

STUDENT HANDBOOK

2026 – 2027

Enosburg Falls Middle & High School

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PRINCIPAL'S WELCOME

Dear Students and Families:

Our goal is to provide all Enosburg Falls students, faculty, staff and community members with a supportive and safe environment. We will provide instruction and resources to enable all students to reach their full potential as lifelong learners and socially responsible citizens.

EFMHS and the caregivers of students participating in activities, services, and programs agree that this handbook outlines how the parents, the school staff, students and the community will share the responsibility for safety, improved student academic achievement and the means by which the school, caregivers, and community, will build and develop a partnership to help students achieve high standards.

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EFMHS Faculty and Staff

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SRO

Jim Lynch

Rise

Nicole Benson
Courtney Bowen
Kristen Goracy
Kasey Ede
Karen Jacobs
Payge Johnston
Amy Landry
Denise Lavallee
April Parent
Adrea Parent
Maurissa Pion

GENERAL STUDENT INFORMATION

Attendance

There is a close relationship between consistent school attendance and academic success. It is required that students be here as often as physically able, as required by law.

Closed Campus

This is a closed campus. Students will leave only when excused by office personnel. Sign out at the time of departure and, if students return on the same day, sign in at the office. Juniors and Seniors may be granted privileges by the Principal. Juniors and Seniors are required to follow the guidelines approved by the Principal to retain their privileges. Additionally, some students may have individual course plans that allow them to leave campus to access different learning opportunities.

Tardiness

If a student comes in tardy to school, the student should go immediately to the office and receive a pass admitting the student to class. Consequences for tardies to school will follow the EFHS behavior rubric. Upon every third tardy to school, the student will be assigned a 45-minute after or before school detention, where the priority is making up missed schoolwork.

Absences

Should an absence be necessary, please follow these procedures:

1. Caregivers call 933-7777 before 8 am to explain the absence.
2. Students must make arrangements to make up the work missed as specified by each teacher.

Excused Absences

An excused absence will be determined by written or phoned excuse only from caregivers. Excused absences include the following and must be verified by official documentation when a student reaches the absence limit:

1. Personal illness
2. Appointments with health professionals, which require an appointment card or note from the doctor after a visit
3. Religious holidays
4. Family emergencies cleared with the administration
5. Absent with school administration approval, understanding the absence counts towards the absence limit

Unexcused Absences

An unexcused absence will result if the school does not receive a written or phoned excuse from a parent/guardian, and is defined as:

1. An absence from school that does not meet the excused absence criteria
2. An absence from school without permission
3. Leaving school without being properly dismissed
4. Failure to report to class

If a student is not in school for the academic day, they cannot participate in any practice, game, or activity that day, except by permission of the principal.

Dismissal

A student cannot be dismissed from school without caregivers permission.

1. Students requesting an early dismissal during the school day, other than for sudden illness, must present a written request to the office before period one begins. **Students may have early dismissals ONLY for medical appointments or other emergency family business not possible at other times. These dismissals may not become regular or patterned and students must bring a doctors note from the medical appointment to be considered excused.**
2. Students returning to school the same day MUST report to the office for readmission.
3. **Students will not be excused from classes for non-emergency activities, such as hairdresser appointments, running to the store, going out to lunch, etc.**

Missed Assignments

All students are expected to make up all missed assignments regardless of the reason for being absent, and are responsible for getting the work assigned during their absences. The time allowed for makeup work due to absence is one day for every day absent, unless other arrangements are agreed to by the teacher.

Students absent for more than five (5) days due to illness should make special arrangements through the school counseling office. When the student feels the need for additional advice or assistance, he/she should arrange to meet with the teacher(s) during AT.

Automobiles and Driving to School

All students have access to school bus routes or live close enough to walk. Therefore, bringing a personal vehicle (car, truck, motorcycle, etc.) to school is a privilege, not a right.

Rules:

- All students who drive to school must register their vehicles with the school office to receive a student parking permit.
- Once a vehicle is parked, it must be left unoccupied from that time until the end of school.
- The speed limit on school grounds is 10 miles per hour. Reckless driving will not be permitted.
- Students who display poor judgment and unsafe actions will not be allowed to bring their vehicles to school.
- Career Center students are not permitted to drive their vehicles to and from classes in the two buildings. Special situations will be reviewed by the high school principal and career center director.
- **No student is allowed to drive another student in their vehicle during school hours.** Rule violations including transporting other students will mean immediate revocation of permission to drive to school.
- Snowmobiles and other recreational vehicles are not generally permitted on school property.
- Parking at the school and by the athletic fields is free.

Where to Park:

- Students must park in a school lot, not on the streets of the village.
- Students may not park in the faculty area in front of the school.
- Students who violate rules around tardiness to school, unexcused absences, and certain areas of conduct will lose their space in the paved lot.
- All students without a space in the paved student lot (first come first serve) must park in the dirt lot by the athletic fields.

Cafeteria Procedures

Students are expected to be orderly and speak in a conversational voice in the cafeteria, wait in line without cutting, clean up after themselves, and discard trash into the appropriate receptacles, including compost. Students without senior privileges are expected to remain in the cafeteria or gym hallway until the end of the lunch period, unless by prior, approved arrangement with a teacher.

Cell Phones and Personal Electronic Devices

The Goal of the Policy

The intent of this state legislation and our district policy is to cultivate a school environment that promotes focus, improves mental health, and increases social cohesion. We believe this shift will significantly support student learning, strengthen face-to-face connections in our classrooms, reduce distractions and social conflicts, and promote overall student well-being.

Covered Devices and Daily Expectations

From arrival to dismissal, students will not be permitted to access, use, wear, or display personal electronic devices. This ban includes cell phones, smartwatches (like Apple Watches), earbuds, headphones, smart glasses, and other wireless devices. Students may bring these devices to school, but they must remain powered off and stored in designated locations that will be determined at your school level.

Some Exceptions

There will be limited exceptions for students who require a device as part of an Individualized Health Care Plan (e.g for diabetes management), an IEP, a Section 504 Plan, or the McKinney-Vento Homeless Assistance Act.

Caregivers Communication

- Caregivers should be aware that students will not answer texts or calls. If you have important information to share, please call the school so we can ensure that your child is in a safe space with a trusted adult.
- If a caregiver needs to reach a student immediately, **please call the school at (802) 933-7777**, and office staff will inform your child in a timely manner.

Violations

- If the phone is not put away as required, it will be confiscated immediately and turned over to the Student Support Center: Consequences are as follows:
 - ❖ First offense: Student will turn in phone every day upon arriving to school for two weeks at the front desk or in the SSC, caregiver is notified.
 - ❖ Second offense: Student will turn in phone every day upon arriving to school for a period of time no less than a semester at the front desk or in the SSC and a one day in school suspension (ISS), caregiver is notified.
 - ❖ Third offense: Student will turn in phone every day upon arriving to school at the front desk or in the SSC for the remainder of the school year and a one day out of school suspension (OSS), and a conference with your caregiver.
 - If a student forgets, loses, or breaks their school supplied cell phone pouch, then that student will turn in their phone and or electronic devices to the office or SSC every day until you pay (\$20) for a new pouch.

Non-Compliance

Any student who refuses to hand over a phone will be sent home. The next day, the caregiver must come to school to meet with the assistant principal, who will decide whether the student can bring the phone to school at all, and how to ensure compliance with the rule.

Note that students do not need their cell phones at school for any school related functions and that the school is not responsible for the safe keeping or security of students' cell phones and other electronic devices at school and is not liable for any damage or loss that may occur.

Clothing

In preparation for professional life outside of school, we want to model what is employable dress. Students are expected to dress in an appropriate and respectable fashion. While students and their families are generally free to determine the student's appearance in school, there are items of clothing and accessories that are unacceptable. Examples of clothing considered to be unacceptable includes:

- Items that display vulgar, offensive, or demeaning images or language
- Items that reveal private parts of the body
- Jewelry or accessories that are potentially dangerous or disruptive

Students may not be barefoot in school.

When situations occur, students will be given the choice to change their clothing, or a phone call will be made to parents, and students will be sent home to change clothing.

Dances and Other Events

How we conduct ourselves in public is a reflection of our school. Our community will be left with either a positive or negative view of our school and students depending on our choices. We want the community to see the best in our students. Students are expected to abide by the following rules:

1. Student groups must complete all scheduling through the administration.

2. Cleaning before and immediately after the event must be completed by the group responsible. Failure to do this will result in the potential suspension of future social events by that group.
3. Once students are admitted to the event, they are not to leave. If they do leave the function, they will not be readmitted.
4. All exit areas are to remain accessible in case of emergencies.
5. Enosburg Falls Middle & High School socials are open only to EFMHS students and invited guests, as appropriate. Exceptions to this policy may be applied in certain specific cases.
6. If an event is open to guests, the guests must be current high school students. Each student may bring only one guest.
7. Students driving cars to and from socials are urged to do so with utmost care.
8. Drinking alcoholic beverages or involvement with narcotics is positively prohibited. Students who appear under the influence of alcohol or narcotics will not be admitted. Law enforcement authorities present will be alerted, students will be held by the authorities, and parents will be notified.
9. Once a student leaves a social area, he/she must leave school grounds and the general school area.
10. Generally, dances begin at 7:00 pm and end at 10 pm. No one will be admitted after 8:30 pm.
11. Prom rules are specific to fit that event and will be announced. The prom is open only to students in grades 10-12. Students may bring one guest or date who must be in grades 10-12 or under the age of 21.
12. Middle school students are not permitted to attend senior high dances, and high school students cannot attend middle school dances.
13. Students attending a dance, including Prom, must be in school on the day of the dance, except in cases with the advanced approval of the principal or assistant principal.

Drills and Emergency Procedures

Evacuations, including Fire Drills, are serious procedures. Immediate and orderly departure from the building is required.

1. Move steadily in a single line. Do not push, shout, or run.
2. Silence should be observed so that any instructions can be heard during the emergency.
3. Each teacher will follow the last student out of the classroom and meet with their class outside of the safe, prearranged distance from the building, during which time attendance will be taken. Stay with the class throughout the drill.
4. Return to class when told to do so by the authorities.

Clear the Halls drills and announcements are intended for when evacuation is not necessary, but hallways need to be cleared for privacy or account needs to be taken of all students in the building. If in the hallway, go to the nearest classroom. We do not need to secure doors, windows, or shades unless additional circumstances warrant.

High school students will also learn how and when to perform other Options-Based emergency responses to threats. These include barricading and countering methods according to “Run Hide Fight” protocols.

Educational Materials, including textbooks and computers

Laptops, textbooks, and other school supplies are furnished by the community. Students are responsible for the safekeeping and return of all materials issued by school. They will be held financially responsible for all lost or mutilated materials. Bills will be sent to parents / guardians as needed.

Food and Drink

No food or drink besides water are allowed in the auditorium, or gymnasium. Teachers have discretion over acceptable food and drink in classrooms.

Fund Raising

Fundraising at Enosburg Falls High School will be permitted on a limited basis for school-sponsored activities only. All requests for raffles, selling campaigns, etc., must be submitted by the faculty advisor to the Activities Director and the Principal for approval at least one month prior to the desired date of the activity. Students will not be allowed to solicit during class time. Soliciting outside organizations must have prior approval from the principal.

Gym and Fitness Center

Gym

No student will be allowed on the gym floor in any sports program or other activity unless proper gym shoes (sneakers) are worn. **Students may not wear boots on the gym floor.** Boots must be removed in the locker room hallway before entering the gym. Students are not permitted to use the gym at any time without adult supervision.

Fitness Center

Team sports have first priority after school. Other students and staff may use the rooms thereafter. Team sports coaches must schedule time in the fitness rooms and must supervise their team. Physical education and JROTC classes have priority during the school day. The Fitness Center must remain locked and closed when not in use.

General Expectations

1. Students must always be supervised by a staff member or coach.
2. All users must be instructed in the proper use of the equipment.
3. **No food or drink other than water is allowed in the Fitness Center.**
4. Clean and dry athletic sneakers must be worn. No bare feet and **no boots**.
5. Any unsafe use of equipment will result in a loss of Fitness Center privileges.

Lockers

Students may request a locker at the front desk. It is each student's responsibility to keep the locker orderly and clean. No stickers shall be placed on the outside of the locker. Hallway and athletic lockers are the property of the school and may be searched.

National Honor Society

Enosburg Falls High School is proud to have students who are members of the National Honor Society (NHS) in grades 10-12. These students are chosen on the basis of their outstanding character, scholarship, leadership, and service. Qualifying students are chosen by a faculty committee which determines eligibility on the basis of character, leadership, and service, in addition to academic achievement. Members of NHS may receive additional privileges within the school, as determined by the principal.

School Closing or Delay (Snow Days)

On scheduled school days when it is necessary to close school or delay the start of school, an "Alert Now" message will be sent to individual phones announcing the closing. School closings will be broadcast over local radio and television stations, as well.

If it looks likely that conditions will become safe during morning hours, school may be delayed by two hours. In that case, we will assume the normal daily schedule two hours into the school day without adjustments, unless otherwise directed.

Supervision, including after hours

Students are not permitted in classrooms without authorized adult supervision. Students waiting for extra curricular activities to begin must also be supervised to remain in the building after hours.

Transgender and Gender Nonconforming Students

It is the mission of the Enosburg Falls School District to foster and promote a welcoming environment for all learners, staff, and members of the community. In doing so, the district follows the *Vermont Agency of Education Continuing [Best Practices](#) Regarding Transgender and Gender Nonconforming Students*, which are not dependent upon actions at the Federal level.

Bathroom choice throughout the district is determined by a student's self-designated gender identity. There are also gender neutral bathroom spaces in the schools.

Visitors

All visitors to Enosburg Falls Middle and High School MUST report to the main office to obtain permission from the principal to visit the school. Authorized visitors will be given a visitor pass.

Students who wish to bring a visitor to school to spend part or all of the day at school will be required to obtain permission from the principal at least two days prior to the intended visit. Students not following this procedure will not be granted permission for their visitors to attend school. Students from other schools that are in session may ONLY visit with the permission of their principal AND parent / guardian.

SCHOOL COUNSELING & ACADEMIC REQUIREMENTS

School Counseling

School counseling services are designed to assist you in your transition into high school and out into the world of work and citizenship. Along the way, we consult and coordinate with you, your parents, and your teachers in order to provide you with the most academically challenging and vocationally relevant courses that our resources will permit. In addition, the entire counseling staff is available to assist you with everything from post high school educational planning and career planning to personal or social emotional issues that might be affecting your ability to learn.

Course Additions and Withdrawals

The educational program in the high school is designed to provide a full schedule for each student each day. Credits are awarded only for high school and college level classes. The same guidelines govern withdrawal, as students at Enosburg High School are expected to successfully complete at least six courses each year. With the teacher's approval and the permission of the school counselor and/or principal, students may add certain courses at any time.

Once a student has enrolled in their courses, changes may be made only during the designated add/drop period. Outside of the add/drop period, course changes can only be made through communication between the student, teacher, parent/guardian and school counselor. All parties must support the course change and agree that it is in the student's best interest.

The deadline for changes will be announced by the school counseling office and defined by add/drop period. Dropping a course after the published add/drop period will bear no penalty if it is agreed by the teacher and school counseling director that the student was placed in a course exceeding their ability. Course drops that do not meet these criteria will receive a W/F for the course.

Withdrawal/Transfer of Students

In order to withdraw from Enosburg Falls Middle & High School or to transfer to another school, please follow these procedures:

1. Notify the registrar in the Counseling Office.
2. Obtain a Withdrawal Form from the registrar.
3. Complete all information on the withdrawal/transfer slip.
4. Return completed form to the registrar.

Graduation Requirements

Community Service Hours

All graduates of Enosburg Falls High School must demonstrate 40 hours of community service.

Classes of 2027

Total number of course credits required: 24 (see distribution in the box below)

4 credits or equivalent of English Language Arts and Literacy
 3 credits or equivalent of Math
 3 credits or equivalent of Science
 3 credits or equivalent of Global Citizenship
 1 credit or equivalent of Visual and Performing Arts
 1.5 credits or equivalent of Physical Education
 .5 credit or equivalent of Health
 8 choice credits or equivalent

Beginning with the Class of 2028

Students will graduate based on evidence that demonstrates an independent level of proficiency with the 31 [Portrait of a Learner](#) indicators. Additionally, all graduates of Enosburg Falls High School must demonstrate 40 hours of community service.

Proficiency-Based Assessment (Class of '28 and beyond):

In accordance with the AOE's Education Quality Standards for Schools and Proficiency-Based Graduation Requirements identified in Act 77, EFMS students will be assessed based on their proficiency level of grade-level standards. Students will receive feedback on their progress towards end of the year standards and report cards will report out how they are doing with achieving proficiency. EFMHS teachers will use a variety of reporting methods to track how students are doing on assignments. Parents and students can check Powerschool to see achievement levels on assignments as well as if any work is incomplete, late, or missing. We encourage teachers, parents, and students to regularly communicate with one another about progress towards achieving content standards.

The FNESU schools will be using the following language to report how students are doing.

Beginning (B): The student has made an initial attempt at achieving the standard but more information, instruction, and/or practice is needed.	Developing (D): The student's skills are nearing proficiency but a little more information, instruction, and/or practice is needed or some demonstration of understanding is missing or is partially demonstrated.	Proficient (P): The student has met the grade-level standard and demonstrated mastery of the content or skill.	Exceeding (E): The student has achieved above and beyond what is expected for their grade level and has mastered the skill as well as extended the learning or reached an expectation for a higher grade level.
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Parents and Students will see the letters B,D,P,E used on report cards to explain the above standards.

Students who have an IEP plan will also receive quarterly updates from the special educator as to their progress towards these grade-level standards (as well as their specific IEP goals) and some standards may indicate that modifications to the standard or work was made in accordance to the IEP needs to help the student achieve success.

Latin Honors at Graduation

Students will be awarded graduation honors based upon their cumulative grade point average for seven semesters. Latin Honors are designated as follows:

- **Summa Cum Laude** (With highest honor)
4.0 GPA or higher
- **Magna Cum Laude** (With great honor)
3.8 GPA or higher
- **Cum Laude** (With honor)
3.6 GPA or higher

Grading

How Your Grade Works

A Student and Parent Guide

This guide explains how your grade is figured out in *every* FNESU course. The same system is used by every teacher, so once you understand it here, you understand it everywhere. It's short on purpose — read it once, keep it near you, and pull it out whenever a grade doesn't make sense.

Part 1 — How Your Grade Is Built

Your grade is built from three categories. They're weighted the same way in every course, no matter the subject:

Category	Weight	What it measures
Content	40%	What you know.
Application	40%	What you can do with what you know.
Citizenship / Habits	20%	Your conduct, effort, and habits as a learner.

Notice the two big numbers. **Content and Application are equal — 40% each.** Knowing the material and being able to use it matter exactly the same amount. Everything else — showing up, being prepared, participating — is the last 20%.

The Portrait of a Learner (POL) scale

Application work isn't scored in ordinary points. It's scored by the *level* you reach on the Portrait of a Learner scale — the "columns." Your teacher sets these assignments up out of 100 points, so the level you reach *is* your score. There's nothing to convert:

Level you reach	Score (out of 100)
No evidence submitted	0

Level you reach	Score (out of 100)
Column 1	40
Column 2	50
Column 3	60
Column 4	70
Column 5	80
Column 6	90
Column 7	100

The two numbers you should know

THE 60 CEILING

If you have perfect Content and perfect Citizenship but you **never turn in Application evidence**, the highest grade you can earn is a **60**. Doing the easy stuff well isn't enough to pass — you have to show what you can *do* with what you know.

THE 40 CEILING

If you **ace the main indicator but do nothing else**, the highest grade you can earn is a **40**. Being brilliant at one thing isn't enough either. The system cuts both ways.

Report Cards

Progress Reports are issued at the end of quarters 1 and 3. Final Report Cards are issued at the end of quarter 2 (semester 1) and quarter 4 (semester 2).

STUDENT CONDUCT & DISCIPLINE

Cheating, Plagiarism, Forgery

Cheating, plagiarism, and forgery on any assignment or exam may result in zero credit and a parental conference.

False Alarm

Causing a false fire alarm is a violation of school rules and a criminal offense. This action will lead to appropriate disciplinary consequences and may include criminal charges.

Fighting

Students involved in fighting either before, during, or after school on school property, or in an area where such actions will reflect negatively on the school, will face appropriate administrative action. Fighting is a suspendable offense. For repeated offenses, administration may require a student to appear before the school board for an expulsion hearing.

The Enosburg Falls High School: *School-wide Behavior Rubric* is attached to the end of the handbook and outlines student misbehavior and the resulting consequences. The purpose of this document is to be sure that you are well-informed about any choices you make in our school that may require disciplinary action. Please be sure to review it carefully.

Suspension from School

Failure on the part of the student to make needed corrections to behavior may result in suspension from school for up to 10 days when their conduct warrants such action. Students under suspension may not attend school functions, nor may they participate in any events during this time. In all cases of suspension, the parents are to assume the responsibility during the suspension period.

Students may be required to serve an in-school or an out-of-school suspension. For out-of-school suspensions, students must make up missed work according to classroom procedures for credit to be granted. For in-school suspensions, students will use the time to do classroom assignments and other required work to learn about the impacts of their infractions and ways to change their behavior. In all cases of suspension, the following due process steps shall be taken:

1. Students must be notified of the reason for the suspension.
2. Opportunity must be given for students to explain their side of the case. (The above notification and opportunity to explain will be done before suspension unless the presence of the student endangers life or property, or threatens to disrupt school operations.)

A parent/guardian must come to school with their child when applying for reinstatement. At that meeting, it will be necessary that commitments for corrective behavior be made with school officials.

Any student who feels their rights have been violated may appeal to the administration to make a judgment and decision regarding the violation.

Vandalism

Theft and damaging property (such as books, desks, lockers, etc.) are violations of the law. Such behavior is cause for suspension and/or other disciplinary action, such as restitution. Students involved in vandalism or defacement of school property will be expected to reimburse the school for the amount of the damage and will be subject to other disciplinary actions.

Weapons

No one may bring guns, knives, or other weapons onto school grounds or into the school building. This includes students not having weapons in vehicles parked in the school parking lot or by the athletic fields, including during hunting seasons. Knives on multitools used at Cold Hollow Career Center must be left there while the student is at EFHS. Bringing a weapon onto school grounds may be punished by expulsion. See policy F3 in the appendix for full information.

Additional information about student conduct appears in the behavior rubric and in district policies

MAJOR BEHAVIOR RUBRIC

The chart below outlines the school's progressive behavioral response.

<i>Category of Behavior</i>	<i>1st offense</i>	<i>2nd offense</i>	<i>3rd offense</i>	<i>4+ Offenses</i>
Physical Aggression / Threats of Violence Includes fighting or severe hitting	1. Student calls the guardian. 2. Two Days of in-school-suspension 3. Project choice from Skills Academy 4. Restitution plan 5. Re-entry meeting with parents **project and restitution plan will be reviewed by Asst. Principal once completed.	1. Student calls the guardian. 2. Three days of suspension minimum (in or out of school depending on incident). 3. Project choice and presentation of project to EFHS Leadership Team. 4. Re-Entry Meeting 5. Possible Threat Assessment **Safety and behavior plans may be developed.	1. Student calls the guardian. 2. At least 5 days suspension (out of school) 3. A guardian meeting occurs and an individual plan can be developed 4. Student will have a safety/behavior plan put in place and may have an adjusted school day to reduce unstructured times and increase supervision.	
HHB / Title IX Confirmed Hazing/Bullying/ Harassment/ Violation of FNESU Policy F30 / F30P or the Federal Title IX law	1. Student calls the guardian. 2. 1 day ISS or OSS 3. Re-entry meeting 4. Student will do a project based learning on the definitions of hazing/bullying/and harassment in a skills academy. 5. Restitution plan 6. Safety plan may be needed 7. If the harm has been conducted through technology, then the technology privilege is revoked.	1. Student calls the guardian. 2. 3 days of ISS or OSS 3. Project assignment with presentation to Leadership Team. 4. Re-entry meeting 5. Restitution of harm,.	1. Student calls the guardian. 2. At least 5 days of out of school suspension 3. Re-entry meeting 4. Student will have a safety/behavior plan put in place and may have an adjusted school day to reduce unstructured times and increase supervision. 5. Admin and guardian meeting with the student present to assess next steps.	
Inappropriate Physical Behavior Aggressive contact or horseplay Throwing objects	1. Student calls the guardian. 2. Skills Academy AT (Academic Time) on importance of safe bodies at school 3. Restitution plan	1. Student calls the guardian. 2. 3 Skills Academy AT's and presentation to the EFHS leadership team 3. Restitution plan.		1. Student calls the guardian. 2. One day of out of school suspension 3. Re-entry plan for student to create plan **Individual Plan is instituted
Use of Slurs – Targeted	1. Call Guardian 2. 4 days OSS 3. Re-entry meeting			

Slur regarding a protected class was aimed at another student or adult.	4. And 1 Day ISS: Project learning in skills academy		
Use of Slurs – Non-Targeted Slur regarding a protected class, but not directed at another person	1. Call Guardian 2. 2 Days OSS 3. Re-entry meeting 4. And 1 Day ISS: project learning about Microaggressions		
Possession of a Weapon	*Follow Policy F3/F3P Firearm- student suspended until an expulsion hearing before the school board in all cases. Knife- follow Policy F3 and F3P based on incident and risk of harm to self and/or others.		
Possession and/or use of Tobacco *Follow Policy E5	Student calls the guardian. Mandatory education with SAP counselor	Student calls the guardian. Mandatory education with SAP counselor. Restorative meeting.	Student calls the guardian. Mandatory education with SAP counselor Restorative meeting and individual plan developed. Educational community service
Possession and/or use of other illegal drugs or substances	*Follow FNESU Policy F16/F16P for procedures and responses. Student will follow disciplinary action based on policy and specific incident, which include but are not limited to: SAP counseling, mandated substance use education, individualized student plan, removal from school bus, suspension in or out of school, expulsion hearing before school board		
Vaping in school	1. Confiscate device (vapers) 2. Meet with SAP immediately 3. Course on Dangers of vaping in SSC	1. Confiscate device 2. Call home 3. Student goes home for the rest of the day (OSS) 4. Re-entry meeting with parents the following day 5. Meetings with Michelle and any other recommendations	1. Confiscate device 2. Call home 3. Student sent home for the rest of the day (OSS) 4. Re-entry meeting with parents the following day 5. More education from Michelle 6. Possible meet with SRO 7. Community service

Major Student Conduct Violation	1. Students' parents are notified. 2. Student goes to SSC immediately after substantiation 3. ISS for one day 4. Depending on conduct, education or skills in the skills academy	1. Students' parents are notified. 2. Student goes to SSC immediately after substantiation 3. ISS for two days 4. Depending on conduct, education or skills in the skills academy 5. 2 hours of community service	1. Students parents are notified 2. Student is sent home and OSS for 1 day, or more after repeated major conduct violations 3. Re-entry meeting with parents/guardians 4. Restitution plan 5. 4 hours of community service
Disrespect, Defiance, Disruption Swearing at a teacher or adult Disruption which leads to safety concerns / cleared classroom	1. Student calls guardian 2. ISS for rest of day 3. Skills academy presentation work 4. Schedule repair and restitution work with adult or students affected.	1. Student calls guardian 2. 2 day suspension (ISS or OSS) 3. A different skills academy project and present to the leadership team. 4. Restitution and repair work.	1. Student calls guardian 2. Student removed from their classes (ISS) until a team meeting is to occur with administration, teachers, guardians, and student for next steps to continue.
Off-Task Behaviors, Refusal Refusing to follow directions or expectations Wandering in the classroom Refusing to engage in work Behaviors that disrupt learning	1. Student calls the guardian. 2. 2 AT's in skills academy with repair work	1. Student calls the guardian. 2. 3 AT's in skills academy 3. Essay or project on how to change behavior 4. Create behavior plan for classroom.	1. Student calls the guardian. 2. 5 AT's in skills academy 3. Individual classroom behavior contract with assessment
Skippping Class Includes Homebase, AT, or Study Hall	1. Student calls parent 2. Copy "skipping" essay. 3. Follow up process with SSC staff 4. The attendance policy is also in effect.	1. Student calls parent 2. Copy "skipping" essay 3. Repair with teacher and time to make up lesson or work. 4. Attendance policy in effect.	1. Student calls parent 2. ½ day ISS 3. Write out a skipping essay by answering the questions. 4. Make up work and/or plan for future 5. Plan meeting with team 6. Attendance Policy in effect.

Tardy to School	Pass to class	1. Student and SSC coordinator call home, warning about future consequences, detention explained.	1. Student calls home. 2. Detention scheduled with SSC. 3. Student serves 45-minute detention at next possible opportunity.	Student receives another 45-minute detention for every third tardy to school thereafter.
Technology Violation Severe Inappropriate content, sending inappropriate messages	1. Student calls the guardian. 2. Internet Safety lesson. 3. Depending on the incident, student placed on restricted access list.	1. Student calls the guardian. 2. One day ISS. 3. Project on appropriate use of tech. 4. Student loses access to technology tools for a period of time based on severity.	1. Student calls the guardian. 2. Two day ISS. 3. Project presentation to technology staff. 4. Student loses access to technology tools for a period of time based on severity.	1. Student calls the guardian. 2. One day OSS. 3. Loss of technology and plan for student to access assignments for class and homework.
Plagiarism, Copying, Cheating, Helping other students cheat	1. Student calls the guardian. 2. Student researches the offense and reports to teacher. 3. Assignment redone and resubmitted. Grade may be reduced at teacher discretion.	1. Student calls the guardian. 2. Assignment redone for a maximum grade of 70. 3. Student may be assigned restorative tasks or time in the SSC.	1. Student calls the guardian. 2. No credit for assignment. 3. Parent / guardian meeting with student, teacher, and administrator. 4. Student may be assigned restorative tasks or time in the SSC. 5. Student may be suspended.	
Theft	1. Student calls the guardian. 2. 1 day ISS and Skills Academy Work. 3. Student returns item / makes full restitution. 4. Restorative tasks	1. Student calls the guardian. 2. 2 day ISS with Skills Academy work 3. Student returns item / makes full restitution. 4. Restorative tasks 5. Parent / Guardian Meeting with administration 6. Loss of school privileges and additional adult supervision based on incident.		
Vandalism	Will depend on the situation, severity of damage, and impact on school/community.			

ATHLETICS & EXTRACURRICULARS

The privilege of participating in extracurricular activities requires demonstrating strong academic achievement, school citizenship, and sportsmanship. They have greater responsibilities as school citizens than those who are not privileged to participate in extracurricular activities. As a result, there are special standards for those who represent the school as members of extracurricular groups.

1. Any student engaging in behavior that is disruptive, dangerous, or detrimental to the community at any school-related function shall forfeit participation in or attendance at such events for a length of time to be determined by the athletic director. Suspensions for any period of time will be from all extracurricular activities.
2. Students participating in an event, must be in school on the day of the event, or on the last school day of the week for a weekend event.

Expectations

To be eligible to participate in any school-sponsored extracurricular activity, students must meet the following expectations:

1. Meet the expectation of attendance: the expectation of our student-athletes is to be on time for both school and class, and in attendance for the entire school day.
2. Meet the expectation of behavior: behavior referrals will be tracked and consequences administered according to the chart below.
3. Consistently demonstrate academic achievement by passing all classes.
4. Sign and adhere to the requirements of the student-athlete contract.

Eligibility

- Grades will be checked routinely by the athletic director and/or behavior support staff.
- To be eligible for participation on high school sports teams, the average grade in every course must be a minimum of 70.
- A student with a grade below 70 will be placed on academic warning and will be given 5 school days to work with the teacher(s) to bring their grade above 70. After the 5 days if a student is found to be ineligible for sports (still below 70) they may continue to participate in practices. They may not dress in uniform for games. They will attend home games, but away game attendance will be based on the time of day that the bus is leaving for the game. If the dismissal occurs after 2:30 they will ride the bus and attend the away game. Any student that is ineligible will not be eligible to ride the bus if the dismissal is before 2:30 because class attendance has priority. The student may obtain their own ride and attend the game with their team after the end of the school day..
- Once all course grades have been raised to 70 or above, the student is again athletically eligible.

Disciplinary Action

The penalty for any violation of the athletic code may be dismissal from the team or other action as directed by the coach, Athletic Director, or administration. Students participating in music and other non-athletic activities which are school related and legitimately excused shall be excused, and the player will not be penalized.

Concussions and Other Head Injuries

Under 16 V.S.A. § 1431 the principal or headmaster of each public and approved independent school must ensure that statewide concussion and other head injury guidelines are provided annually to each youth athlete and the athlete's parents or guardians and that each youth athlete and a parent or guardian annually signs a form acknowledging receipt of the concussion and other head injury guidelines. There are training requirements for all coaches and referees of a contest on how to recognize the symptoms of a concussion or other head injury. Please familiarize yourself with these requirements under V.S.A. § 1431(c) and more details regarding the required notice described above.

Levels of Behavior					
Level 1: <i>defiance/disrespect</i> <i>Off-task behavior</i> <i>Technology violation</i> <i>Excessive foul language</i> <i>Not following directions or expectations</i> <i>Wandering around the school</i> <i>Talking back to teachers</i> <i>Behaviors that are making it hard for others to learn.</i> <i>**rubric goes into effect after classroom interventions/responses have been exhausted</i> <i>****Level 1 behavior referrals will reset each month.</i>		Level 2: <i>3 or more level 1 referrals</i> <i>Skipping class or school</i> <i>Repeated technology violations</i> <i>GoGuardian alerts. (Assistant Principal manages this)</i> <i>****Level 2 behavior referrals will reset each month.</i>		Level 3: <i>3 or more level 2 referrals</i> <i>Aggression</i> <i>Possession of weapons or drugs</i> <i>Major Student conduct offense</i> <i>Swearing at Adult</i> <i>Stealing</i> <i>Vandalism</i> <i>****Level 3 behavior referrals will NOT reset each month.</i>	
Receive 1 Level 1 behavior referral	A letter will go home (warning)	1 Level 2 behavior referral	Meeting with Coach, AD, Guardian, and Student.	1 Level 3 behavior referral	Miss 2 games or ten days of competition, whichever is greater. Students will not dress for games but will continue to practice.
Receive 2 Level 1 behavior referrals	A meeting with Coach, AD, and student.	2 Level 2 behavior referrals	Miss 1 game	2 Level 3 behavior referrals	Miss half the regularly scheduled games or 3 weeks of competition, whichever is greater. Students will not dress for games but will continue to practice.
AT the 3rd Level 1 behavior referral: Elevates to Level 2 Behavior. ⇨		At the 3rd Level 2 behavior referral: Elevates to Level 3 Behavior. ⇨		3 Level 3 behavior referrals	<i>The privilege of participating in extracurricular activities will be removed for the student.</i> <i>**The amount of time for removal is at the discretion of the Principal or Assistant Principal</i>

BUS REGULATIONS

The daily transportation of students is a privilege. Generally, we expect all students to behave in a mature, responsible manner befitting their own dignity and reflecting pride in their school.

School bus transportation is not a mandatory, legal requirement. These regulations have been adopted to ensure safe transportation for the students. Students who misbehave on the school bus will lose the privilege of riding the bus. Students are required to attend school during their suspension period and their parents are responsible for their transportation.

The driver is responsible for the safety of students and maintaining order at all times. In order to ensure the comfort of all students, as well as to present our school in its most favorable light, the following code of behavior will be observed by all students on buses:

Field Trips

1. Students are to board buses, locate seats and remain seated throughout the trip.
2. There will be no loud or boisterous behavior.
3. Students are not to converse with the driver while the bus is in motion.
4. There will be no talking, waving, shouting, etc., through open bus windows.
5. Students going to games on the bus must return on the bus, unless a parent of a particular student makes a request to the person in charge of the activity that his/her child will ride with him/her. Such a request must be made in person or at the high school by having a parent sign the athletic permission form.
6. Any student representing the school as a player or cheerleader must go and return from games by bus, unless the procedure outlined in the above regulation is followed.

Traveling To and From School

Prior to Loading:

1. Be on time at the designated school bus stop.
2. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
3. Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
4. Wait until the bus comes to a complete stop before attempting to enter the bus.
5. Get on the bus in a single file without crowding or pushing.

While on the Bus:

1. Always be seated right away and remain seated while the bus is in motion. Leave your seat only when the bus reaches its destination and comes to a complete stop.
2. Always remain seated quietly with no loud talking, yelling, foul language.
3. Keep the aisle clear of books, feet, musical instruments, and lunch boxes.
4. Always keep the windows closed unless permission has been given from the bus driver to open them.

5. Never bring animals, explosive items, or anything of a dangerous nature on the bus.
6. Always keep your hands, arms, legs, and head inside the bus.
7. Never tamper with the bus or any of the equipment.
8. Never throw things in the bus or out of the bus windows.
9. Remain on the bus in case of a road emergency, unless otherwise directed by the driver.
10. Be courteous to fellow students and the driver.
11. While you are on the bus you are in the driver's charge and you must obey him/her promptly and politely. Parents will be notified if there is continuous misconduct on the bus.
12. Open food and beverages are not permitted on the bus.

Request to Ride a Different Bus

If a student wishes to be discharged from their bus at a point different from the usual stop, or if a student wishes to ride a different bus, the student must bring a note from a guardian to the office for a signature and/or a note from the office after a guardian has called the school and bring this signed note to the bus driver.

Procedures for Bus Misconduct

1. The bus driver will report any misconduct to the assistant principal at EFMHS. The school bus driver will complete a SCHOOL BUS INCIDENT FORM. The bus driver will keep a copy and give the assistant principal two copies. 2. The assistant principal will contact the parents of the student(s) reported. The initial contact may be made by telephone. A letter may be sent home explaining the nature of the misconduct and outlining the disciplinary action(s) taken.				
1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral
☐ Phone call to parents ☐ Warning Letter sent ☐ Bus Conduct Lunch	☐ Phone call to parents ☐ 3 day bus suspension	☐ Phone call to parents ☐ Two Week bus suspension (10 days)	☐ Phone call to parents ☐ 1 Month bus suspension	☐ Phone call to parents ☐ Bus Privilege is Revoked for the rest of the school year.
At any time during the referral process, if, in the opinion of the bus driver, the misconduct is of a serious enough nature to warrant the loss of privilege to ride the school bus, a phone call and a letter will be sent to the student and parents to notify them of the loss of privilege and the length of such loss.				
Safety Misconduct NOTE: If the misconduct is of such a nature, as in the opinion of the bus driver, that is jeopardizing the safety of the other students on the school bus, the driver may require the student not to ride the school bus home from school, or to school the next day. The Assistant Principal will be notified of such action as soon as the bus driver completes the bus run. This action may be taken at any step in the referral process.				
Loss of Privilege: At the point where a student loses the privilege to ride the school bus, a hearing may be requested by the parents, principal, assistant principal or the bus driver. Such a hearing will be scheduled as soon as possible after the request is made.				

HEALTH INFORMATION

Emergency Forms

Please complete a new Medical form for each one of your children **each year**. The forms will be sent electronically through Powerschool. In the event you are unable to complete electronically, please contact the school and a hard copy will be mailed to your confirmed address.

Please complete and return forms to the school as soon as possible. Remember to inform the school if your child has any restrictions due to injury or other conditions for physical education or sports at school.

****Please note: Students will not be allowed to participate in sports or any field trips until forms are received.***

Do not send children to school if they have:

- A temperature above 100.4 degrees Fahrenheit
- Vomited or had diarrhea within the last 24 hours
- A bad cough or cold, sick/aching stomach, sore throat, earache, toothache, skin rash.

Must be 24 hour fever and vomiting free, without the use of medications, before returning to school. Children sent to school with these conditions may be sent home.

Immunization Requirements

According to Vermont law, students must be appropriately immunized to attend school. Caregivers must provide evidence of updated immunizations to school personnel.

If there is a medical or religious exemption, an exemption form will need to be signed by caregivers **each year**.

Medication Administration

- Prescription medication may be given by the school nurse, or a person designated and trained by the school nurse, upon written orders from a physician, and upon written request of a student's caregiver:
 - The physician's orders must detail the name of the drug, dosage, time interval the medication is to be taken, route of administration, diagnosis and reason for giving.
 - **Prescription medication must be brought to school by an adult, in a container labeled by the pharmacy or physician** and stored by the school nurse or his or her designee in a secure storage place
 - **Medications that cannot be identified will not be administered**
- Students with a diagnosis of seizures, asthma or risk of anaphylaxis due to allergy shall be permitted to possess and self-administer emergency medication at school, on school grounds, at

school-sponsored activities, on school-provided transportation, and during school-related programs per written action plan provided by student's medical doctor. **Students are expected to notify the nurse, or their designee, when medication was used or ingested.**

- The school nurse office does have over the counter medications- Ibuprofen, Acetaminophen, Antacid, Antihistamines, Cough drops, Benzocaine, Aloe Gel, Antibiotic ointment, After Bite Cream, Petroleum Jelly, First Aid Cream and Hydrocortisone- available and may be administered to students **IF** a signed medical form ,with the medication permission section completed, is on file for the current school year.
- If your student requires the use of any other non-prescription medication, it must be in the original labeled container , brought to the school by an adult and be accompanied by a written, signed request from the caregiver. The request must contain assurances that the student has suffered no previous ill effects from the use of medication. Medication must be left in the custody of the school nurse.

******The school reserves the discretion to reject requests for medication administration.***

Medical Action Plans and Written Documentation

If a student has a diagnosis of Seizures, Asthma, or Anaphylaxis due to allergies a written Action plan must be submitted **ANNUALLY** from the student's medical doctor.

If a student has food allergies, sensitivities or any special diet a written statement must be submitted from the student's medical doctor.

These action plans will be reviewed with staff on a need to know basis in order to maintain student safety.

Screening Programs

Annual screening for vision and hearing will be completed by the school nurse for certain grade levels as well as on an as needed basis.

Annual Well Child Visits

Our school supports the American Academy of Pediatrics recommendations for an annual comprehensive well care visit with a student's primary care provider.

The objective is to ensure that students are receiving appropriate health services and that their full learning potential is not threatened by poor health.

Dental Visits

School-age children should see a dentist every six months for regular checkups, cleanings, and preventive care, as recommended by the American Academy of Pediatric Dentistry. These regular visits help monitor oral health, detect cavities early, and ensure proper tooth development

Head Lice

Any staff member who suspects head lice can report to the school nurse or qualified designee. The school nurse or qualified designee will notify the parent of a student confirmed to have untreated head lice. Verbal and written instructions for treatment will be given to the family of each identified student.

Sports Physicals

To participate in organized, competitive school sports, student-athletes must have a current sports physical completed within the last 24 months. Evidence of the physical must be provided to the school nurse and athletic director.

NOTIFICATIONS

Non-Discrimination Notice

Franklin Northeast Supervisory Union #20 and its member schools do not discriminate on the basis of race, color, national origin, handicap, sex or age in admission to, access to, treatment in, or employment in their programs and activities.

The following persons have been designated to handle inquiries regarding nondiscrimination policies and grievance procedures for the resolution of the student and employee complaints alleging any action which would be prohibited by Title IX of the Civil Rights Act of 1973 (Handicap), Title IX of the Education Amendments of 1972(sex), or the Age Discrimination Act of 1975:

Principal	Superintendent
Enosburg Falls Middle & High School	Franklin Northeast Supervisory Union
65 Dickinson Avenue	366 Main Street
Enosburg Falls, VT 05450	Enosburg Falls, VT 05450
(802) 933-7777	(802) 848-7661

Inquiries concerning the application of nondiscrimination policies or complaints of discrimination on the basis of race, color, national origin, handicap, sex or age also may be referred to the Regional Director, US Department of Education, Office of Civil Rights, 222 JW McCormack Post Office and Courthouse, Boston, MA 02019.

Notices Under the Individuals with Disabilities Education Act

The Federal Special Education Law, 20 U.S.C. §§1400, et seq., requires notice to parents in a variety of ways. However, the most prominent requirements are found in 34 C.F.R. §§300.111, 300.503 and 300.504.

1. 34 C.F.R. §300.111 relates to “child find” activities. As interpreted in Vermont regulations, child find includes, among other activities, notifying the public of the availability of special education services for children with disabilities aged 3-21. Similar provisions address child find for students aged birth-3. See Rule 2360.3 and Rule 2360.5.2 of the Vermont State Board of Education Manual of Rules and Practices.
2. The provisions of §300.503 require written notice to a parent of a student with a disability within a reasonable period of time before the school district proposes to initiate or change the identification (eligibility), evaluation or educational placement of the student or the provision of a free, appropriate, public education to the student, or whenever it refuses to do the same. The content of the required notice is very detailed. See Rule 2365.1.1 of the Vermont State Board of Education Manual of Rules and Practices.
3. §300.504 requires notice of “procedural safeguards” whenever a child is initially referred for a special education evaluation, whenever an Individual Education Plan meeting is called, whenever a reevaluation is sought, and whenever a due process complaint has been filed.

Complaints

Complaints concerning the school and its employees will be handled in the following manner, as prescribed by school policy:

1. The complaint should be discussed with the individual involved.
2. The complaint, if not resolved, should be referred to the building principal.
3. The Superintendent will resolve any issue not resolved at the building level.
4. The Board will resolve any issues not resolved by the previous steps.

Immigration Status

Under Federal law, undocumented children and young adults have the same right to attend public primary and secondary schools as do U.S. citizens and permanent residents (*Plyler vs. Doe*, 457 U.S. 202 (1982.)). And, under state law, all Vermont children, including undocumented children are required to attend school until the mandated age of 16. Meeting this obligation means going beyond telling families to enroll their student(s). It includes working proactively to ensure they feel safe, supported and welcome.

Public schools may not:

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

Mandated Reporting

All school employees are considered **Mandated Reporters**. As mandated reporters it is our duty to help protect students from abuse and neglect. Act 60 of 2015 provides that any mandated reporter who reasonably suspects abuse or neglect of a child shall report in accordance with the provisions of Section 4914 of this Title within 24 hours of the time the information regarding the suspected abuse or neglect was first received or observed.

Periodic Hearing and Vision Screening

16 V.S.A. §1422 requires schools to test the hearing and vision of students pursuant to research-based guidelines. Review the joint memo from AOE and VDH on School Health Screenings.

Seclusion and Restraint

State Board Rule 4500 defines the appropriate use of seclusion and restraint. Rule 4500 also sets forth the reporting requirements relative to any use of seclusion or restraint in school (e.g. – teacher to administrator, administrator to superintendent, and school to parent/guardian of affected student).

Protection of Pupil Rights Act

The Protection of Pupil Rights Act, 20 U.S.C. §1232h (hereinafter "PPRA"), requires parental notification in a number of respects:

1. 20 U.S.C. §1232h(c)(2)(A)(i) requires local education agencies to notify parents annually, at the beginning of the school year and within a reasonable time after any amendment thereof, of the adoption or continued use of PPRA policies. These local policies must include the following:
 - a. The rights of parents to inspect surveys created by a “third party” (meaning not federally funded) before it is administered,
 - b. Procedures for such inspection of surveys,
 - c. Arrangements to protect student privacy with respect to surveys on sensitive matters,
 - d. The right to inspect any instructional materials used as part of the educational curriculum,
 - e. Procedures for inspecting the instructional materials,
 - f. The administration of any physical examinations or screenings,
 - g. The collection or disclosure of student information for marketing purposes,
 - h. The right of a parent to inspect any instrument used in the collection of personal information for marketing purposes before such information is collected or disclosed, and
 - i. Procedures for obtaining access to such instruments in a timely fashion.
2. 20 U.S.C. §1232h(c)(2)(A)(ii) requires an annual notice to parents of the right to opt out of certain activities including collection of personal student information for marketing purposes, administration of certain surveys, and non-emergency invasive physical examinations or screenings.
3. 20 U.S.C. §1232h(c)(2)(B) provides that schools notify parents, at least annually at the beginning of the school year, of the specific or approximate dates when any of the following will occur: collection of information for marketing purposes, administration of surveys containing sensitive questions, and any non-emergency, invasive physical examinations or screenings.
4. 20 U.S.C. §1232h(d) provides that schools must “give parents and students effective notice of their rights under this section [PPRA].”

Section 504 Grievance Procedures

34 C.F.R. §§104.7 and 104.8 require schools to notify parents and others that the school does not discriminate on the basis of handicap; the school’s notice shall identify the responsible employee designated to coordinate compliance with Section 504 and of the availability of a grievance procedure to address complaints regarding Section 504 of the Rehabilitation Act.

Section 504 coordinators are Matthew Zielyk (middle school) and Nicholas Grudev (high school).

Title IX Grievance Procedures and Dissemination of Policy

34 C.F.R. §§106.9(b) and 106.9(a)(1) provide that recipients of federal funding publish their grievance procedures with respect to discrimination on the basis of sex and that each recipient “implement specific and continuing steps to notify.... students and parents of elementary and secondary school students....that it does not discriminate on the basis of sex in the educational program or activity which it operates, and that it is required by Title IX....not to discriminate in such a manner.”

All Title IX grievances MUST be referred to the school principal or designee.

FNESU DISTRICT-WIDE POLICIES

A. Student Conduct and Discipline (Policy F2)

It is the policy of the Franklin Northeast Supervisory Union and its member districts to maintain a safe, orderly, civil and positive learning environment. In order to ensure that the school is free from disruptive misconduct, a system of classroom and school management practices, supported by consistent, clear and fair disciplinary procedures, will be utilized. The goal of this policy is to create an environment where the rules for student behavior are clearly stated, are understood and accepted by students and staff, and are applied in compliance with due process requirements. This policy is to be applied in conjunction with the school's overall discipline plan developed pursuant to 16 V.S.A. § 1161a.

Student Responsibilities

It is the responsibility of each student to contribute to a safe and productive learning environment in the school by demonstrating respect and consideration for fellow students and adults. This includes complying with all policies and rules of conduct of the Franklin Northeast Supervisory Union and its member districts and individual classrooms.

Administrative Responsibilities

The Principal, in consultation with the educational staff, will develop an overall discipline plan pursuant to 16 V.S.A. §1161a. The plan will include clear guidelines for student behavior. The guidelines for student behavior will include prohibitions against the possession by students of knives, weapons and dangerous instruments while at school, and shall allow disciplinary action up to and including expulsion for violations of the prohibition against knives, weapons and dangerous instruments that are not possessed at school as part of an educational program sponsored or sanctioned by the school. Behavioral expectations, and the consequences of misconduct, will be stated in the student handbook and other publications distributed to students and parents/guardians.

B. Firearms / Weapons (Policy F3)

It is the intent of the Board to comply with the federal Gun Free Schools Act of 1994, and Act No. 35 of the 1995 session of the Vermont General Assembly requiring School Districts to provide for the possible expulsion of students who bring weapons to school. It is further the intent of the School Board to maintain a student discipline system consistent with the requirements of the Federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.

Definitions

1. **Weapon** means a device, instrument, material or substance whether animate or inanimate, which, when used as it is intended to be used, is known to be capable of producing death or serious bodily injury
2. **School** means any setting which is under the control and supervision of the School District. It includes school grounds, facilities, and school-sponsored events whether held on or off of school grounds and vehicles used to transport students to and from school or school activities.
3. **Expelled** means the termination of educational services for the remainder of the school year or up to 90 school days, whichever is longer.
4. **Knife** means any instrument that is capable of ready use as a stabbing weapon that may inflict bodily injury or death.

Sanctions:

Any student who brings a firearm to school, or who possesses a firearm at school, shall be brought by the Superintendent to the School Board for an expulsion hearing. A student found by the School Board after a hearing to

have brought a firearm to school shall be expelled for at least one calendar year. However, the School Board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to:

- 1. The student was unaware that he or she had brought a firearm to school.*
- 2. The student did not intend to use the firearm to threaten or endanger others.*
- 3. The student is disabled and the misconduct is related to the disability.*
- 4. The student does not present an ongoing threat to others and a lengthy expulsion would not serve the best interests of the student.*

At the discretion of the School Board and administration, an expelled student may be afforded limited educational services at a site other than the school during the period of expulsion under this policy.

Knives

Students are not allowed to possess personal knives or box cutters in the Enosburg Schools. Knives are only allowed when a teacher gives students access to knives or box cutters for a curriculum-related purpose. If the student is using a knife in a threatening manner, he/she will be brought to an expulsion hearing as outlined above for a Firearm or other Weapon. The Administrator has the right to exceed sanctions listed below if he/she has a concern for safety. If the student was not using the knife in a threatening manner, the following sanctions are in place:

1st Offense: A student who is found to have a knife will have the knife confiscated, parents will be contacted, and the student will be issued a written warning.

2nd Offense: Student is suspended for a minimum of five days.

3rd Offense: Student is brought to School Board for an expulsion hearing.

Self-Reporting of a Knife

Any student who turns in a knife that he/she has brought to school will be given a verbal warning and the parent will be contacted to pick up the knife the first time this occurs. Further incidents of self-reporting will result in the sanctions for knives as outlined above.

An expulsion hearing conducted under this policy shall afford due process as required by law. In addition, any student who brings a weapon to school shall be referred to a law enforcement agency.

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.

C. Prevention of Harassment of Students (Policy F4)

The Enosburg Richford Unified Union School District (ERUUSD) is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect. This policy addresses incident(s) and/or conduct that occur on school property, on a school bus or at a school-sponsored activity, or incident(s) and/or conduct that does not occur on school property, on a school bus or at a school-sponsored activity but where direct harm to the welfare of the school can be demonstrated.

Harassment is a form of unlawful discrimination that will not be tolerated. It is the policy of the District to prohibit the unlawful harassment of students based on race, creed, color, national origin, marital status, disability, sex, sexual orientation, and gender identity, to the extent required by law. In addition, retaliation is a form of unlawful discrimination that will not be tolerated. Consistent with these purposes, annually, each school shall select two or more designated employees to receive complaints and shall publicize their availability in any publication of the District that sets forth the comprehensive rules, procedures, and standards of conduct for the school.

It is the intent of the District to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this harassment policy is to prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that is likely

to substantially disrupt the educational learning process and/or access to educational resources, or create a hostile learning environment.

The District shall promptly and effectively address all complaints of harassment in accordance with the procedures established by this policy. In cases where harassment is substantiated, the District shall take prompt and appropriate remedial action reasonably calculated to stop the harassment. Such action may include a wide range of responses from education to serious discipline. Such serious discipline may include termination for employees and, for students, expulsion or removal from school property. Nothing herein shall be construed to prohibit punishment of a person for conduct which, although it does not rise to the level of harassment as defined herein, otherwise violates one or more of the school's other disciplinary policies or codes of conduct.

Please see school board policy F4 for complete policy and Behavior Rubric for Disciplinary Actions

D. Bullying/ Cyberbullying (Policy F9)

It is the policy of the Franklin Northeast Supervisory Union and its member school districts ("Supervisory Union") to maintain learning and working environments that are free from bullying and cyberbullying based on the definitions that follow. The Supervisory Union prohibits any and all forms of bullying and cyberbullying because it violates the basic right of students and staff to be in a safe, orderly learning environment.

It shall be a violation for any student or staff member to bully or cyberbully another while attending school or school-sponsored events. It shall also be a violation for any school staff member to tolerate bullying or cyberbullying during school or at school-sponsored events. It will also be considered a violation of this policy if any bullying or cyberbullying occurring outside of school disrupts the learning environment of the target of the bullying/cyberbullying. Bullying or cyberbullying conduct, if it is of such severity, may be reported to the police and could result in judicial proceedings.

For the purposes of this procedure, the term "school staff" includes board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the Supervisory Union.

The online activities and technologies often used by students engaged in cyberbullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

Definitions

Bullying: According to Vermont's Statute, Section 1, 16 VSA §11(a)(32), "Bullying" means any overt act or combination of acts directed against a student or staff member by a student or group of students, or another staff member, which may include cyber-bullying and which:

- a. is repeated over time; and
- b. is intended to ridicule, humiliate, or intimidate the student or staff member; and
- c. 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

Cyberbullying: Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Please see school board policy F9 for complete policy and EFHS Behavior Rubric for Disciplinary Actions

E. Hazing (Policy F5)

It is the policy of the Franklin Northeast Supervisory Union and its member districts that all its schools provide safe, orderly, civil and positive learning environments. Hazing in connection with any school sponsored activity or program is prohibited. The Superintendent shall develop administrative rules and procedures as needed to enforce this policy and to comply with state law.

Hazing means any act committed on or off school grounds 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.

The definition of hazing will 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 Principal.

Please see school board policy F5 for complete policy, and Behavior Rubric for Disciplinary Actions

F. Tobacco Prohibition (Policy E5)

*The Franklin Northeast Supervisory Union and its member districts are committed to a zero tolerance of tobacco products on school grounds or in school buildings or possession or use thereof at school-sponsored activities. Use of tobacco is a significant public health risk. Tobacco products are extremely addicting and can cause health effects that interfere with school performance. **This ban extends to any student, employee, chaperone, volunteer or visitor to the school, and applies at all times, whether or not school is in session. Students are, furthermore, prohibited from possessing tobacco products at all times while under the supervision of school staff or at school-sponsored activities.***

Comprehensive approaches to restricting minors' access to tobacco products are the most effective means of reducing tobacco use and the resultant health effects of using tobacco products. Students who are in possession of or using tobacco products are in need of education and other assistance. Local school districts shall include within the curriculum offered within its schools, teaching about the effects and legal consequences of possession and use of tobacco products, and the districts should, consistent with the educational needs of students and the recommendations of law enforcement agencies, assist in the enforcement of legal prohibitions against the possession and use of tobacco products by minors.

It is the policy of the Franklin Northeast Supervisory Union and its member districts that no student at any time shall possess, use, sell, give or otherwise transmit any tobacco product on school owned or leased property or at any school-sponsored activity off school grounds. This includes transitions between buildings and programs. Any tobacco product in the possession of a student in violation of this policy shall be confiscated immediately by an employee, chaperone, or volunteer, and reported to the Principal or his or her designee who shall, if appropriate, make a referral to law enforcement. Consistent with state statutes, 16 V.S.A. §140, no person, including adults, shall be permitted to use tobacco on school grounds.

Consequences for violations of the Tobacco Policy will follow the EFHS Behavior Rubric

G. Alcohol and Substance Abuse (Policy F16)

The Franklin Northeast Supervisory Union and its member districts believe that pre-K-12th grade students have the right to a drug-free school and that it is the responsibility of all students, parents, and school personnel to work together to achieve this goal.

The Franklin Northeast Supervisory Union and its member districts believe that the ingestion of an illegal substance or intentional misuse of a substance which interferes with a student's health and well-being is an infringement upon the rights of others to learn.

The Franklin Northeast Supervisory Union and its member districts believe that chemical abuse and dependency are treatable health problems and that the school's responsibility is to provide preventive education for all students, intervention (identification and referral) for those students using drugs, and support for those students attempting to change patterns of use that interfere with their overall school performance.

The Franklin Northeast Supervisory Union and its member districts prohibit the unauthorized use or possession of drugs or alcohol, or any device associated with these substances, on school premises, school buses or at school sponsored activities.

Student possession is defined as including a student who has alcohol or drugs on his or her personal property or who has such substance under his or her control, or who has knowingly placed himself or herself in proximity with a person known to have alcohol or drugs on his or her person or under his or her control. It shall be a violation of this policy for anyone to consume and/or use, participate in a sale, distribution, or exchange or attempt to sell, distribute or exchange alcohol or drugs on school property (including buses, bus stops, and walking between school buildings), or any school property, or at any school-sponsored activity. This includes anything seriously portrayed as an illegal substance.

All school groups and teams shall adhere to the district Alcohol and Drug Abuse Policy. However, individual extracurricular programs may develop rules and responsibilities with higher expectations for student behavior. Participation in these activities is voluntary; and, therefore, students will be expected to follow the group's policies regarding drug and alcohol use.

*Student use of prescription or over-the-counter drugs for medical purposes is governed by the Vermont Standards of Practice nursing manual. **No school employee, chaperone, or volunteer shall administer any prescription or over-the-counter medication to any student.***

Please see school board policy F16 for investigation and consequence procedures

H. Acceptable Use of Technology (Policy G8)

It is the policy of the Franklin Northeast Supervisory Union and its member districts ("Supervisory Union") to use electronic resources including the Internet to support and enrich the curriculum. The Boards believe that the benefits to students from access to electronic information resources and opportunities for collaboration far exceed the disadvantages. Curriculum involving applied learning using Information Technology resources is necessary for students to become fully prepared to succeed in the 21st Century environment.

Inappropriate Use

- *Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); do not employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet.*
- *Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.*
- *Uploading or downloading a worm, virus, or other harmful form of programming or vandalism; participation in hacking activities or any form of unauthorized access to other computers, networks, or*

information systems.

- *Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.*
- *Using the network for financial or commercial gain, political action, or solicitation.*
- *Unauthorized downloading, installing, and/or running online resources that limit bandwidth availability and could limit network functions (e.g., streaming or downloading audio and video, gaming, computer programs, etc.).*

I. Internet Safety (Policy G9)

User Responsibilities

It is assumed that parents grant their child the right to access the equipment, network, and resources unless a permission denial form is signed and submitted to school administration.

Access to local school districts' technology equipment, networks, and resources is a privilege, not a right, and carries with it responsibilities for all involved. Any violation of this agreement, or any other use that is not included in the agreement but has the effect of harming another, or his or her property, is considered misuse and may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students and school personnel to prosecution by appropriate law enforcement authorities.

Privacy: Network and Internet access is provided as a tool for education. The local school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the local school district and no user shall have any expectation of privacy regarding such materials.

Fair Use - Copyright: Users are expected to abide by current copyright and fair use laws. Users shall not copy and publish any digital materials as their own (e.g., video, music, text, images, etc.).

Use of Web Tools, Social Networking, Personal Devices, and Emerging Technologies

Online communication and use of new and emerging technologies is critical to our students' learning of 21st Century Skills. As technologies evolve it becomes increasingly difficult to categorize and evaluate the benefits of these tools, therefore use and discretion may be determined by school administration with ongoing support of technology committees. Tools such as blogs, podcasts, wikis and social networking/sharing sites offer an authentic, real-world vehicle for student expression. As educators, our responsibility is to encourage and provide these opportunities to students in a safe environment. All users should be aware that these technologies rely on shared network connections and use of internet bandwidth and network resources must be responsible and in accordance with this policy. Expectations for classroom blogs, student Email, podcast projects or other Web interactive tools must follow all established Internet safety and netiquette guidelines.

Use of personal electronic devices with access to school networking resources may be used at the discretion of administration, and in accordance with this policy. Responsible use of these devices includes measures that keep school networks and resources protected (e.g., bandwidth control, filtering measures, anti-virus protection, etc.) and abide by the terms of this policy.

Protocol and Netiquette:

- *Students using social networking sites, blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information (e.g., full name, address, birthday, etc.) out of their posts.*
- *Students using such tools agree to not share their username or password with anyone besides their teachers and parents and treat virtual spaces as classroom spaces; interactions that are inappropriate for classroom use are also inappropriate online.*
- *Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.*
- *Avoid language and/or graphic representations which may be offensive to other users. Don't use network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.*
- *Do not assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when you know.*

Please see school board policy G8 for complete policy

J. Threats and Disruptions to School Operations (Policy F7)

It is the policy of the Franklin Northeast Supervisory Union and its member districts ("School District") to respond quickly and effectively to any threat to the safety of its students and staff. As a result, it has adopted the following provisions that its personnel are directed to follow in order to prepare for, respond to, and follow up on the communication of any threat that a destructive device or any unauthorized toxic or hazardous substance or material has been or will be placed on school grounds.

It is a violation of this policy for any person to make, issue, or otherwise communicate by any means, a threat that a destructive device (bomb threat) has been or will be placed on school grounds or property. The issuance or communication by any means of a threat that any unauthorized toxic or hazardous substance or material has been placed or will be placed on school grounds with the intent to endanger the welfare and safety of students and school personnel and/or to disrupt the operations of the school district is strictly prohibited. It is a violation of this policy for any person to knowingly place or install a hoax device on school grounds or property. Conduct prohibited includes any threat (not just devices) with potential to disrupt general operations of the school.

Please see school board policy F7 for complete policy

K. EFMHS Athletic Policy (Policy F27)

Goals of the Enosburg Falls Athletic Participants

- 1. To develop school and community spirit which will foster respect for our school and pride in the students and their accomplishments.*
- 2. To encourage the participants to recognize the importance of good academic standing and school citizenship.*
- 3. To develop leadership skills and the ability to work cooperatively.*
- 4. To develop self-discipline, respect for authority, the desire to work hard, and to excel as an individual and as a team.*
- 5. To have fun while being an active participant in our school and its programs.*
- 6. To respect and foster good sportsmanship by putting winning and losing in its proper perspective.*

Additionally:

- *All opponents should be considered as guests and treated with all the courtesy due friends and guests.*
- *Officials should be treated courteously at all times.*
- *Participants or officials should not be hissed or booed and team members shall not encourage rude behavior by fans.*

- *Abusive or irritating remarks should not be made.*
- *Acknowledgments should be given to opponents who make good plays or show good sportsmanship.*
- *Participants shall seek to win in a fair and sportsmanlike manner; according to the rules.*

Interscholastic athletics is a completely voluntary program. No student is obligated to take part in any interscholastic activity including interscholastic athletics. Participation is not required for graduation, nor must the student have athletic credits for college entrance. Once a student makes the decision to represent Enosburg Falls, the student must make every effort to uphold the dignity of both the School District and the community on and off the athletic fields at all times. Student athletes must realize that as human beings they have the capacity to choose between right and wrong, and they must take responsibility for their own actions and behaviors. If student athletes then decide to violate the rules, they have already made an agreement with themselves that they are willing to accept the penalty as prescribed.

As a result, there are special standards for those who represent the school as members of interscholastic teams. Student athletes are expected to be good citizens. They have the privilege of participating in a well-organized program while the school provides coaching, equipment and facilities. Students who believe they are making too great a sacrifice by being good citizens will be denied the privilege of taking part.

In some activities, it may be necessary for the coach and athletic director to reduce the number of participants to a manageable size, particularly when considering safety, fiscal resources, equipment, facilities, coaching personnel, and league guidelines. The decisions reached will be consistent with goals and objectives of the specific program set forth in the handbook. The criteria for selection will be based upon attitude, conduct, cooperation, as well as athletic performance. There will be a “no cutting” policy for middle school unless absolutely essential.

Communication of Athletic Concerns

*Good communication is critical in athletic situations. A communication plan is in place to assist and to improve communication between parents, coaches and administrators, ultimately for the benefit of the student athlete. Involvement in athletics and activities will allow the students to experience some of the most rewarding times of their lives. However, there will likely be times when things don't go their way or they disagree with a coach. It is important that students and parents realize these difficult situations are as much a part of the learning experience as are the good times. The coaches work hard to do the best they can for all of their athletes, and we ask the students and parents to respect the fact that their decisions are often extremely difficult, and are made based on factors of which students and parents may not be aware. **The student, not the parent, is strongly encouraged to talk to the coach about any issues or problems that arise during the season.** This is not only the most direct and productive means of communication, but also a valuable method of teaching responsibility.*

It is recognized that situations may arise where parents find it necessary to raise a concern with a coach, and it is imperative the parent(s) adhere to the following communication guidelines:

Appropriate Concerns to discuss with coaches:

1. *The treatment of your child, mentally and physically*
2. *Ways the parent can help the child improve*
3. *Concerns about your child's behavior*

Issues not appropriate to discuss with coaches:

1. *Playing Time*
2. *Play Calling*
3. *Team Strategy*
4. *Other student-athletes*

Protocol for registering concerns:

1. **Encourage the Student** to express their concerns to the coach.

2. **Contact the coach after the student and coach have met and if the student and coach cannot resolve the issue.** If you cannot make contact, call the Activities Director and a meeting will be set up for you.
3. If the meeting does not provide satisfactory resolution, call to set up an appointment with the Activities Director, student-athlete, parent and coach.

***PARENTS: Please do not attempt to confront a coach before, during or after a practice or contest. These can be emotional times for both parties. Meetings of this nature do not promote positive resolution.**

L. Family Educational Rights and Privacy Act (Policy F11)

Collection and Maintenance of Educational Files

It is the policy of Franklin Northeast Supervisory Union (FNESU) and its member districts:

- *To inform, at least annually, parents and eligible students of their rights under this policy and regulations which implement the Family Educational Rights and Privacy Act (FERPA).*
- *To respond promptly to parents and eligible students to reasonable requests to review, inspect, and request amendment of educational records.*
- *Not to disclose personally identifiable information from a student's educational record without parental consent (in writing or documented verbal consent), except in circumstances indicated in procedures that implement this policy.*
- *To maintain a record of all disclosures of part(s) of education records as and to the extent required by law. Parents and eligible students may inspect and review that record.*
- *To forward a student's educational record to any other school which the pupil enrolls in, transfers to, or attends, on a part or full-time basis, upon request by the other school.*
- *To disclose personally identifiable information to school officials with legitimate educational interests (as described below) without prior consent of the parents or eligible student.*
- *To protect the confidentiality of personally identifiable information in education records at the collection, storage, disclosure and destruction stages, and to keep education records in safe and secure locations.*
- *To disclose designated directory information concerning students and former students without prior consent of the parent or eligible student and without any record of such disclosures.*

Please see school board policy F11 for complete policy