

Georgia Elementary & Middle School

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A Handbook for Parents and Students

TABLE OF CONTENTS

GEORGIA SCHOOL PHILOSOPHY.....	1
GEORGIA MIDDLE SCHOOL GOALS.....	2

ALPHABETICAL LIST OF TOPICS

ABSENCES.....	3	HATS.....	9
ACT 117.....	3	HAZING.....	9
ADVISORY COMMITTEE.....	3	HEALTH SERVICES.....	9
AFTER-SCHOOL ACTIVITIES.....	3	HIGH SCHOOL CHOICE.....	10
AFTER SCHOOL ACTIVITIES FOR ADULTS.....	3	HOME SCHOOLING.....	10
AFTER-SCHOOL CARE.....	3	HOT LUNCH CHARGES.....	10
AG (ADVISORY GROUPS).....	3	HOT LUNCH MENU.....	10
ALCOHOL & DRUG ABUSE POLICY.....	3	HOT LUNCH PROGRAM.....	10
ALERT NOW!.....	4	IMMUNIZATION.....	10
ALTERNATIVE EDUCATION.....	4	INCOMPLETE WORK.....	11
ALTERNATIVE INSTRUCTION.....	4	KINDERGARTEN.....	11
ARRIVALS AND DEPARTURES.....	4	LIBRARY.....	11
ART.....	4	LOCKERS.....	11
ART RESIDENCY.....	4	LOST AND FOUND.....	11
ATHLETICS.....	4	LUNCHROOM RULES & CONSEQUENCES.....	11
BACKPACKS & COATS.....	4	MEDIA PUBLICATIONS.....	11
BAND.....	5	MEDICATION.....	11
BICYCLES.....	5	MIDDLE LEVEL-MIDDLE SCHOOL.....	12
BOOKS.....	5	MOVING.....	12
BREAKFAST PROGRAM.....	5	MUSIC/MUSIC LESSONS.....	12
BUILDING HOURS.....	5	NO CHILD LEFT BEHIND.....	12
BUILDING USE.....	5	NONDISCRIMINATION.....	12
BULLYING.....	5	PARENT CONFERENCES.....	12
BUS DISCIPLINE.....	6	PARKING.....	12
BUSING.....	6	PTA.....	12
CENTRAL OFFICE.....	6	PERSONAL PROPERTY.....	13
CHAIN OF COMMAND.....	6	PHONE MESSAGES.....	13
CHILD CUSTODY.....	6	PLANNING ROOM.....	13
CHOICE CLASSES.....	6	POLICIES.....	13
CO-CURRICULAR.....	6	PORTFOLIOS.....	13
CONFIDENTIALITY.....	6	PRESCRIPTION DRUGS.....	13
CORE CLASSES.....	7	PRINCIPALS.....	13
CURRICULUM.....	7	PROGRESS REPORTS.....	13
DETENTIONS.....	7	PUPIL PRIVACY POLICY.....	13
DISCIPLINE PROCEDURES.....	7	RECYCLING.....	13
DRESS CODE.....	7	SATURDAY SCHOOL.....	13
DRUG-FREE SCHOOL GRANT.....	7	SCHOOL BOARD.....	13
EARLY DISMISSAL.....	7	SCHOOL BOARD MEETINGS.....	14
EARLY EDUCATION PROGRAM.....	7	SCHOOL CITIZENSHIP.....	14
EMERGENCY CLOSING.....	7	SCHOOL CLOSINGS.....	14
EMERGENCY CONTACT.....	8	SCHOOL COLORS.....	14
ENRICHMENT PROGRAM.....	8	SCHOOL RULES.....	14
EXPLORATORY CLASSES.....	8	SEARCH AND SEIZURE.....	14
FAILING GRADES.....	8	SECURITY SYSTEM.....	14
FERPA.....	8	SMOKING.....	14
FIELD TRIPS.....	8	SNOW DAYS.....	14
FINE ARTS.....	9	SPECIAL EDUCATION.....	14
FIRE DRILLS.....	9	SPORTS PHYSICALS.....	14
GE(GRADE EXPECTATIONS).....	9	STUDENT COUNCIL.....	14
GRADUATION REQUIREMENTS.....	9	STUDENT INSURANCE.....	15
GUIDANCE SERVICES.....	9	STUDENT STORE.....	15
GYM.....	9	STUDENT SUPPORT SERVICES.....	15
HARASSMENT.....	9	SUMMER SCHOOL.....	15
		SUPERINTENDENT.....	15
		SURVEYS.....	15
		SUSPENSIONS.....	15
		TARDY.....	15
		TITLE I (FORMERLY CHAPTER I).....	15

TITLE II (EISENHOWER GRANT).....	16
TRANSPORTATION PROBLEMS.....	16
TRUANCY.....	16
VERMONT'S FRAMEWORKS OF STANDARD AND LEARNING OPPORTUNITIES.....	16
VISITORS.....	16
WALKING TO/FROM SCHOOL.....	16
WEAPONS.....	16
WELLNESS PROGRAMS.....	16

ATTACHED POLICIES:.....Appendix

SUPPORT SERVICES.....	17-19
GEMS DISCIPLINE.....	20-23
PUPIL PRIVACY.....	24-27
DRUGS/ALCOHOL.....	28-31
HARASSMENT OF STUDENTS.....	32-35
HAZING POLICY.....	36-38
SEARCH AND SEIZURE.....	39
WEAPONS.....	40-42
GEORGIA MIDDLE SCHOOL ATHLETICS.....	43-49

THE GEORGIA MIDDLE SCHOOL PHILOSOPHY

It is our mission to develop life long learners.

Young people between the ages of ten and fourteen are in a unique developmental stage. The Georgia Middle School is dedicated to providing the best learning environment possible for our students as they navigate these transitional years.

SUCCESS ORIENTED LEARNING ENVIRONMENTS are created by interactions among all; students, school staff, parents and the Georgia Community.

Students need:

- A safe, respectful environment to make good choices, test limits, take risks, and have support in dealing with their successes and failures
- Encouragement to discover and explore new ideas and to question their world
- To feel successful and have the opportunity to believe in themselves
- Healthy competition and collaboration, including a cycle of feedback, revision and improvement
- To be recognized, accepted, and supported as unique individuals with varying strengths and challenges.

STUDENT RESPONSIVE CURRICULUM

Students need:

- Opportunities to develop individual skills and interests within each learning environment while exploring their creative and artistic development
- A curriculum that reflects the beliefs of our school community and the needs and interests of our students
- A curriculum that is academically challenging and will prepare them for individual success throughout their lifetime
- Knowledge about the physical, intellectual, social and emotional changes they are experiencing and will encounter in the near future
- To develop the ability to make healthy choices related to body, mind and actions; to develop self awareness and self understanding to foster a positive self image
- To develop a sense of responsibility to self, peers, and community which encourages students to give back to their school and community
- To apply academic and social skills in a meaningful and practical forum
- To understand the relevance between school learning and life

HOME/SCHOOL COLLABORATION

Students need:

- Open communication between home and school that is honest and respectful
- A community that is actively invested in the success of the students as learners and community members
- A community that will be an essential resource for the school
- Families and a school that work closely together
- Many support systems-teachers, staff, peers, family, community, social services, health services, school board

RESPONSIVE TEACHERS/STAFF

Students need:

- Teachers and staff who meet the needs of individuals' unique learning styles
- Teachers and staff who will have knowledge of best practice and adolescent development according to current (brain) research, i.e., learning style, etc.
- Teachers and staff whose focus is facilitating learning and social/emotional development
- Teachers and staff who collaborate to provide the best opportunity for successes and support for struggles
- Teachers and staff who use a variety of innovative and authentic, experiential, individual student assessment techniques
- Teachers and staff who will provide opportunities for students to explore and develop their strengths and passions

GEORGIA MIDDLE SCHOOL GOALS

Based on the needs of our students:

- We will encourage our students to become life long learners
- We will teach our students to apply academic, artistic, technological and social skills in meaningful and practical forums
- We will teach our students to develop an understanding of the true value of education by connecting their learning to real life situations
- We will foster social competency and personal success in our students
- We will teach our students to develop an understanding of the responsibility of citizenship and to be active members in local and global communities
- We will foster the physical and emotional fitness of our students
- We will encourage our students to develop their interests, talents, feelings, and goals
- We will provide our students with a wide variety of positive learning experiences
- We will provide opportunities for personal connections with adults and peers
- We will support our teachers and staff as members of this learning community such that they may continue to develop their awareness, knowledge and skills in providing for students' individual needs

ABSENCES.....All students at Georgia Elementary & Middle School are required to attend school for 179 days per year.

Good attendance is always encouraged. However, if your child has an illness that keeps him/her from learning, or is contagious, please keep your child home. If your child is absent, please call the office at 524-6358 to let us know by 8:30. If we do not hear from parents, someone from the school will make a reasonable attempt to contact you in order to verify your child's absence. Sometimes this may require calling a parent at work. Our purpose in calling is to insure that each GEMS student is safe and that an adult knows the whereabouts of each student. Sometimes unusual circumstances require that a student miss school for reasons other than illness. If your child needs to miss school for a period of time due to an unusual circumstance, please put your request in writing and submit it to the appropriate principal for approval. All students who miss school for unusual circumstances or illness will be required to make up all missed schoolwork.

We require each student returning to school from an absence to bring in a written excuse to give to the teacher. If we do not receive a note, we are required by the state to mark the absence as "unexcused".

The following procedures for communication have been established:

- After five (5) days of absences, the attendance team will mail a letter
- At ten (10) days, a letter may be sent to the family. A meeting may be requested to meet with parents and their student to develop a plan of action.
- At fifteen (15) days, a letter may be sent to the family requesting a meeting with outside agencies.

Act 117.....Act 117 was enacted by the General Assembly of the State of Vermont in the spring of 2000. The goals of Act 117 are to: 1) increase general education capacity to meet the needs of all students; 2) improve the consistency and cost effective implementation of special education programs across the state; 3) to improve cost containment and cost effectiveness; 4) address the shortage of special educators; 5) assess the extent to which school districts have absorbed health and human service costs for children receiving special education; 6) provide assistance to school districts with unusual special education costs; and 7) identify external factors affecting special education costs.

ADVISORY COMMITTEE.....We use advisory committees to help develop ideas when we apply for federal grant funds in the areas of Drug Free Schools and Chapter 2. These committees are made up of administrators, teachers, community members and sometimes students.

AFTER-SCHOOL.....See CO-CURRICULAR ACTIVITIES.
ACTIVITIES

AFTER-SCHOOL
ACTIVITIES FOR ADULTS..... Adults may use our lengthy hallway system for walking. Exact hours are available in the office.

AFTER-SCHOOL CARE.....An after-school program is available. Please check with the school office for information on the program currently offered.

AG.....7/8th grade Advisory Groups are referred to as AGs. AGs are groups of ten to twelve 7th and 8th grade students led by a teacher. AGs meet daily for twenty-five minutes. AG leaders work closely with their groups to develop skills in cooperation, social awareness, self-awareness, and self-advocacy and community involvement.

The AG groups celebrate special occasions, plan and participate in social events, engage in creative and cooperative activities, have discussions and complete community service projects.

ALCOHOL AND DRUG..... It is the philosophy of the Georgia School Board that the school will do everything possible to see that the Georgia students do not engage in either the abuse of drugs and alcohol or the distribution of such substances. The school will attempt to prevent substance abuse through educational programs in grades K-8 and disciplinary procedures, and will
ABUSE POLICY

cooperate with parents and other agencies in rehabilitation. For more information see attached policy page, appendix pages 29-33.

ALERT NOW!.....An automated telephone service that allows the Georgia Elementary & Middle School to send a telephone or e-mail message providing important information about important school events, closings or emergencies.

Important:

1. **Your caller ID will display your school's main number anytime a call is coming through from the school.** Caller ID will not display a name associated with the number.
2. **Your caller ID will display 411 anytime an *emergency call (examples: relocation, evacuation or lockdown) is coming through from the school.*** Caller ID will not display a name associated with the number.
3. The system will leave a message on your voicemail or answering machine.
4. If you have such things as Telemarketer Zapper or Privacy Director on your telephone lines you may not receive the call. For example, with Privacy Director all incoming calls are rerouted and the callers must identify themselves for the call to go through.. Because our system is automated it will not identify itself, thus the call will not get through to your number.

ALTERNATIVE EDUCATION.....An educational program provided for those students who require assistance with different Learning styles.

ALTERNATIVE INSTRUCTION..(Replaces in-school suspension) including isolation from the general population for a predetermined amount of time through administration. Work and services are provided.

ARRIVALS AND DEPARTURESGeorgia has two preschool sessions:

- 1st: 7:50-10:45
- 2nd: 11:30-2:20

There are three full day kindergarten classes and one part time kindergarten class. The part time class has full days on Tuesdays and Thursdays and half days on Mondays, Wednesdays and Fridays.

Students in grades K-8 arrive at 7:50 and depart at 2:30.

Due to lack of supervision, students may not be dropped off prior to school to wait in the main lobby.

Parents who need to pick up their children BEFORE the end of the school day need to come to our office and sign them out. Students will not be allowed to leave the school unless parents come into the building. These strict procedures are for the safety of each of our students and we ask for your understanding. Any questions regarding these procedures should be directed to the Georgia Principals.

ART.....Georgia has one full-time and two half-time art teachers. Art classes are taught in grades K-6. 7/8th grade students are required to take a minimum of one Exploratory Art Class, one music class, PLUS one other FINE ARTS class before they graduate.

ART RESIDENCY.....We are often lucky to receive outside grants that allow us to have professional Vermont art or musical talent spend a week in our school working with our students. The Georgia Friends of the Arts and the Enrichment Program have also helped in financing these artists in residency.

ATHLETICS.....See CO-CURRICULAR ACTIVITIES.

BACKPACKS & COATS.....The achievement of educational goals will occur in schools that foster both academic excellence and a safe environment. We are requiring that students leave backpacks and coats in their lockers, and that they only bring what is essential for their classes (books, pens, planner, etc.) with them to class. Wearing coats, jackets and carrying around heavy backpacks all day are not healthy habits for growing adolescents. We know this will create

some changes in habit but with your support we feel this will be a positive change for all. We also feel very strongly that this will help us monitor the safety of our school for all students.

BAND..... We have three levels of Band. Beginning Band is for any student in grades 5-8 who wants to begin an instrument. Students are usually ready for Beginning Band early in the second semester of school.
Intermediate Band is for second-year players.
Advanced Band is for 7/8th grade students who have been playing an instrument for more than one year. 7/8th grade students are encouraged to participate in the yearly Music Festival that is hosted by Enosburg High School.

All instrumental lessons are offered to students during the school day. Instrument rentals are available from Ellis Music. Contact the school for further information (524-6358).

Band may now be taken to fulfill the Fine Arts requirement. It is scheduled in as part of our students' choice block time.

BICYCLES..... Georgia School is located on a very busy road. If parents choose to allow their children to ride bicycles to school, they must FIRST give the school written permission. Parents should go over the appropriate safety rules with their children. Helmets are encouraged. Students who ride bicycles to school should park them in the bicycle rack located outside Building C. Please lock your bicycle. Students leaving school on bicycles should not leave until all buses have departed. The Georgia School will not be responsible for lost or stolen bicycles.

BOOKS..... All textbooks and reading books are provided for the Georgia students. Students who lose or destroy their books are responsible for the replacement cost of the book.

BREAKFAST PROGRAM..... Our Breakfast Program is called the Brown Bag Breakfast and it is available to all students daily. Students who are entitled to free or reduced lunches are entitled to free breakfast. Full price breakfast is \$.85.

Parents who have filled out a Free and Reduced Lunch form for Lunch will not need to fill out another one for the Breakfast program. Call the principal for further information (524-6358).

BUILDING HOURS..... Office personnel are available in the office from 7:00 a.m.-4:00 p.m. on school days. On school days the building is open from 7:00 a.m.-11:00 p.m. There are custodians in the building during this time. They are not responsible for answering the telephone when the office personnel are gone for the day.

All after-school activities are CANCELED whenever there is an emergency school closing.

BUILDING USE..... Georgia individuals and groups may apply to use our facilities for numerous reasons. Fees and certain restrictions may be part of the agreement if the application is approved. Contact our office (524-6358) for a copy of our Building Use Policy, Application, and Agreement.

BULLYING..... Bullying means any overt action or combination of acts directed against a student by another student or group of students and which:

- Is repeated over time
- Is intended to ridicule, humiliate, or intimidate the student and
- 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.

Bullying is a dangerous and disrespectful behavior that will NOT be permitted or tolerated. SEE BULLYING DISCIPLINE RUBRIC, appendix page 24 .

BUS DISCIPLINE..... Our bus discipline policy has two purposes. First and most important is to provide for the safety of the students. Second, to teach students proper group behavior. Any behavior

which distracts the bus driver is prohibited. This includes but is not limited to: shouting, profanity, making loud noises, throwing objects, hitting or wrestling with other students, putting any object or any part of the body out of the window. Students are to remain in their seats at all times when the bus is in motion.

Students who violate these rules will be written up by the bus driver. The write-up is turned into the school principal and the following disciplinary procedures will be enforced:

1st write-up: Parents receive a letter describing the event.

2nd write-up: Student is off of the bus until the parents have a telephone conference with the principal. The parents and student need to assure the principal that there will be no further misbehavior.

3rd write-up: Student is off the bus until the parents have a meeting with the principal. A plan will be developed. This plan may include moving the child to another seat.

4th write-up: Student is off the bus until the student and his parents meet with the School Board Transportation Committee. This committee will determine IF and WHEN the student's privileges will be restored. Parents will be responsible for the student's transportation during this time.

If the offense is serious enough, the Principal can supersede the above steps and suspend a student's bus privileges immediately. A copy of the Bus Discipline Policy is available in the office.

BUSING.....Any questions, concerns, or problems about our school bus system should be directed to the principals. See also: BUS DISCIPLINE.

CENTRAL OFFICE.....The Superintendent's office is located in the central office at the Franklin West Supervisory Union, 997 Main Street, Fairfax. The mailing address is P.O. Box 108, Fairfax, VT 05454 and the telephone number is 849-2283.

CHAIN OF COMMAND.....Questions, concerns, and problems should be brought to the appropriate person.
1. Classroom problems should be addressed with the classroom teacher.
2. If you do not feel satisfied after doing this, please bring the matter to the appropriate principal.
3. If you still are not satisfied, bring the concern to the Superintendent.
4. Finally, if you still feel that you have an unresolved problem or concern, please contact our school board.

If you are not sure who to take your concern to, please call the office and you will be referred to the appropriate person (524-6358).

CHILD CUSTODY.....Please contact our principals if you have concerns with child custody. Custodial and non-custodial parents have the same rights of access to their child's records unless specifically prohibited by a court order.

CHOICE CLASSES.....Please see EXPLORATORY CLASSES.

CO-CURRICULARA co-curricular director oversees the budget and program for our extracurricular activities.
ACTIVITIES Programs available will be advertised; questions regarding these programs should be directed to the extracurricular director at 524-6358. There is a copy of the Athletic Handbook at the end of this Student Handbook. It can also be viewed on the school's web page; www.gemsvt.org, under school documents.

CONFIDENTIALITY.....A necessary part of a sound educational program is the keeping of accurate and appropriate education records on students. The information contained in students' educational records belongs primarily to the students and/or their parents or guardians. The school, a trustee of this information, maintains these records for educational purposes to serve the best interests of its students.

CORE CLASSES.....CORE classes refer to the four main academic subject areas: Math, Science, Language Arts and Social Studies.

CURRICULUM.....Copies of our K-8 curriculum are located in the Community Room/main office. If you have any questions about our curriculum, please contact the appropriate teacher or principal.

DETENTIONS.....Detentions are one of the consequences used for discipline in grades 5-8.

A student who receives a detention is given a written notice of the detention; this notice explains the rule infraction, the length of the detention, when the detention is to be served, and who issued the detention. **It is the responsibility of each student to share this written notice with their parents.** Our office also notifies parents by telephone if their child has a detention. Detentions are served on Wednesdays. If your child is unable to serve the detention on the assigned date, please call or send in a note giving the reason and the next available Wednesday that it can be served.

See also: DISCIPLINE, SCHOOL CITIZENSHIP, PLANNING ROOM, and SCHOOL RULES

DISCIPLINESEE ENCLOSED POLICY, appendix, page 21.
PROCEDURES

DRESS CODE.....Students' attire should be appropriate for any school function. Any student who wears an article of clothing that is distracting or offensive (such as bare midriffs, spaghetti straps, strapless, short skirts or shorts) will be asked to change. A parent will be notified if the student does not have a change of clothing on hand. Undergarments should not be visible. For students in grades 5-8, hats are only worn on designated hat days (the second Friday of each month). Any clothing that advertises drugs, alcohol, tobacco, or sexually suggestive comments is not allowed in school. As a guideline, we suggest that the length of pants/skirts should not be shorter than fingertips when arms are held at sides. In addition, we require our students to leave coats and backpacks in their lockers during school hours.

DRUG-FREE SCHOOLDrug-Free Schools and Communities Act (DFSCA) program is a partnership between federal, state, and local educational agencies that provides alcohol and drug abuse prevention projects. Vermont schools have used this grant money to implement their programs. The amount of Drug-Free School grant money varies from year to year. A committee made up of Georgia School personnel and community members evaluates the use of this grant money.
GRANT

EARLY DISMISSAL.....If you need to pick up your child before the school day ends, please come to the office and sign out your child. The office personnel will call the classroom teacher

EARLY EDUCATION.....Our early education programs are available to children from birth to 5 years old and their families in the town of Georgia. The pre-school classroom is located at the Georgia school in the kindergarten wing. The goals of our programs are: to welcome each new infant into the community and inform parents of existing resources; to assist parents and other caregivers as first teachers of their children; to increase each child's readiness to learn in school; to develop a positive home-school partnership at an early age; to screen every child in Georgia before they formally enter school.
PROGRAM (EEE)

Our early education programs include home-based instruction, play groups, informational workshops. and consultation with daycare groups and community-based programs. For more information about our early education programs, please contact the Early Education Program at 524-6358.

EMERGENCY CLOSINGS.....Emergency school closings may occur due to severe weather or other unforeseen conditions. Families will be notified by phone through the Alert Now! system. The closings will also be announced over radio stations WWSR in St. Albans, and WJOY, WOKO, WIZN, WEXP, WEZF, WVMT, and WXXX. Radio announcements will be made at about 7:00

a.m. If you are concerned about the safety of your child, please feel free to come into school and sign them out.

ALL SCHEDULED SCHOOL EVENTS AND PUBLIC USE OF THE SCHOOL BUILDING WILL BE CANCELED WHEN THERE IS AN EMERGENCY CLOSING.

EMERGENCY CONTACT.....It is imperative for our school office to have emergency numbers to reach parents in the event that a child is ill. Please be sure to fill out and return the registration forms (this includes the emergency information) as soon as possible. Please update the office with any changes in emergency numbers during the course of the year.

ENRICHMENT PROGRAM.....Our Enrichment Program involves students and teachers in grades K-8 and is coordinated by our full-time Enrichment Coordinator. It is a flexible program which responds to individual student needs. The program goal is to work collaboratively with classroom teachers to provide a variety of high interest, challenging programming.

Services include: small group interest/ability classes in grades 1-6, multi-grade level interdisciplinary units in grades in selected grades, collaborative instruction in the regular classroom as requested by teachers, Exploratory classes in grades 7-8, support for independent student projects, and ongoing consultation with parents and teachers regarding characteristics of giftedness.

If you have any questions about our Enrichment Program, please call 524-6358.

EXPLORATORY CLASSES.....Exploratory classes are a combination of required classes (gym, health, art, music, home economics, Drug-Free Schools, computer, technological education) and electives. These classes are for 7th and 8th graders and help meet Public School Approval standards and the needs of our middle school students. They are an opportunity to explore a variety of topics, provide some choice in education, and discover new interests that will lead to life-long learning.

Exploratory classes were formerly known as CHOICE classes and occasionally are still referred to as Choice classes.

FAILING GRADES.....See INCOMPLETE WORK.

FERPA.....FERPA is the Federal Family Rights and Privacy Act of 1974. Under FERPA, parents 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 disclosure of 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.

If you would like to request a review and inspection of your student's education records or if you have any questions concerning your rights in this matter, please contact the principals.

FIELD TRIPS.....Field trips are considered an extension of the classroom and are an integral part of our curriculum. All field trips need to be educational and need prior approval by the principal. No child will be excluded from participation for economic reasons; however, special accommodations may be necessary for individual students who have special needs. Also, because of individual disciplinary problems, it may be necessary to have a parent or guardian accompany a child. All overnight and out-of-state field trips need to be approved

in advance by the Georgia Board of School Directors. A copy of our Field Trip Policy is available in our school office.

FINE ARTS.....Fine arts refer to music, dance, art, and drama. The fine arts curriculum is taught in grades K-8. 7th and 8th grade students are required to complete three fine arts classes by the end of 8th grade.

FIRE DRILLS.....We have scheduled fire drills or lockdown drills once a month. During this time we practice our drill procedures. Occasionally, due to the sensitivity of our alarm system, we also have unscheduled fire drills. Whether the drills are scheduled or unscheduled we treat them very seriously. Students who misbehave during fire drills will receive consequences.

GE.....Grade Expectations are more specific statements of the Vermont standards that meet the requirements of the No Child Left Behind Act (NCLBA) for test development. The GEs provide guidance for local curriculum, instruction and assessment towards the goal of improving instruction and learning. The Grade Expectations are not a “state-mandated curriculum.”

GRADUATION

REQUIREMENTS8th grade students will no longer carry an incomplete on their report cards. Using the new rubric (see report card or progress report form), students will receive a percentage grade on their progress report and on their report card at the end of the marking period. This percentage will be averaged to determine whether the student passes or fails for the year in that particular subject. A failure in any core subject will result in mandatory attendance at summer school. Two failing grades will result in non-attendance at the graduation ceremony. Failure in a required choice class will result in attendance at summer school. Exceptions will be only under extenuating circumstances, such as an extended illness. See also SUMMER SCHOOL.

GUIDANCE SERVICES.....Our guidance program assists students in the development of the following skills: decision-making, listening, discussion, communication, self-discipline, responsibility, interpersonal relationships, learning and study skills, time management, self-esteem development, and stress management. These skills may be taught with a classroom teacher, in a small group, or individually.

We have a full-time middle school guidance counselor and a part-time elementary guidance counselor. Both counselors are available to assist students in dealing with immediate personal concerns, crises, and goals. They also assist students and parents in making transitions from different schools.

Our counselors are available to discuss any concerns with you. Please call school to make an appointment if the need arises.

GYM.....All students in grades K-8 receive physical education instruction by a certified teacher. Proper shoes and clothing as outlined by the gym teacher are necessary

HARASSMENT.....SEE HARASSMENT OF STUDENT POLICY, appendix pages 34-37 .

HATS.....Hats may be worn inside the school building only on designated days., otherwise, hats must stay in the student lockers. Hat days are allowed once a month on the second Friday.

HAZING.....SEE HAZING POLICY, appendix pages 38-40 .

HEALTH SERVICES.....Health Services are provided to our students by Registered Nurses. Annual screenings are done for vision and hearing according to the Vermont Standards of Practice and are recorded on each student’s health record. Referrals for further evaluation by the child’s physician may be made to the parents or physician as needed. Parents not wishing their child screened must notify the nurse in writing at the beginning of each school year.

If a child becomes ill at school, and it is determined he or she is too ill to remain, parents/guardians may be asked to pick the child up. Please make alternative arrangements in advance so your child will have a place to go when ill and you are

unavailable. Two back-up people/phone numbers should be on file at school in case of emergency.

Parents should contact the school if their child has a contagious condition. Children that are ill or have a communicable illness should remain out of school until there is no longer any contagion. (Examples: fevers, impetigo, strep infections, ringworm, chicken pox, pink eye, lice, etc.)The GEMS principals, upon the recommendation of the school, shall have the right to exclude any child from school if the child shows symptoms of having a communicable disease. See also: MEDICATIONS, IMMUNIZATIONS, SPORTS PHYSICALS.

HIGH SCHOOL CHOICE.....Georgia Elementary & Middle School students may choose any accepting area public or private high schools. The state tuition rate will be paid by the Town of Georgia, with the exception of schools that have closed enrollment or religious affiliation.

HOME SCHOOLING.....Requests to home school children need to be sent to the Commissioner of Education in Montpelier, Vermont. A copy of the procedures is available in the Vermont Education Law book, section T.16 166b. Our principals have a copy of this law book.

We offer opportunities for home-schoolers to participate in programs at GEMS. Complete details outlining application procedures are in the Policy Regarding Requests for Services and/or Facilities for Home-Schooled Students. A copy of this policy may be requested from our school office.

When participating in school activities, students being home schooled must comply by school rules. Parents must submit all necessary proof of immunization and sports physicals when needed. Parents should meet with the school nurse regarding any health needs.

HOT LUNCH CHARGES.....The GEMS lunch charges policy states, “Elementary School students will be allowed two charges, Middle school students will be allowed one charge. After such time if payment is not made, no hot lunch will be provided. However, milk and a jelly sandwich or bagel will be provided for the child. Parents will be notified when their children have made charges.” Questions regarding lunch payments should be directed to The Abbey Group, our hot lunch provider. You may reach them by calling the school at 524-6358. Pay for your students’ meals with The Abbey’s on-line bill pay system. Go to: www.abbeygroup.net/lunchprepay.

HOT LUNCH MENU.....A copy of our hot lunch menu is sent home with each child at the end of each month for the following month and can also be viewed on www.gemsvt.org. Occasionally, an item needs to be substituted due to unforeseen circumstances. We apologize in advance for any inconveniences that this may cause.

HOT LUNCH PROGRAM.....Our hot lunch program (provided by The Abbey Group, www.abbeygroup.net), is available to all students in grades K-8 daily. Free and reduced price meals are also available to qualified families. Applications for free/reduced price meals are sent home each year at the beginning of school, or may be requested any time during the school year if your financial situation changes.

Regular price breakfast: \$.85
Regular price lunch: \$1.75
Reduced price breakfast: \$.00
Reduced price lunch: \$.40

IMMUNIZATIONVermont Immunization Law requires all students have immunizations in accordance with the Vermont Department of Health’s recommended schedule. Exceptions are cited in the Vermont Education Law book (T.18 1121). The principal may exclude any student that does not show proper documentation of immunization or exemption. Please forward a copy of your child’s most recent immunizations to the Health Office.

INCOMPLETE WORK.....Students in grades 5,6,7& 8 who receive an incomplete on their report cards have not completed the necessary requirements for a given marking period. 8th grade students have

10 school days including a Saturday School opportunity , at the end of each marking period, to make up their work. If the work is not made up after these 10 school days, the incomplete will become an F.

Students who are in danger of failing or receiving an incomplete for the last marking period will be notified in time to attend a Saturday School in order to complete the missing work. If the work is not completed in a satisfactory manner, the student will receive a failing grade.

Summer School attendance will be required if the student's overall academic average is a failing grade in any core class.

See also GRADUATION REQUIREMENTS, SATURDAY SCHOOL, and SUMMER SCHOOL.

KINDERGARTEN.....Kindergarten is full day with the exception of one class that is two full days and three half days. The half day sessions are in the mornings from 7:50 to 10:45. For more information, please contact the school at 524-6358. Children must be 5 before September 1st to enter kindergarten.

LIBRARY.....The school library is open every school day during regular school hours.

Students are responsible for taking care of the books they borrow from the library. If a book is lost or ruined the student is responsible for the replacement cost of the book.

Students are responsible for returning their books by the due date stamped on the inside cover. Overdue notices are printed on a regular basis and given to students with overdue books. If the overdue book is not returned, a bill will be issued for the replacement cost of the book. Students with overdue books may not be allowed to borrow additional books from the library.

LOCKERS.....School lockers are assigned to each student in grades 5-8. It is the student's responsibility to use reasonable care with their assigned locker. It's a privilege to have a locker and it must be utilized for its intended purpose. Students should not kick, slam, or behave in a destructive manner with school property. If a student intentionally causes damage to a locker, they will be held responsible. Lockers will be monitored on a regular basis. All 7/8 grade students need to return a signed locker contract.

LOST AND FOUND.....Lost and found items are kept by the school office. All unclaimed items will be donated to charity.

LUNCHROOM RULES &Currently we serve between 80 and 140 students in our cafeteria at each lunch time; we have
CONSEQUENCES tried to create a family atmosphere with our round tables. Each student must follow the lunchroom rules as directed by the lunch room monitor.

MEDIA PUBLICATIONS.....Occasionally school items will appear in the *St. Albans Messenger*, the *Milton Independent* and the *County Courier*. Honor rolls are published during the school year. Teachers may submit individual classroom news at their discretion.

MEDICATION.....Most medications may be administered in the home. However, any student who is required to take medication during the regular school day must comply with the school medication procedure.

All medication must be brought to school in the original, labeled container, and given to the school nurse or principal immediately upon entering the building. Most medications are to be kept in the Health Office. Medication brought to school in *Baggies* or other containers are NOT allowed by school policy. Students are **NOT** allowed to carry or self-administer their own medicine unless emergency medication for life threatening allergies or asthma.

Prescription medications may be administered at school with a doctor's signature, a parent's signature and a pharmacy labeled prescription container. Please see the nurse for more details.

Non-prescription (over-the-counter) medications may be administered with a parent's signature. Please do not send cough drops or throat lozenges to school. Homeopathic remedies and vitamin preparations will not be administered at school. Students requesting Acetaminophen (Tylenol) or Ibuprofen (Motrin) need to have a signed permission form. Tylenol forms are sent out to all students at the beginning of the school year. They are valid for one school year only.

MIDDLE LEVEL-MIDDLE SCHOOL.....Middle level and middle school refer to students in grades 5-8. 5-8th grade students generate a lot of social, emotional, cognitive and physical energy. This energy comes from all of the changes that they are going through as they become teenagers. Some of these changes happen earlier in some children than in others. These changes can result in dramatic mood swings in some children. This is an exciting and challenging time for middle school students, parents and the adults who work closely with them. Understanding these changes will make the transition easier for everybody.

MOVING.....If you find out that you will be moving your family out of the school district, please contact our school office as soon as possible so that we can assist you and your children in making a smooth transition to your new school district. Parents who have moved out of the school district but who wish to have their children finish the school year at our school will need to make this request to the Georgia School Board of Directors.

MUSIC/MUSIC LESSONS.....Georgia School has two music teachers. General music instruction is taught in grades 1-6. Chorus is sometimes available to fifth and sixth grade students. Beginning and Intermediate Band are available to fifth and sixth grade students. Seventh and eighth grade students may take Advanced Band. All instrumental lessons are offered during the school day.

Music concerts are annual events which happen in December, March, and in May.

NO CHILD LEFT BEHIND.....(NCLB) In January 2002, President Bush signed into law the "No Child Left Behind Act." The central feature of this law requires the states to adopt a specific approach to testing and accountability, intended to lead to higher achievement for all children. For a detailed description of the law and of the provisions described, please check other sources such as the U.S. Department of Education's "No Child Left Behind" Web site (www.nochildleftbehind.gov)

NONDISCRIMINATION.....The Georgia Elementary and Middle School district does not exclude or deny participation in any program or activity to an individual(s) due to race, sex, color, religion, age, handicapping condition or national origin.

PARENT CONFERENCES.....Parent conferences are scheduled throughout the year. Parents are also encouraged to contact teachers at any time during the school year to set up a meeting. Please avoid meeting with teachers when they are teaching a class.

PARKING.....We have ample parking available in the lower and upper parking lots. We also have designated parking spaces for handicapped people. Next to the sidewalk we have a bus lane which is also our FIRE LANE. Please do not park in this lane at any time. In the event that we have a fire drill or an emergency, if you are parked in our FIRE LANE, you may not have time to move your car. It is for the safety of our children that we ask that you **DO NOT PARK IN OUR FIRE LANE**. Thank you.

PTA.....PTA is our Parent-Teacher Association. If you would like to find out more about our PTA, please contact the school office and they will direct you to the correct person or leave a message in the PTA mailbox which is located in our school office.

- PERSONAL PROPERTY.....Students cannot bring their collectibles (baseball cards, CD's, trading items, etc.) to school. Video game systems, CD players, cell phones, cameras, pagers or other items of value are not allowed at school. If cell phones are used during the school day they will be confiscated and parents will then be obligated to retrieve them. The school is not responsible for any personal items that are lost, misplaced, or stolen. Students who ride their bikes to school need a note from home and should lock them.
- PHONE MESSAGES.....In an effort to minimize classroom disruptions and maximize instructional time, phone calls (other than emergencies) will no longer be put through to classrooms. Please leave messages on staff voice mail or if it is an emergency you may leave a message with the office staff - they will pass your messages along to the appropriate staff member. Outgoing phone calls should be limited to emergencies only.
- PLANNING ROOM.....Students sent to the Planning Room will discuss their choices and then be integrated back into their classroom. Parents will be notified only of continued infractions.
- POLICIESA copy of the Georgia Elementary and Middle School Policy Book is located in the school office. You may look through our policies and request a copy of specific policies that you may need.
- PORTFOLIOS.....Student portfolios are a collection of best pieces of student accomplishments. The portfolio may contain student work from more than one grade; thus, demonstrating growth. A portfolio may contain videos, artwork, writing pieces, and a computer disc to name a few examples.
- PRESCRIPTION DRUGS.....See MEDICATION.
- PRINCIPALS.....GEMS has a PreK-4 Principal, and a 5-8 Principal. They are responsible for the daily operation of the Georgia Elementary and Middle School, the safety and welfare of the students and staff, and the evaluation of teachers and support staff. A complete job description of their duties and responsibilities is in the Policy Book located in the school office.
- PROGRESS REPORTS.....Progress reports are sent home with students in grades 5-6 midway through each marking period. Progress reports are mailed home to the parents of students in grades 7 and 8.
- If at any time you have concerns or questions about your child's progress, please contact the teacher(s) immediately and set up an appointment.
- PUPIL PRIVACY POLICYThe Protection of Pupil Rights Act requires parental notification in a number of respects. For more information see appendix page 26.
- RECYCLING.....Georgia students are taught the skills of recycling as part of the environmental science curriculum. These skills are applied in the classroom, office, and in the cafeteria. The Georgia school community actively recycles paper, cardboard, catalogs, glass and tin.
- SATURDAY SCHOOL.....Saturday Schools are offered as an opportunity for students to make-up any Fs or Incompletes they may have received during that period. Parents are notified that their student needs to attend Saturday School to make-up this work. If the work is not completed during Saturday School, parents are again notified. Any student who has not completed this work will be required to attend Summer School. Students who receive Fs/Incompletes during the last marking period will also be given a Saturday School opportunity to make up this work. If this is not done, then the student will also be required to attend Summer School. See also Summer School, Incomplete Work.
- SCHOOL BOARD.....The Georgia Board of School Directors is made up of five members. Members are elected for either a one or three year term at the March Town Meeting School Budget vote.

- SCHOOL BOARD.....Our meetings are the first Tuesday of each month at 6:00 p.m. unless otherwise noted.
 MEETINGS School Board agendas are posted outside of the school office, at the Town Clerk’s office, and at the Center Market. Minutes of School Board meetings are available in our school office. The School Board agenda is published in the *St. Albans Messenger*.
- All School Board meetings are open to the public in accordance with Vermont’s Open Meeting Law (a copy of this law is available in the school office). Executive sessions are occasionally part of the regular school board meeting. Executive sessions are closed to the public and are convened only after full compliance with the provision of Vermont’s Open Meeting Law. Unless specifically determined by the board, minutes of executive sessions will not be kept.
- If you have a concern that has not been dealt with to your satisfaction at the appropriate level (See CHAIN OF COMMAND) and would like to be on a school board agenda, please contact the Superintendent of Schools, at 849-2283.
- SCHOOL CITIZENSHIP.....We recognize that students arrive at school with differing backgrounds, influences and needs. We are committed to the concepts of fairness and justice which reflect a concern for each individual’s development, dignity and growth potential. It is our goal to promote behaviors that will empower students to respect themselves and others and thus make responsible decisions and ultimately demonstrate responsible citizenship.
- SCHOOL CLOSINGS.....See EMERGENCY CLOSING.
- SCHOOL COLORS.....Our school colors are red and gold.
- SCHOOL RULES.....1. Follow directions
 2. Be prompt and prepared
 3. Keep to self
 4. Respect self and others
- SEARCH & SEIZURE.....For more information see SEARCH AND SEIZURE POLICY, appendix page 41.
- SECURITY SYSTEM.....Our building is monitored by an electronic security system. If someone were to break into our school, it would be detected immediately and the proper authorities would be notified.
- SMOKING.....Georgia Elementary and Middle School is a smoke-free building. In accordance with the Vermont State law, smoking is not allowed anywhere on public school grounds.
- SNOW DAYS.....School cancellations due to inclement weather are made up at the end of the school year. Closings will be called in to parents from AlertNow! and announced on WPTZ, WNNE, and WOKO. See EMERGENCY CLOSING.
- SPECIAL EDUCATION.....Special Education as defined by Vermont State law reads: “Special education means specially designed instruction, at no cost to parents or guardians, to meet the unique educational needs of a handicapped child, including classroom instruction, instruction in physical education, home instruction, and instruction in hospitals and institutions. The term includes “related services” as defined in federal law.”
- At Georgia school, special education services are provided by the Student Support Team. See ATTACHED IEP, STUDENT SUPPORT SERVICES, appendix pages 18-20.
- SPORTS PHYSICALS..... Students involved in interscholastic and/or intramural sports (grades 5-8) are required to have a physical every two years. A “Well-Exam-Sports Participation Clearance Form” must be on file in the Health Office prior to the beginning of practice. Forms are available from the middle school nurse, your child’s pediatrician or www.healthvermont.gov.
- STUDENT COUNCIL.....The Student council is made up of students in grades 7& 8. Their goals are to encourage worthwhile activities for middle school students; to provide support for the Georgia community; to encourage open communication among themselves and between students and staff; and to maintain high standards of cooperation, loyalty and school spirit.

The Student Council will meet during the school day on an as-needed basis. All 7/8th grade students are encouraged to join and participate on activity committees that result from Student Council meetings.

STUDENT INSURANCE.....In the event that we participate in any VPA (Vermont Principals Association) activity, such as basketball or softball, it is a requirement that every student must provide evidence that he/she is covered under some private or public health insurance program for medical care for injuries that may be suffered during participation in an activity.

STUDENT STORE.....Our student store is sponsored by the 7/8th grade Student Council. It provides general school supplies (pencils, pens, notebooks, rulers, erasers, assignment notebooks) for sale at a minimum cost to students and staff. Any profit goes to the Student Council to support their activities.

STUDENT SUPPORT.....Our Student Support Services are provided by a teaching team of special education teachers, SERVICES speech and language pathologists, reading recovery teachers and an early education teacher. These teachers are also referred to as the STUDENT SUPPORT TEAM. See ATTACHED ACT 157, IEP, 504, appendix pages 18-20 .

SUMMER SCHOOL.....Summer school is an opportunity for students and teachers to address those areas in which a student demonstrates a need. Summer school is not designed to merely complete missed assignments or make-up Fs received. It strives to determine and address the reasons behind the incompletes/Fs. Typically Summer school is held daily from 9-12 noon for three weeks. Parents of students needing to attend Summer School will be notified by mail. See also INCOMPLETE WORK, SATURDAY SCHOOL.

SUPERINTENDENT.....The superintendent is responsible for the Georgia Elementary and Middle School, Bellows Free Academy – Fairfax, and Fletcher school districts. The superintendent’s responsibilities include the employment, supervision, management, and professional development of school personnel; reporting to state and federal agencies; short and long-range planning and implementation; community relations; and budgets and finance. A detailed job description can be obtained from the Franklin West Supervisory Union office (802-849-2283).

Persons who have issues which they wish to have addressed by the Georgia Board of Directors are encouraged to contact the Superintendent’s office (849-2283) to be placed on the agenda. See CENTRAL OFFICE, CHAIN OF COMMAND.

SURVEYS.....Surveys are often used by the administration and staff as an avenue to collect information regarding various school related services. Students, parents, guardians or community members may be asked to fill out surveys. A form will be sent home at the beginning of the year for all parents/guardians to sign before a survey may be given.

SUSPENSIONS.....The following misbehaviors are considered severe and may result in suspension from school: vandalism, use of alcohol, illegal/dangerous drugs, tobacco products, assault, threatening staff or other students, theft, abusive obscenity, and insubordination. A weapons policy has been developed by the Georgia Administrators and Board of Directors. All students who participate in severe misbehavior will be placed in time-out until they have been given an informal hearing. Parents of these students will be notified as soon as possible.

Depending on the situation, suspensions will be served either in school (alternative instruction) or out of school. The length and type of this suspension will be determined by the principal.

TARDY.....If your child arrives at school after 8:00 a.m., he/she must report to the office BEFORE going to class. Days tardy will be reflected on the report card but do not affect the student’s attendance record. Excessive tardiness will result in a parent being called by a principal to discuss the situation.

- TITLE I.....TITLE I uses federal monies to provide extra instruction in Reading and Math. Selection of students is based on need and/or teacher recommendation.
- TITLE II.....TITLE II provides funds for teachers and other staff to participate in activities that will provide instruction to K-12 students. Formerly restricted to the areas of math and science, the program now allows for use in other core subject areas, particularly in the implementation of *Vermont's Framework of Standards and Learning Opportunities*.
- TRANSPORTATIONIf your child is having bus problems, please contact a principal at 524-6358.
PROBLEMS
- TRUANCY.....A parent/guardian of a child between the ages of seven and sixteen years is responsible for the child attending school for the full number of days that school is held (179 days). Specific excuses may be accepted (refer to Vermont Education Law Book T.16 1121-11240).
- If a parent/guardian fails without legal excuse to cause a child to miss school, the parent/guardian may be fined up to \$1000.00 according to Vermont law.
- VERMONT'S FRAMEWORK.....The Vermont Framework began in August 1993 as a series of community focus forums
OF STANDARDS AND which discussed the areas of knowledge and skills that all learners need to succeed in the
LEARNING OPPORTUNITIES 21st century. Thousands of Vermonters have worked on the many drafts that have evolved from these forums. "This framework is intended to provide a structure for curriculum building and assessment of student learning, and to raise expectations for every student." A copy of the Vermont Framework can be viewed in our office.
- VISITORS.....All parents and visitors must report to the office first before going to their destination. Georgia students may not bring friends or relatives from other school districts to visit our school when school is in session or to school dances.
- WALKING TO/FROMStudents who walk to and from school must have a written letter of permission
SCHOOL from parents/guardians. This letter must be on file in our school office. See ARRIVALS
AND DEPARTURES.
- WEAPONS.....SEE WEAPONS POLICY, appendix pages 42-44.
- WELLNESS PROGRAMS.....The Commissioner of Education has provided a list of school and community programs which have the potential to improve childhood wellness. To access that list go to http://education.Vermont.gov/new/html/pgm_coordhealth/resources.html

GEORGIA ELEMENTARY MIDDLE SCHOOL SUPPORT SERVICES

There are a variety of supports that can be provided to your child throughout our school. Below is a description of each of the supports:

EDUCATIONAL SUPPORT TEAM: (EST)

- Act 157, which used to be Act 230, requires that schools develop a support system to provide a range of social, academic and behavioral supports to students. This is called the Educational Support Team or EST.
- There is one team for K-4 and one team for 5-8, which consist of classroom teachers, guidance counselors, the nurse, special educators, the principal etc.
- The teams meet weekly, as needed, and discuss specific children that have been referred to them by a school employee.
- A referral may be made by your child's classroom teacher, guidance counselor, planning room teacher, any other school personnel or by parents.
- The information discussed at these meetings is kept confidential.
- The team is given information from the referring person and anyone else at the meeting that has information about the child.
- The team acts as a "think tank" and brainstorms ideas and interventions to help the student.
- Parents are often notified when an EST meeting is being held, but usually do not attend.
- Information is typically shared with parents about the outcome of the EST meetings.
- Follow up meetings are set up, as needed to review how the interventions are working and to discuss any new steps that need to be taken.
- The EST is used for children that are not on 504 plans or on IEPs.

SECTION 504:

Section 504 of the Rehabilitation Act of 1973 protects people with disabilities from discrimination in any program or activity receiving federal funding. Students with disabilities that substantially limit a major life activity such as learning, working, hearing, speaking etc. may require an individual accommodation plan or specific services to ensure access to education and school sponsored activities.

Students may qualify for a 504 plan if:

1. they have a disability
2. they have a history of a disability
3. they are regarded as having a disability (they are treated as if they have a disability)

Following are some possible disabilities that would qualify for section 504 coverage:

1. learning disability
2. ADD, ADHD
3. severe allergies, asthma, health impairment
4. cosmetic disfiguration or amputation
5. injuries or broken bones
6. alcohol or drug addiction if the person is not currently using

-A Section 504 plan can be described as a step up from an EST plan and a step down from an IEP. Students that need support and accommodations that are more intensive than an EST plan, but not intensive enough to meet all of the special education requirements, may meet requirements for a section 504 plan. There does not need to be an adverse effect on performance like there does with special education.

-An evaluation must be done to determine whether or not your child meets requirements for a section 504 plan. This can be done by looking at special education testing that has already been done, getting information from a doctor, or having a new evaluation done that looks at areas of concern.

- Many supports and services can be provided by a section 504 plan. They may include but are not limited to:
- a. speech and/or language
 - b. equal opportunity to participate in extracurricular activities
 - c. modified academic instruction and expectations
 - d. medication monitoring
 - e. small group or one on one instruction in an academic area
 - f. access to all parts of the building including ramps etc.

-It is not legally required that parents be members of section 504 teams but at Georgia they typically are.

-Contact the school's coordinator if you would like to be part of your child's team.

-Parents have rights under section 504. Contact the school's coordinator for more information.

SPECIAL EDUCATION

-Special Education Law, also known as The Individuals with Disabilities Education Act, was first passed in 1975. It is the law that states that all handicapped children are guaranteed a free and appropriate education. This law covers children and adolescents between the ages of 3 and 21. It also includes the Infant and Toddler Program which funds the services to children from birth to 2 years old.

-Special education is instruction that is specially designed to meet a child's individual needs. It is provided at no cost to parents and can include regular classroom instruction, alternative residential settings and case management services.

-There is a process that must be followed for children to qualify for special education services.

SPECIAL EDUCATION PROCESS

- A referral can be made by anyone working with the student or a parent. The referral is usually done through the support service person at each grade level, but can also be done through EST, the principal, or other support service staff.
- Parents must be contacted and must be invited to a meeting, but does not have to attend. A meeting notice and parental rights will be sent to the parent.
- An evaluation planning team meeting is held where questions that will be answered in the evaluation are determined.
- Parents must give written permission for the evaluation to be completed.
- Parents have a right to refuse and initial evaluation and the school can pursue due process if they feel strongly that it needs to be done.
- When testing is complete another evaluation planning team meeting is held to review results and determine eligibility.

SPECIAL EDUCATION ELIGIBILITY CRITERIA:

There are three parts to determining eligibility:

1. determination of a disability
2. adverse effect on academic performance
3. need for specialized instruction

Determination of a disability:

There are several areas that a child can be found eligible in. They are as follows:

1. **Learning Disability** - a discrepancy between ability and achievement
2. **Speech and/or Language Impairment** – a discrepancy between a mean of 100 and language scores(70 or below)
3. **Health Impairment** – ADHD or other doctor diagnosed medical condition
4. **Learning Impairment** – both cognitive and achievement scores are at or below 78

5. **Visual Impairment**
6. **Deafness or Hard of Hearing**
7. **Autism**
8. **Deaf-Blindness** –dual diagnosis
9. **Multiple Disabilities**
10. **Emotional Disturbance**
11. **Traumatic Brain Injury**
12. **Developmental Delay-EEE**

Adverse Effect:

A negative educational impact of -1.0 standard deviation from the mean, or the 15%tile or below or the equivalent must be noted in at least three of the following areas:

- Nationally normed achievement tests
- Grades
- Curriculum based measures
- Group administered norm referenced tests
- Student work samples

Need for Special Education:

A student is in need of special education or specialized instruction if they need services that cannot be provided by regular education alone. This may include direct service/instruction in an academic area, speech therapy, case management services etc.

IF NOT ELIGIBLE:

1. The team develops recommendations based on needs and findings from the evaluation.
2. The student is referred back to EST where a determination can be made for a section 504 plan.
3. If the student is put on a 504 plan the case manager for that student becomes the contact person. The EST is no longer a part of the team.
4. If the student is not eligible for a 504 plan then the EST team can develop a plan to assist the student based on the determined needs and availability of support etc.

IF ELIGIBLE:

1. A meeting must be held and an Individualized Education program (IEP) must be written within 30 days.
2. A parent can refuse some or all of the services for an initial IEP. Due process can be pursued if the school feels strongly enough.
3. The case does not go back to EST if a child is found eligible. The special education case manager is now the contact person.
4. The GEMS designee, referred to as LEA (Local Education Agency), assists in making major decisions.

INDIVIDUALIZED EDUCATION PROGRAM:

-An IEP is a written education plan for a child that describes the special education and related services the child will receive.

-Parents are members of IEP teams but can give input over the phone or in writing if they choose to. They must be invited to all IEP meetings and attempts must be made to work out a meeting time that works for the parent as well as others.

-IEP's must include present levels of performance, annual goals, short term objectives, related services, supports for state wide assessments, information about child's progress, and transition services beginning at age fourteen.

-IEP's must be reviewed and revised at least once a year.

GEMS DISCIPLINE POLICY

INFRACTION	DESCRIPTION	CONSEQUENCE
Abusive Obscenity	Inappropriate comments Considered offensive or Abusive	1 st offense – warning 2 nd offense – detention 3 rd offense – alternative instruction or suspension with parent notification
Abusive Obscenities and Gestures that are directive	Inappropriate comment or gesture directed toward an individual	1 st offense – ½ day (5/6) alternative instruction or suspension and parent notification. All subsequent offenses will result in alternative instruction or suspension with parent notification
Assault	Intent to do bodily harm	Suspension with parent notification and police involvement if necessary
Biting		1 st offense – detention 2 nd offense – alternative instruction or suspension with parent notification
Bullying	The intent to continuously bother someone in a hateful manner.(policy in process)	1 st offense – warning with hygiene counseling 2 nd offense – detention 3 rd offense – possible alternative instruction or suspension with parent notification.
Computer Vandalism	The attempt to infiltrate another student/teacher computer files or causes damage to a computer.	Complete loss of computer privileges as deemed appropriate by administration with possible suspension
Drug & Alcohol	See school policy	
False Accusations	Statement implying untrue situations	1 st offense – warning 2 nd offense – detention 3 rd offense – alternative instruction or suspension with parent notification
Fighting	Physical aggression involving 2 or more students	Alternative instruction or suspension with parent notification.
Trading Cards, Electronics, Etc.	These items are NOT allowed in school	1 st offense – warning 2 nd offense – detention and confiscation of the item
Harassment	See ATTACHED POLICY	1 st offense – warning with parent notification and harassment counseling. Subsequent offenses will result in alternative instruction or suspension with parent notification
Hazing	See ATTACHED POLICY	
Grabbing, Hitting, Shoving, Pushing, and Tripping		1 st offense – warning 2 nd offense - detention 3 rd offense – ½ day (5/6) alternative instruction or suspension with parent notification continued offenses – alternative instruction or suspension with parent notification
Inappropriate behaviors in detention, Rap and after school programs	Failure to follow school rules	1 st offense – warning subsequent offenses will result in alternative instruction or suspension with parent notification
Insubordination	The refusal to follow directions	1 st offense – warning with parent

		notification 2 nd offense – detention 3 rd offense - ½ day (5/6) alternative instruction or suspension with parent notification
Internet Infractions		See appropriate Use Policy
Leaving Without Permission	Leaving your assigned area without a pass	1 st offense – warning 2 nd offense – alternative instruction or suspension with parent notification
Leaving School Grounds Without Permission		Immediate parent notification with alternative instruction or suspension and possible police intervention
Lunchroom Infractions	Failure to follow school rules Throwing food or trash Not staying in your seat Screaming Leaving without permission	1 st offense – warning 2 nd offense – 30 minute detention 3 rd offense – 45 minute detention 4 th offense – 60 minute detention 5 th offense – removal from lunchroom until a parent conference can take place with an action plan (Clean slate at the start of each month)
Physical Threat	An aggressive action toward another individual.	Detention, alternative instruction or suspension with parent notification.
Skippping Detention	Unexcused absence	1 st offense – warning and serve the detention 2 nd offense – ½ day alternative instruction with parent notification
Spitting		1 st offense – warning with hygiene counseling 2 nd offense – detention 3 rd offense – alternative instruction or suspension with parent notification
Stealing	Taking items belonging to others	Restitution and/or possible alternative instruction or suspension with parent notification
Threats	Statements insinuating harm	1 st offense – warning 2 nd offense – detention 3 rd offense – alternative instruction or suspension with parent notification
Vandalism	Destruction of property	Restitution and/or possible alternative instruction or suspension with parent notification
Wandering	Not being where one is expected	1 st offense – warning 2 nd offense – detention 3 rd offense – alternative instruction or suspension with parent notification
Weapons	See ATTACHED POLICY	

DEFINITIONS:

DUE PROCESS includes investigating each situation on an individual basis in a timely manner. The situation is assessed and a determination is made as to the outcome which can result in no action taken, time out, detention, suspension or expulsion.

****Students may receive a detention or suspension without a prior warning due to the circumstance of the incident.**

ALTERNATIVE INSTRUCTION (formerly in-school suspension) includes isolation from the general school population for a predetermined amount of time through administration. Work and services are provided.

OUT OF SCHOOL SUSPENSION (OSS) includes remaining out of school for a specified amount of time determined by administration. School work may be provided. A parent conference is required to regain entry into the school system with a plan of action for behaviors.

EXPULSION is the permanent removal from school for a predetermined amount of time as determined by law.

DETENTIONS AND SUSPENSIONS will affect a student participating in extracurricular activities, including sports. (See Extracurricular Handbook)

What is it?	What happens?	What can I do about it?
<p>Physical - may or may not leave a mark</p> <ul style="list-style-type: none"> • Grabbing • Hitting • Poking • Tripping • Shoving • Other <p>Verbal - may or may not be heard</p> <ul style="list-style-type: none"> • Making fun of • Mean comments • Mocking • Name calling • Teasing • Rumors • Other <p>Social - may or may not be heard by others</p> <ul style="list-style-type: none"> • Excluding behaviors • Spreading rumors • False statements • Isolation • Other <p>Intimidation - can be a look, gesture or comment</p> <ul style="list-style-type: none"> • Body language • Making faces • Menacing look • Physical threat • Other 	<p>Warning - discussion and education on bullying with parent notification.</p> <p>Detention - parent notification</p> <p>Formal write-up - resulting in alternative instruction or suspension with parent notification.</p>	<ul style="list-style-type: none"> • Ask for help • Report the incident to an adult • Act confident • Stay safe • Talk to the person and tell them how you feel - "I Message" • Ignore the person • Be assertive -stand up tall, look the person in the eye, and speak in a firm voice • Bore the bully with questions • Be a broken record • Use humor • Agree with the bully

"Remember ... with great power comes great responsibility."
Kids on the Block

GEORGIA TOWN SCHOOL DISTRICT
Georgia Elementary & Middle School

Pupil Privacy Rights: Student Surveys Policy

Warned: October 31, 2005

Adopted: November 5, 2005

Policy

It is the intent of the Board to comply with the provisions of the federal Pupil Privacy Rights Amendment (PPRA) governing the administration of certain student surveys, analyses or evaluations funded in whole or in part by the U.S. Department of Education.

Definitions: As used in this policy, the following terms shall mean:

"*Invasive physical examination*" means a medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

"*Personal information*" means individually identifiable information including a student's or parent's name, address, telephone number, or social security number.

"*Instructional material*" means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.

"*Parent*" means a natural or adoptive parent, a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of a child).

Student Rights

The rights provided to parents under the Pupil Rights Amendment and this policy transfer to the student when the student turns 18 years old, or is an emancipated minor under applicable Vermont law.

Policy

No student shall be required, without parental consent, to take part in a survey, analysis, or evaluation funded by the U.S. Department of Education that reveals information concerning:

- Political affiliations or beliefs of a student or a student's parents;
- Mental or psychological problems of a student or student's family;
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating and demeaning behavior;
- Critical appraisals of other individuals with whom student respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians or members of the clergy;
- Income (other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such program; or
- Religious practices, affiliations, or beliefs of the student or the student's parents.

Parents shall have the right to inspect any survey created by a third party before the survey is administered or distributed to a student. Requests for inspection

shall be in writing, and shall be made in sufficient time to allow a response at least two weeks in advance of any survey to be given.

Parents shall be notified at least annually, at the beginning of the school year or when enrolling students for the first time in district schools, of this policy. The notification shall explain that parents/guardians or students 18 years of age or older, have the right to "opt out" of the following activities:

- The collection, disclosure and use of personal information gathered from students for purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational services for, or to students such as:
 - College or other postsecondary education recruitment, or military recruitment;
 - Book clubs, magazines and programs providing access to low cost literary products;
 - Curriculum and instructional materials used in schools;
 - Tests and assessments
 - Student recognition programs; and
 - The sale by students of products or services to raise funds for school-related activities.
- The administration of any survey that includes the subject areas listed above; or
- The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of a student or other students and not otherwise permitted or required by state law.

Parents shall be notified, through U.S. Mail, email or other direct means, at least annually at the start of each school year of the specific or approximate dates of any activities described in subparagraphs 1-3 above, and shall be provided an opportunity to opt out of participation in those activities.

Parents shall have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

The superintendent or his or her designee shall develop administrative procedures as required to ensure implementation of this policy.

Legal Reference: Protection of Pupil Rights, 20 U.S.C. § 1232h.

Franklin West Supervisory Union Annual Notification of Designation of Directory Information

To: All parents or guardians of eligible students, and eligible students currently attending schools in Franklin West Supervisory Union (including Bellows Free Academy - Fairfax, Fletcher Elementary School, Georgia Elementary & Middle School)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Franklin West Supervisory Union, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the schools in Franklin West Supervisory Union may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists
- Graduation programs; and
- Sports activity sheets, such as wrestling, showing weight and height of team members.

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 education 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 their prior written consent.

If you do not want the School District to disclose directory information from your child's education records without your prior written consent, you must notify the principal of the school your child attends in writing by September 15, 2006. The following types of personally identifiable have been designated as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

**Franklin West Supervisory Union Annual Notification of Rights for
Elementary and Secondary Schools**

*Bellows Free Academy-Fairfax, Fletcher Elementary School, Georgia
Elementary & Middle School*

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. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements 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. Parents or eligible students may ask the 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 them of their 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. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School 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 School 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 School discloses 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 the School 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 20202-5901**

Georgia Town School District

Georgia Elementary Middle School

Drug, Alcohol and Substance Abuse Policy

Date Warned: December 29, 2007

Date Adopted: January 8, 2008

Statement of Philosophy:

We, the school community believe that all students have a right to receive an appropriate education in an alcohol and drug-free environment. The Georgia Board of School Directors encourages educational programs that provide every student with an understanding of the physical, psychological, social and legal dangers associated with drug use.

The Georgia School District also maintains that any inhaling/ingestion of alcohol, or other mind-altering substances used or possessed for such purposes is to be considered abuse. The inhaling/ingestion of any mind-altering substance is inconsistent with the needs of a healthy, growing, and developing child.

The Georgia School District recognizes that chemical abuse and dependency are treatable health problems that are primarily the responsibility of the home and the community. The school shares this responsibility in the areas of prevention (education) and intervention (identification and referral).

The community and school of Georgia share in this responsibility because chemical problems often interfere with behavior, learning, and the fullest possible development of each student.

The Georgia School District also recognizes that students often need education, assistance and support because of their own drug abuse or because of drug-related problems with those they care about. Many students will require support for their decision to remain drug free. Since chemical dependency is preceded by the abuse of alcohol or other drugs, the school district wishes to provide education, and/or assistance to any student displaying signs of harmful involvement.

The Georgia School District regards any form of substance abuse and/or dependency as it does any other illness or chronic behavioral/medical problem. Our purpose is to be supportive and educational in nature.

POLICY:

It is the policy of the Georgia School District that no student shall possess, use, sell, give, or otherwise transmit, or be under the influence of any illegal drug, non-prescribed regulated substance, alcohol, or any mind-altering substance on any school property, or at any school sponsored activity away from or within the school.

Definitions:

Alcohol and Drug (Substance) Abuse is the ingestion of a substance in such a way that it interferes with a person's ability to perform physically, intellectually, emotionally, or socially.

Drug means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal regulation or statute.

Confidentiality: A student's alcohol/drug problem will be held in the strictest confidence. Staff members who become aware of a student with a problem will discuss it only with those who have immediate need to know. Normally this will be limited to the appropriate administrator in his/her absence, his/her designee; the school nurse the Student Assistance Program counselor and the student's guidance counselor. Further dissemination of this type of information will be only as directed by the administration.

Paraphernalia: The term "drug paraphernalia" means all equipment, products, devices and materials of any kind which are used, or promoted for use or designed for use, in planning, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a drug or controlled substance.

Referral: When a member of the staff observes a change in academic, social, or personal behavior of a student that might be related to alcohol/drug abuse, that information will be directed to the Student Assistance Program Counselor. Staff members are asked not to label or diagnose student behavior. Referrals may come to the Student Assistance Program Counselor from any of the following sources: teachers, administrators, parents, other school staff, community members, any other concerned individual, or students.

SAP Counselor: The SAP Counselor is a certified drug and alcohol counselor, or a clinician that is eligible for certification. The SAP Counselor's role is to identify, assess, educate, support and refer students who may have an issue with alcohol or other drugs, due to personal or another individual's use.

SAP TEAM: The SAP Team consists of two representatives from elementary, middle and high schools, the school nurse and the Student Assistance Program Counselor. The group will meet at least once per month or more as needed, to discuss referrals and programmatic decisions.

Treatment: A therapeutic process defined by a written individual treatment plan taking place out of the school setting, under the supervision of a physician, a master's level clinician or licensed psychologist, or in a program approved by the Office of Alcohol and Drug Abuse Programs.

EDUCATION

The school shall provide an alcohol and drug abuse educational program on a sequential basis from early childhood through grade 12 in accordance with the mandates of 16VSASection 909, the Vermont Alcohol and Drug Education Curriculum Plan, and the federal Drug Free Schools and Communities Act (P.L. 101-226) and the Vermont Framework of Standards and Learning Opportunities.

STUDENT ASSISTANCE PROGRAM

The school district has an established Student Assistance Program that provides education, assistance and support for students affected by their own or others' drug and alcohol-related problems, or other factors that place them at risk of use. The Student Assistance Program is under the direction of a certified Drug and Alcohol Counselor, or a clinician that is eligible for certification.

Staff Members are encouraged to observe student behavior(s) that may signal a need for assessment. Staff members are asked not to label or diagnose student behavior, but rather to become aware and sensitive to problematic student behavior related to possible alcohol/drug abuse. If the problematic behavior continues, after a staff member's attempt to intervene through personal concern, the need for a referral is indicated. The staff member will complete a student referral form (see attached) and give to the SAP Counselor for review and disposition.

It will be the responsibility of the SAP Counselor to ascertain what the proper disposition of the referral should be. Referring persons will be invited to meet with the SAP Counselor should they or the counselor so desire.

Should the SAP Counselor determine that a problem related to alcohol/drug use does exist, they will turn their attention to developing an appropriate plan. Options might include any or all of the following: individual counseling, alcohol/drug education, group counseling, family counseling, referral to outside agencies, development of a contract with a student, or any other interventions that the SAP Counselor or SAP Team may deem to be appropriate.

Should problems other than alcohol/drug use exist, the SAP Counselor will refer those students to the appropriate Guidance Counselor.

Ideally, students, parents, referring persons and the SAP Counselor will work cooperatively in the development of a plan, which is both consistent with school policy and the student's best interest.

The following statutes will be used to determine appropriate disciplinary actions and/or treatment options:

1. Federal Confidentiality Regulations for alcohol/drug abuse patient records, 42cfr2, specifically allows two visits with a treatment provider by anyone under the age of 12 without parental consent, unless otherwise specified in state law.
2. 18VSA4226: Minors, Treatment, Consent states that Vermont students 12 years old or over can receive treatment for his own alcohol or drug dependence, as verified by a physician, without parent consent.
3. Persons 11 or under must have parental consent to receive treatment for their own alcoholism or drug dependence.
4. Persons under 18 years old must have parental consent to receive treatment for problems they are having because of someone else's alcohol/drug abuse or dependence.
5. In-school educational support groups, even if led by a community-based professional treatment services person, do not require parental consent so long as they are in fact educational in nature, focusing on information and skills delivery to meet the special needs of students so that they can perform and behave adequately in the school environment.

SAP TEAM

The primary task of the SAP Team shall be supportive, providing assistance and consultation to the SAP Counselor as needed. The SAP Team will oversee the development of a comprehensive Student Assistance Program, with clear policy and procedures, including: collaboration with outside agencies, staff training, evaluation and assessment, curriculum, peer programs, and community awareness.

IMMEDIATE PROCEDURES

Emphasis shall be placed on the welfare and rights of the individual student to the extent such consideration does not jeopardize the rights and welfare of others.

1. In case of an emergency involving alcohol/drug abuse:
 - A. In case of an emergency the individual shall be brought to the school office and discharged (according to EMERGENCY ACCIDENT AND ILLNESS PROCEDURES OR SAFETY PROCEDURES) to the parent/guardian or to the nearest medical facility.
2. In case of possession or use of alcohol/drugs and/or paraphernalia:
 - A. Staff members of the school will report any incidents or possession or use of alcohol/drugs to the appropriate principal or his/her designee. The principal will consult with the superintendent for legal action.
 - B. Any student discovered during school hours or on school property, including buses, or at a school sanctioned activity, possessing or using alcohol/drugs, or knowingly and willingly assisting another person in using or possessing, alcohol/drugs on school property, including buses, or at a school sanctioned activity, shall receive the appropriate disciplinary actions.
3. In case of distribution of alcohol/drugs:
 - A. Shall receive the appropriate disciplinary action and be immediately reported to the police.
 - B. Any other person discovered during school hours or on school property, including buses, or at a school sanctioned activity possessing, using or distributing drugs, on school property including buses, or at a school sanctioned activity, shall be immediately referred to the police.
 - C. Students selling or furnishing alcohol and/or drugs
 1. First offense
 - a. The student will be suspended from school for ten (10) days after the parents have been notified.
 - b. Police shall be notified.
 - c. The student will be referred to the school's Substance Abuse Team.
 2. Second offense
 - a. Steps (a) and (b) for 1st offense will be followed.
 - b. The student may be recommended to the board for expulsion.
4. In case of suspected use:

- A. The school employee will discuss, in a caring manner with the student, his/her concerns regarding behavioral data that has been observed in school. The staff member will refrain from making a diagnosis of alcohol/drug abuse.
 - B. With continued suspected use, the staff member will refer the student to the SAP Counselor for assistance. If warranted, the SAP Counselor may contact the parent/guardian.
 - C. The SAP Counselor will develop strategies to deal effectively with the student's continued suspected alcohol/drug use. Strategies may include group intervention, counseling, community placement referrals and educational materials.
5. Self Referral:
- The employees of Georgia encourage and support self-referral of students regarding their own or someone else's alcohol/drug abuse problem. All self-referrals will be made directly to the SAP Counselor.
- A. The school will provide a supportive climate and resources such as educational materials, counseling, and/or referral to outside agencies, according to Vermont Law Title 18-VSA 4226.
 - B. These support services and confidentiality will be maintained without reprisal provided that:
 - 1. There is no known danger to self or others;
 - 2. The student is a self-referral with no previously related alcohol/drug abuse violations;
 - 3. The student adheres to a contract for educational programs and/or counseling that mandates abstinence from alcohol/drug use. The behavioral agreement will be developed and monitored by both student and counselor.

FOLLOW-UP PROCEDURES

6. Follow-up procedures:
- A. It is recognized that retaining or returning students to the school setting is desirable whenever such action does not interfere with the learning processes of other students, and is consistent with the individual student's own rehabilitation needs and well-being. Every effort shall be made to protect individual rights within the framework of school regulations, including the assumption of innocence until found otherwise. The school must not forget its educational role in these matters.
 - B. Following appropriate consultation and evaluation, the parent/guardian of any student suspected of alcohol/drug abuse shall be notified by the SAP Counselor. A course of action leading toward determining the facts and, if necessary, toward education treatment and rehabilitation of the students, shall be jointly considered by the parent/guardian and the SAP counselor and other school administrators as appropriate.
 - C. Disciplinary Actions:
 Those students possessing and/or using alcohol/drugs, illegal or unapproved controlled drugs, and/or paraphernalia will be referred immediately to the appropriate principal or in their absence their designee. All suspensions will concur with state and school procedures. Legal authorities will be contacted. Any expenses incurred will be borne by the parents or legal guardians. The following disciplinary actions will be followed accordingly:
 - 1. A first incident will result in an immediate, minimum 3-day suspension. Suspension begins the day following the incident. Parent/guardian will be called in for a conference with the SAP Team, where appropriate, educational therapy must be arranged in reference to alcohol/drug abuse and referral for evaluation.
 - 2. A second incident will result in an immediate, minimum 5-day suspension from school. Before reinstatement to the school, the student, parent/guardian and the SAP Team will meet. The SAP Team will establish the length of the school suspension and a contract specifying the treatment and behavior plan for continued attendance in the school system.
 - 3. A third incident will result in immediate, minimum 9-day suspension from school. A formal hearing will be set up with the student, parent/guardian, legal authorities, SAP Team and professional therapists who have worked with the student. The result of this hearing will be establishment of the length of the school suspension and a contract specifying the treatment and behavior plan for the continued attendance at this school.

RECORDS

No records of the student's participation in the SAP will become part of the student's permanent record or cumulative file. Diagnostic labels such as "drug abuser" or "chemically dependent," in addition to pejorative labels, are never to be used in documents referring to a student or in conversation about the student with third parties by any staff member.

GEORGIA TOWN SCHOOL DISTRICT
Harassment of Students Policy

Warned: October 9, 2004
Adopted: October 19, 2004

Purpose

A. The Georgia Town School District ("the District") is committed to providing a safe and supportive school environment in which all students are treated with respect. This policy involves incident(s) and/or conduct that occurs on school property, on a school bus or at a school-sponsored activity, or misconduct not on school property, on a school bus or at a school-sponsored activity where direct harm to the welfare of the school can be demonstrated.

B. The purpose of this policy is to prevent harassment as defined in 16 V.S.A. § 11(A)(26) and amended by Act 91 of 2004, and to ensure that the District's responses to allegations of harassment comply with 16 V.S.A. §565 as amended by Act 91 of 2004, Title VI and IX of the Civil Rights Act. It is the further purpose of this policy, when it is found that harassment has occurred, to ensure that school district employees take prompt and appropriate remedial action, reasonably calculated to stop harassment.

C. It is the intent of the District to apply and enforce this policy in a manner that is consistent with and protects students' rights to free expression under the First Amendment of the U.S. Constitution. The District respects and promotes the rights of students and others to speak freely and to express their ideas, including ideas that may offend the sensibilities of others. However, the District does not condone and shall take action in response to behavior that interferes with the learning of students and is not otherwise protected expression.

Definitions

A. Harassment

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

2. Harassment includes conduct which violates subsection (1) of this definition and constitutes one or more of the following:
 - a. Sexual harassment, which means conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal written, visual, or physical conduct of a sexual nature 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.
 - (ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.
 - b. 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 racial customs.
 - c. Harassment of members of other protected categories, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, sex, sexual orientation, or disability and includes the use of epithets, stereotypes, slurs comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

- B. **"Complaint"** means an oral or written report 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 harassment.
- C. **"Complainant"** means an oral or written report 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 harassment.
- D. **"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.
- E. **"Designated Employee"** means an employee who has been designated by the District to receive complaints of harassment pursuant to 16 V.S.A. § 565(c)(1).
- F. **"Principal"** means the building level administrator, or his/her designee, at an independent or public school designated by a school governing board to be a school principal, headmaster, or technical center director.

Reporting of Student Harassment Complaints

- A. A student who believes that s/he has been harassed, or who witnesses conduct that s/he believes might constitute harassment, should report the conduct to a designated employee, or to any other school employee.
- B. When a student reports such conduct to a school employee, other than a designated employee, that school employee shall refer the report to a designated employee.
- C. An employee who witnesses conduct that s/he believes might constitute student harassment under this policy shall take prompt and appropriate action to stop the conduct and immediately report the conduct to a designated employee.
- D. Any other person who witnesses conduct that s/he believes might constitute student harassment under this policy should report the conduct to a designated employee.
- E. Consistent with this policy and 16 V.S.A. §565, the Superintendent or Principal shall develop procedures regarding the reporting of student harassment complaints and the District's handling of such reports.
- F. Annually, the District shall select two or more designated employees to receive complaints and shall publicize their availability.

Procedures Following a Report

- A. Consistent with this policy and 16 V.S.A. §565, the Superintendent or Principal shall develop procedures for complaint response following a report initiation or an investigation, investigation, independent review, and alternative dispute resolution provisions.
- B. Independent Review: A complainant who desires independent review under 16 V.S.A. §565(f) because s/he is either dissatisfied with the final determination of the school officials as to whether harassment occurred, or believes that, although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem, shall make such request in writing to the Superintendent. Upon such request, the Superintendent shall initiate an independent review, and shall comply with the District's procedures and any applicable rules on this subject promulgated by the Commissioner of the Vermont Department of Education ("Commissioner"). The District may request an independent review at any stage of the process.

Discipline and/or Corrective Action

If after investigation, harassment has been found, the District shall take prompt and appropriate disciplinary or remedial action reasonably calculated to stop the harassment. Consistent with this policy, the District's Student Conduct and Discipline policy and 16 V.S.A. §565,

the Superintendent or Principal shall develop procedures, regarding discipline and corrective action including final action on a complaint, retaliation, false complaints, and appeal provisions.

There will be no adverse action taken against a person for reporting a complain of harassment when the complainant has a good faith belief that harassment occurred or is occurring or for participating in or cooperating with an investigation. Any person who knowingly makes a false accusation regarding harassment will be subject to disciplinary action.

Confidentiality, Notification of Results, & Record Keeping

- A. The privacy of (1) the complainant, (2) the accused individual, and (3) the witnesses shall be maintained consistent with the District's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.
- B. Subject to state and/or federal laws protecting the confidentiality of personally identifiable student information, the complainant and the accused individual shall be informed in writing of the results of the investigation. If either the complainant or the alleged individual is under the age of 18, subject to the above limitation, his or her parent(s) or guardian(s) shall be provided with a copy of this policy and related procedures, notified when an informal resolution to a harassment complaint is attempted, notified when a complaint is filed, and notified in writing of the investigation results. An authorized school official may seek waiver or confidentiality rights in order to inform the complainant of remedial measures undertaken.
- C. The Superintendent or Principal shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the District in a confidential file accessible only to authorized persons. The report of the investigation shall be kept for at least six years after the report is completed.

Mandatory Reporting to State Agencies

- A. If a harassment complaint is made that conduct by a licensed educator might be grounds under the State Board of Education Rules for suspension or revocation of a license or endorsement, the Principal shall report to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner.
- B. When a person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq., determines that a complaint made pursuant to this policy must be reported to the Commissioner of the Department for Children and Families, he or she shall make the report as required by law and related District policy. If the

victim is a vulnerable adult, as that term is defined in 33 V.S.A. §6902(14), the report shall be made to Adult Protective Services in accordance with 33 V.S.A. §6903 and 6904.

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

Dissemination of Information, Training, Comprehensive Plan for Responding to Student Misbehavior and Data Gathering

- A. **Dissemination of Information:** Annually, prior to the commencement of curricular and co curricular activities, the District shall provide notice of this policy and its procedures to students, custodial parents or guardians of students, and employees. Notice to students shall be in age-appropriate language and include examples of harassment. At a minimum, this notice shall appear in any publication of the District that sets forth the comprehensive rules, procedures and standards of conduct for the District.
- B. **Training:** The Superintendent or Principal shall develop age-appropriate methods of discussing the meaning and substance of this policy with students and staff to help prevent harassment. Training may be implemented within the context of professional development and the school curriculum to develop broad awareness and understanding among all members of the school community. Staff training shall enable staff to recognize, prevent and respond to harassment.
- C. **Comprehensive Plan for Responding to Student Misbehavior:** The District's comprehensive plan pursuant to 16 V.S.A. §1161a(a)(6) shall include provisions that promote the positive development of youth and actions to prevent misconduct from escalating to the level of harassment.
- D. **Data Gathering:** The District shall provide the Vermont Department of Education with data requested by the Commissioner.

Complaints to the Vermont Human Rights Commission and U.S. Office of Civil Rights

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

GEORGIA ELEMENTARY AND MIDDLE SCHOOL

HAZING POLICY

Warned: February 22, 2001
Adopted: April 3, 2001

Policy

It is the policy of the Georgia School District (hereinafter "District") that all its schools provide safe, orderly, civil and positive learning environments. Hazing has no place in the District's schools and will not be tolerated. Accordingly, the District adopts the following policy and procedures to prohibit hazing and will ensure the enforcement thereof.

Definitions

"Hazing" means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the District, and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or 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 may occur on or off school grounds.

Examples of hazing include:

1. Any type of physical brutality such as whipping, beating, striking, branding, electrical shocks, placing a harmful substance on or in the body, or other similar activity, or
2. Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or other activity that creates or results in an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; or
3. Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects a student to an unreasonable risk of harm; or
4. Any activity that induces, causes, or requires a student to perform a duty or task, which involves the commission of a crime or an act of hazing.

Hazing shall not include any activity or conduct that furthers the legitimate curricular, extracurricular, or military training program goals provided that the goals are approved by the School Board of the District and provided that the activity or conduct furthers those goals in a manner that is appropriate, contemplated by the School Board, and normal and customary for similar public school programs. An example of this exception might be reasonable athletic training exercises. An example of this exception might be reasonable athletic training exercises.

"Organization" means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students of the District, and which is affiliated with the District.

"Pledging" means any action or activity related to becoming a member of an organization.

"Principal" means the principal of a school or the director of a technical center or any person designated by them to carry out a particular function.

"Student" means any person who: (1) is enrolled in any schools or program operated by the District, (2) has been accepted for admission into any school or program operated by the District or (3) intends to enroll in any school or program operated by the District during any of its regular sessions after an official academic break.

Notification of Hazing Policy

Annually, the student handbook, which shall be presented to students prior to the commencement of any academic courses, shall contain (1) a description of this hazing policy in age-appropriate language, (2) examples of hazing, and (3) a listing of those persons whom the Board has designated to receive reports of hazing. The schools of the District also shall effectively inform students about the substance of this hazing policy and its procedures by publishing in school handbook.

Each student who participates in a co- or extra-curricular activity that begins prior to the commencement of any academic courses shall be provided by the coach or supervisor of the co- or extra-curricular activity a copy of the excerpt from the student handbook regarding the hazing policy prior to the first practice session. Each coach or supervisor of a co- or extra-curricular activity shall orally explain to participants the prohibition against hazing, the reasons for the prohibition, and the potential consequences to participants and, in the case of a club or an athletic team, to the club or team itself.

Annually, custodial parents and guardians of students shall be provided a copy of this hazing policy prior to the commencement of co- or extra-curricular activities.

Annually, staff members shall be provided with a copy of this hazing policy prior to the opening of school. Coaches or supervisors of co- or extra-curricular activities shall be provided a copy of this hazing policy upon employment by the District.

Reporting of Hazing

Students who have reason to believe that an incident of hazing might or did occur shall report such belief to any coach of an extracurricular team, teacher, school nurse, guidance counselor, or school principal. Staff members who have received such a report from a student or who otherwise have reason to believe that an incident of hazing might or did occur shall report such belief to the principal of

the school, or, in the event of the unavailability of the principal, superintendent. The report may be in writing or orally. If the report is made orally, the receiver shall make a written record of the report.

It shall be a violation of this policy for a person to retaliate against a student or other person for reporting a suspected incident of hazing or cooperating in any investigation or disciplinary proceeding regarding any incident of hazing.

It is possible that an incident of hazing might also fall within the definition of abuse, neglect, or exploitation as those terms are defined in 33 V.S.A. §6902(1), (7) and (9). To the extent a staff member is a mandatory reporter of suspected child abuse or neglect or abuse of disabled adults, reporting a suspected incident of hazing to the principal does not relieve the reporter of any obligations additionally to report such suspicions to the Commissioner of the Vermont Department of Social and Rehabilitation Services as set forth in 33 V.S.A. §4914 or to the Commissioner of the Department of Aging and Disabilities as set forth in 33 V.S.A. §6904.

Investigation of Reports of Hazing

The principal, or in the event of the unavailability of the principal, superintendent, upon receipt of a report of hazing, promptly shall cause an investigation to commence. The investigation shall be timely and thorough and the findings and conclusions of the investigation shall be reduced to writing. Unless there are exceptional circumstances, the investigation shall be concluded within ten school days.

Disciplinary Action

If the investigation concludes a student committed an act of hazing or otherwise violated this policy, that student shall be subject to appropriate disciplinary action, including, but not limited to suspension or expulsion from co- or extra-curricular activities or from school. Any disciplinary action against a student shall be subject to the procedures set forth in the Discipline Policy of this Policy Manual.

If the investigation concludes that two or more students from the same athletic team or other co- or extra-curricular activity directed, engaged in, aided or otherwise participated in actively or passively an incident of hazing, disciplinary action may be imposed against the team or activity, including cancellation of one or more athletic contests or the entire athletic season.

It is not a defense in a disciplinary proceeding under this policy that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Nothing in this policy shall limit or preclude the District from disciplining a student or other person affiliated with the District under any other district policy as well as under the terms of this policy.

Training of Staff

The principal shall ensure that each staff member, with particular emphasis on staff members who are coaches or supervisors of co- or extra-curricular activities, receive training in preventing, recognizing and responding to hazing. At minimum, the principal shall inform staff and coaches of hazing policy and procedures at fall inservice and before sports seasons begin.

Reporting Incidents of Hazing to Law Enforcement Officials

All staff members are subject to the confidentiality requirements of the Family Education Rights and Privacy Act (20 U.S.C. §1232g and 34 C.F.R. Part 99). Accordingly, information deriving from student records (if the information is obtained through other means, the restrictions of FERPA do not apply) which is personally identifiable, may not be disclosed without parental consent unless it meets one or more of the exceptions specified in 34 C.F.R. Part 99. Certain of these exceptions, depending upon whether the circumstances meet the conditions set forth in those exceptions, may permit the reporting of hazing to law enforcement officials. Those relevant exceptions are:

- (1)Where there is a health or safety emergency;
- (2)Where the information has been subpoenaed

GEORGIA SCHOOL DISTRICT

Policy on Search & Seizure

Warned: October 11, 2003

Adopted: October 21, 2003

It is the policy of the Georgia School District to maintain school property to assure the safety and enjoyment of students, school employees and the general public and to extend the useful life of the school facilities.

To carry out this policy the school retains the right to examine all its property and to carry out searches or to seize property under the guidelines provided in this policy.

Guidelines for Searches & Seizure

1. Desks, lockers, textbooks and other materials or supplies loaned by the school to students remain the property of the school, and may be opened by school employees for cleaning, maintenance or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of 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, personal effects or vehicles may be conducted if there is reasonable cause to believe that such search will produce evidence of a breach of school policy or law. 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. A strip search will be conducted only upon probable cause (and will not be carried out by school personnel).
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 the requirements of the Board's policy on interrogations by law enforcement officers have been complied with.
5. Copies of this policy will be distributed to students when they enroll in school, and will be included in the student handbook given to students and parents at the beginning of each school year.

TOWN OF GEORGIA SCHOOL DISTRICT

Weapons Policy

Warned: November 7, 200, **August 14, 2004**

Adopted: December 5, 200, **August 24, 2004**

Policy

The Georgia School Board is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the

educational process in the absence of threats to physical well being and safety by individuals possessing weapons.

Conduct Prohibited

Possession and/or use of any dangerous or deadly weapon or facsimile of any dangerous or deadly weapon in any school building on school grounds or property is strictly prohibited. It is a violation of this policy for any person to make, issue, or communicate by any means, a threat that a dangerous or deadly weapon has been, or will be placed or used on school grounds or property. This policy is in effect before, during, and after school, as well as at any school sponsored activity. This policy does not apply to a law enforcement officer while engaged in law enforcement duties or to weapons or facsimiles of weapons used in school functions or activities approved in writing by the principal or superintendent. The school administration may require these organizations to sign any indemnification agreement to defend any claim against the school district.

Nothing in this section shall apply to a firearm that is lawfully stored inside a locked vehicle on school property, or if it is for activities approved and authorized by the local educational agency and the local educational agency adopts appropriate safeguards to ensure student safety.

Definitions

A. "Dangerous or deadly weapon" means:

1. Any knife, dagger, switchblade or, a folding knife with a blade in excess of two inches. Any folding knife with a blade less than two inches, including a pocket knife and pen knife, shall be considered a dangerous or deadly weapon if it is used, threatened to be used, or possessed in a threatening manner or with the intent to cause harm to any person.
2. Any other weapon, device, instrument, material or substance, whether animate or inanimate, which in the manner it is used or is intended to be used is known to be capable of producing death or serious bodily injury.
3. Weapons as defined in Section 921 of the Federal Gun-Free Schools Act including the following, unless such destructive device under the supervision of a teacher and used as part of the curriculum:
 - a. any weapon (including a starter pistol) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, or by gas or air;
 - b. the frame or receiver of any weapon described above;
 - c. any firearm muffler or firearm silencer;
 - d. any destructive device, including explosives, incendiaries, or poison gas, including but not limited to:
 1. bomb
 2. grenade
 3. rocket having a propellant charge of more than four ounces

4. missile having an explosive or incendiary charge of more than one-quarter ounce
 5. mine; or
 6. similar device.
 - e. for purposes of application and enforcement of this policy, a B-B gun, pellet gun, or similar device is considered a weapon;
 - f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled.
 - g. A hoax device, defined as any device so designed, assembled, fabricated or manufactured as to convey the physical appearance of an explosive or incendiary bomb or the physical appearance of any of the devices enumerated in subdivisions (a)-(f) of division 1. of this section, which is lacing an explosive or incendiary charge.
- B. "School grounds or property" means: facilities, buildings, fields, and ground areas; vehicles owned, leased or used by the District to transport students to and from school or school activities; parking lots (including vehicles in the parking lots); or any other setting which is under the permanent or temporary supervision and/or control of the School District.

Sanctions

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

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

** See "Non-Resident Tuition Policy" for admittance of students expelled from other schools on weapon charges.

Reports to the State

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

Aiding Other Students

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

Georgia Middle School Athletics

Introduction:

This handbook is put together to insure that all involved in Georgia Middle School athletics are being held to the highest standard of growth. This includes Student-Athletes, Coaches and School Administration.

Purpose:

Georgia Middle School is in agreement with the Vermont Principals' Association that all aspects of middle grade education should be driven by an understanding of the unique physical, physiological, emotional, and educational needs of the students.

In order to meet all of the above needs, coaches and administration need to work closely together. Through our combined efforts the student athlete will:

1. Develop a life long interest in sports.
2. Develop appropriate attitudes when adversity arises in their life.
3. Develop proper time management skills.
4. Develop a healthy competitiveness.
5. Develop self confidence.
6. Develop a sense of well being.

Georgia Middle School Athletics Philosophy

School Philosophy

As a school we are not placing emphasis on just the competition, but rather on the whole child. Teaching the fundamentals, the value of working together, displaying proper sportsmanship and appropriate conduct on and off the field/court makes positive community members.

We will offer opportunities in which the participant will learn about leadership, self-control, respecting others, and honesty through such activities as athletics, clubs, intramurals and participation in community activities.

Student Athlete Philosophy

Since Student-Athletes are representing themselves, their school and their community they have greater responsibilities as school citizens than those who are not privileged to do so. This is particularly true of academic requirements, school

citizenship, and sportsmanship. The dignity of the school program is reflected through interscholastic activities.

Georgia Middle School Athletics Responsibilities

Coaches have responsibility for:

- a. Teaching sports techniques, playing rules, strategies and playing tactics;
- b. Supporting the school's position on academic and disciplinary policies;
- c. Conditioning athletes appropriately for activities requiring endurance, strength and agility;
- d. Supervising and conducting practices and contests safely;
- e. Supervising locker rooms and buses;
- f. Teaching sportsmanship, cooperation, work ethic and responsibility to one's team and community;
- g. Responding to player injuries with approved first aid techniques;
- h. Managing uniforms, equipment and school facilities in a responsible manner

Student Athletes have responsibility for:

- a. conducting themselves both on and off the field in an appropriate way;
- b. demonstrating proper sportsmanship;
- c. being safe and playing hard, always trying their best regardless of the outcome;
- d. showing respect toward opposing teams, coaches, fans, facilities, equipment and officials.

Athletic Department has responsibility for:

- a. creating athletic opportunities for all middle school students;
- b. scheduling of games and practices in compliance with the Vermont Principals' Association;
- c. scheduling qualified officials for all contests;
- d. hiring, supervising and evaluating of coaching staff;
- e. distributing supplies and uniforms;
- f. arranging adequate supervision of all athletic events;
- g. providing opportunities for coaches to improve their coaching techniques;
- h. recognizing and rewarding dedication and outstanding performances;
- i. managing supply/equipment budget;
- j. maintaining a safe and appropriate field/court
- k. insuring the program goals and objectives are meeting the needs of Georgia Middle School student athletes

Georgia Middle School Athletics Eligibility

Eligibility Requirements

The eligibility requirements for all student athletes in 5th through 8th grades are as follows:

1. Student athlete must be a Georgia Middle School student and/or being home schooled as a Georgia resident.
2. An overall average of 73% needs to be maintained in each core class. This average will be reviewed at each marking period (progress report and report card).
3. An eligible student will have no incompletes in any core or choice class.
4. An ineligible student, because of grades, will need to make up the necessary work to achieve at least a 73%. Once the student athlete has

- achieved at least a 73%, they need to have a hand written note by the teacher in question stating that they have met the requirement. This note will need to be given to the athletic director and to the coach.
5. When a student athlete becomes ineligible because of grades the following process will be followed:
 - a. It is the student athlete in question's responsibility to meet all necessary requirements.
 - b. They shall meet with the teacher in question and make up necessary work.
 - c. On each Friday, from the week they were notified, the student athlete will need to check in with the teacher and have them sign a permission form that states the grade point average is above a 73%. They will need to hand that signed permission form into the athletic director. Without this form, the student athlete is ineligible.
 6. A student athlete, who is ineligible to play, will still need to attend practices but may not play in any games.
 7. A student will have two weeks (10 school days) to make up the necessary work to raise their grade point average to at least a 73%. If they do not, they will be dismissed from the team for the remainder of the season.
 8. All student athletes must meet the requirements set forth by the Vermont Principals' Association.
 9. A student athlete must submit a written proof from their doctor of a physical exam within the past two years

Georgia Middle School Athletes Parent/Coach Communication

Communication you should expect from your child's coach:

1. Philosophy of the coach/school
2. Expectations for your child and the team
3. Locations and times of all practices and contests
4. Discipline that may result in the denial of your child's full participation

Communication coaches expect from parents:

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts that may occur
3. Specific concerns regarding philosophy/expectations

As you sit back and enjoy the experience that your child has the opportunity to participate in, things may not always go the exact way you or your child wish. The direct communication is strongly encouraged between the coach and the player or the coach and the parent. Refrain from making side remarks about the coach to others and to your child.

Appropriate concerns to discuss with the coach:

1. The treatment your child is receiving both mentally and physically
2. Ways in which you as the parent can help your child
3. Concerns about your child's behavior

Although we stress equal playing time in Georgia, we realize this is highly unlikely. Coaches are making judgment decisions based on what they believe is right at the moment. Please refrain from discussing playing time with the coach.

Issues not appropriate to discuss with the coach:

1. Playing time
2. Team strategy
3. Play calling
4. Other student athletes

The above concerns require a conference between you as the parent and the coach. This is not to be discussed on the field prior to or after a practice or game. These can be emotional times for both the parent(s) and the coach. If you would like to set up a conference with the coach, please call them directly or call the school at 524-6358 to schedule one.

If you and/or the coach did not come to a satisfactory resolution, call and set up an appointment with the Athletic Director.

Georgia Middle School Athletics Discipline Policy

Discipline Policy

In an activity season, participants are held to a higher standard than those who do not participate. If a student athlete receives a detention during the season the following process will be administered.

1. The first detention is a warning.
2. The second detention results in a half game suspension.
3. The third detention results in a game suspension.
4. The fourth detention results in a two game suspension.
5. The fifth detention results in the dismissal from the sport for the remainder of the season.

After each detention a letter by the athletic director will be given to the student athlete and the coach. At the third detention a letter will be sent home explaining the possible likelihood of not completing the sport.

If a student athlete receives an in-school or out of school suspension, the following process will be followed:

1. For a half-day or full day suspension the student athlete will miss one game.
2. For any number exceeding one, the student athlete will miss that number of games. For example, if a student athlete is suspended three days, they will miss three games.

If a student is to miss a game due to a detention or suspension, they need to be properly dressed with the team in order for their "missed" game to count.

The use of profanity at any time is deemed detrimental to the school's integrity. This will not be tolerated. If it is a reoccurring issue, then the athletic director, the coach, the parent and the student athlete will meet to come up with an appropriate plan of action. This may result in dismissal from the team.

The use of tobacco, alcohol, and drugs is strictly forbidden. This will result in the immediate dismissal from the team.

Players must demonstrate respect for all volunteers, parents, teammates, coaches, and opponents as well as the staff and facilities of the school. Failure to fulfill this may affect the amount of playing time or ultimately dismissal from the team.

On game days, male student athletes shall be dressed:

- a. shirt and tie with slacks (no jeans) or
- b. sweater with slacks or
- c. a button up shirt and slacks

On game days, female student athletes shall be dressed:

- a. dress
- b. skirt and blouse
- c. sweater with slacks
- d. blouse with slacks

Players are expected to attend all practices, team meetings and games except in the case of an illness or other critical circumstances. Players should either call or see the coach in person if they know of an upcoming absence. Otherwise, the student athlete will be considered unexcused and playing time may be affected. Three unexcused absences will result in dismissal from the team.

Players are to be picked up immediately after practice/game. If the player is to be leaving with someone other than the parent, then a note signed by the parent must be given to the coach prior to the practice/game. If a parent attends an away game, the student athlete must go home with the parent. They will not be allowed to ride the bus back home. No players are allowed to walk home.

If a player is picked up late (more than fifteen minutes) the following will take place:

1. First late pick up will result in a nonverbal warning and the coach will keep track of this.
2. The second late pick up will be a verbal warning by the coach explaining that after the next late pick up, the student athlete will be dismissed from the team.
3. The third late pick up the student athlete is dismissed from the team.

Players not returning equipment when asked will be required to reimburse the cost of replacing the missing equipment.

GEORGIA MIDDLE SCHOOL ATHLETICS

STUDENT ATHLETE CONTRACT

All student athletes must submit proof from their doctor of a physical exam within the last two years.

Student Athletes have responsibility for:

- A. conducting themselves both on and off the field in an appropriate way
- B. demonstrating proper sportsmanship
- C. being safe and playing hard, always trying their best, regardless of the outcome
- D. Showing respect toward opposing teams, coaches, fans, facilities, equipment and officials

Eligibility Requirements:

1. Student athletes must be a Georgia Middle School student and or being home schooled as a Georgia resident
2. An overall average of 73% needs to be maintained in all four core classes. This average will be reviewed at each marking period (progress report and report card).
3. An ineligible student because of grades, will need to make up the necessary work to achieve at least a 73%. The student athlete will then need to get a hand written note from the teacher in question, stating

they have met the requirement. The note will need to be given to the athletic director and the coach.

4. A student athlete, who is ineligible to play, will still attend all practices but may not play in any games.
5. A student will have two weeks to make up or show progress that their work has reached a 73%. If they do not, they will be dismissed from the team for the remainder of the season.

Dress Code: Game Days

Boys: shirt and tie - sweater and slacks - button up and slacks

Girls: dress - skirt and blouse - sweater with slacks - blouse with slacks

Jeans and jerseys are up to the coach and players for home games only!

Discipline Policy:

1. The first detention is a warning.
2. The second detention results in a half game suspension.
3. The third detention results in a full game suspension.
4. The fourth detention results in a two game suspension
5. The fifth detention results in the dismissal from the team for the remainder of the season.
6. For a half day or full day suspension from school, the student athlete will miss one game. For any number exceeding one, the student will miss that number of games.

If a student is to miss a game due to detention or suspension, they need to be properly dressed with the team in order for their "missed" game to count.

The use of profanity at any time is deemed detrimental to the school's integrity. This will not be tolerated. If it is a reoccurring issue then the athletic director, the coach, the parent and the student athlete will meet to come up with an appropriate plan of action. It may result in dismissal from the team.

The use of tobacco, alcohol, and drugs is strictly forbidden. This will result in the immediate dismissal from the team.

Players must demonstrate respect for all volunteers, parents, teammates, coaches, and opponents as well as the staff and facilities of the school. Failure to fulfill this may affect the amount of playing time or ultimately dismissal from the team.

Player's signature: _____ Date:

AN OPEN LETTER TO THE FRANTIC FAN

Dear Frantic,

If someone were to ask you what represents the greatest peril to the survival of high school sports, you might say specialization, overemphasis, officials, coaches, or administrators. You'd be wrong.

The greatest peril to interscholastic athletes is you, my friend. You, the frantic fan.

Specialization and overemphasis can, and are, being curbed; officials are trained, coaches and administrators are guided, but you, Mr. Fan, you answer to no one - no one, that is, until a program has been ruined, students penalized, young images shattered, all because you didn't control yourself.

Perhaps it's not your fault; perhaps you have never been exposed to proper spectator decorum. At any rate, a few definitive guidelines may serve to protect the program and, at the same time, enable you to better enjoy whatever contest you are viewing.

High school athletics were not developed as a sounding board for your immaturity, as a vehicle to "let off steam", rid yourself of "frustrations", etc. This may be all right in professional sports, where you pay a premium price to vent your emotions at athletes who are paid a premium salary to put up with your antics.

It's different in interscholastic contests. Your ticket, at a minimal cost compared to college or pro games, entitles you to one thing - the privilege of watching the more talented students of two schools exhibit what they've learned in the athletic classroom.

For the athletic field, court or diamond is merely an extension of the classroom; if it were anything else it would have little reason to survive.

You would not think of entering a math, history, or English classroom, flask on hip, and berate, often curse and physically abuse the teacher or students; yet all too frequently you thing nothing of harassing players and coaches in their classroom - the field of play.

High school administrators have always given you the benefit of the doubt, Mr. Fan, sometimes because you were a player's parent or an influential citizen. But you're being put on notice that administrators can no longer tolerate your childish, immature behavior, whether you're a recent graduate, a parent, or merely a resident of the community.

If indeed, you are sincerely interested in the continuation of interscholastic athletics, then keep a few basic points in mind:

1. There is no such thing as a "right" to participate in interscholastic athletics. Whereas most academic subjects are mandated by the proper authorities and each student has a "right" to be exposed to them, interscholastic athletics are considered a "privilege" and the player or spectator who avails themselves of it is expected to conduct himself or herself accordingly.

2. Your team does not belong to the community. It belongs to the school, and that school has voluntarily agreed to abide by a certain set of rules, so that all athletes may compete under the same standards. If these rules

offend any special groups or individual to the point where they cannot conduct themselves rationally, then, by all means, these persons should be encouraged to direct their energies elsewhere.