St., Fairfield</td>
<td>(802) 827-6639</td>
</tr>
<tr>
<td>St. Albans City School</td>
<td>29 Bellows St., St. Albans</td>
<td>(802) 527-0565</td>
</tr>
<tr>
<td>St. Albans Town Educational Center</td>
<td>169 South Main St., St. Albans</td>
<td>(802) 527-7191</td>
</tr>
<tr>
<td>Collins Perley Sports Complex</td>
<td>890 Fairfax Road, St. Albans</td>
<td>(802) 527-1202</td>
</tr>
</tbody>
</table>
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, 2019.

MRUSD Policies and Procedures can be found at [http://www.maplerun.org/policies-procedures--8](http://www.maplerun.org/policies-procedures--8)

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

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 http://www.maplerun.org/policies-procedures--8
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 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 Contact for Section 504:

Alexis Hoyt – 524-2600 Ext. 3946

MRUSD Policies and Procedures can be found at [http://www.maplerun.org/policies-procedures--8](http://www.maplerun.org/policies-procedures--8)
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:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC  20202-4605

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

Dr. Kevin Dirth, Superintendent ..........................524-2600
Joan Cavallo,  .................................................................527-0565
St. Albans City School
Angela Stebbins, Principal .............................................527-7191
St. Albans Town Educational Center
Sean O’Dell, Principal ....................................................827-6639
Fairfield Center School
Chris Mosca, Principal ...................................................527-6402
Bellows Free Academy (St. Albans)
Leeann Wright, Director .................................................527-6510
Northwest Technical Center

MRUSD Policies and Procedures can be found at http://www.maplerun.org/policies-procedures--8
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 http://www.maplerun.org/policies-procedures--8
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**
Dr. Kevin Dirth, Superintendent  
28 Catherine Street, St. Albans, VT 05478  
(802) 524-2600

**BFA UHSD #48**
Chris Mosca, Principal  
71 S. Main St., St. Albans, VT 05478  
(802) 527-6555

**NWTC**
Leeann Wright, Director  
71 S. Main St., St. Albans, VT 05478  
(802) 527-6517

**FFCS**
Sean O’Dell, 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**
Joan Cavallo, 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 [http://www.maplerun.org/policies-procedures--8](http://www.maplerun.org/policies-procedures--8)

Updated August 2019
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 and consent/opt-out for each school year, 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.

MRUSD Policies and Procedures can be found at [http://www.maplerun.org/policies-procedures--8](http://www.maplerun.org/policies-procedures--8)
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. 6th.

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
- Cellphone Use
- Early Release Information
- Extra Curricular Activities Participation
- Fire Drill/Evacuation Procedures
- Incomplete Work
- Lock Down Procedures
- Residency requirements
- Student Conduct, especially policy summaries on Bullying, Harassment, Hazing, and Search & Seizure
- Technology- Acceptable Use & Chromebook Agreement - Parent signature below indicates permission to use the Internet.
- Volunteers

If you do not want your child’s photo published in any school related newsletters or media notify the school in writing.

Student Name(s) ________________________________

Parent Signature: ____________________________ Date: _______________________