

**Blue Mountain Union
School District #21
Student Handbook**



2020-2021

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This handbook provides important information to parents and students. It is not intended to cover all policies, rules, and regulations used to operate the school. Some policies and administrative procedures are included in this handbook. The Policy Manual for the Blue Mountain Board of School Directors is available at www.bmuschool.org, and in the Superintendent’s Office.

BOARD OF SCHOOL DIRECTORS

Angeline Alley	Board Chair	Ryegate
Kristen Murray	Board Member	Ryegate
Paul Hazel	Board Member	Ryegate
Allana Page	Board Member	Ryegate
Sara Dennis	Board Member	Groton
Allison Ingerson	Board Member	Groton
Sarah Sanders	Board Member	Groton
Judy Murray	Board Member	Wells River
Kelsey Root-Winchester	Board Member	Wells River

The Blue Mountain Board of School Directors meets regularly on the first Wednesday of each month beginning at 6:00 p.m. You are welcome and encouraged to attend these meetings. Agendas are posted at each town clerk’s office and at www.bmuschool.org.

BMU’s BOARD COMMITMENT TO NON-DISCRIMINATION (Refer to Policy #1052)

The Board recognizes its obligation to respect the legal rights of all students, parents, employees, and applicants for admission or employment, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the school district. The Board will seek to comply with all applicable federal and state non-discrimination laws. The Board will not unlawfully discriminate against any person or group on the basis of race, color, religion, national origin, place of birth, gender, sexual orientation, disability or age.

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Blue Mountain Union School District are hereby notified that this District does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identification, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Blue Mountain Union School District's compliance with the regulations implementing Title VI, Title IX, Section 504 or other state or federal non-discrimination laws or regulations is directed to contact the Superintendent at 802-222-5216.

Orange East Supervisory Union (OESU)
530 Waits River Road
Bradford, VT 05033
802-222-5216

BLUE MOUNTAIN UNION'S MISSION STATEMENT:

The **BLUE MOUNTAIN UNION SCHOOL** mission is to develop citizens who:

RESPECT

others and themselves

THINK

creatively, collaboratively,
and critically

THRIVE

locally and globally

PERSEVERE

through challenges

UNLEASH THEIR POTENTIAL

by finding and using their voice

ACADEMIC HONESTY

Academic Integrity matters at Blue Mountain Union School. It represents a student's commitment to honesty and respect for teachers and peers. It also demonstrates a student's responsibility for his/her own learning. Integrity is an integral part of the school's mission. It is the practice of the Blue Mountain Union School District to facilitate honesty and integrity among the student body. Students must work to be successful in the classroom, with each student's success based upon his/her own merit. To this end, academic misconduct of any kind is unacceptable.

Academic misconduct, intentional or unintentional, is unacceptable at Blue Mountain Union School. Misconduct is defined as cheating, plagiarism, falsification, interference, and/or complicity.

1. Cheating—providing or receiving unauthorized assistance on any schoolwork or test. (Examples: copying from another student, using cheat sheets or technology to cheat, stealing copies of tests or exams).
2. Plagiarism – presenting someone else's words, ideas, or graphics as one's own without giving credit to the original author (Examples: purchasing a term paper online, copying and pasting from a website without giving credit, submitting another's paper as your own, following the original sources too closely).
3. Falsification – falsifying or inventing information, data, or citations in academic assignments, or forging signatures on school-related documents.
4. Interference- interfering with or obstructing another student's academic work (Examples: stealing notes, tearing pages out of books, hiding resources).

5. Complicity – allowing another student to copy academic work, unauthorized collaboration on academic work, working in groups without approval from a teacher.

Violators are disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures will be determined by the teacher and/or administrator and will be based on the level of the offense.

ACCEPTABLE USE OF COMPUTER NETWORKS (refer to Policy #2454)

It is the policy of the Blue Mountain Union School District to use electronic resources to support and enrich the curriculum, taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students. The Board recognizes the importance of minimizing potential risk of exposure to inappropriate materials and to provide instruction about privacy rights, intellectual property, and copyright infringement. Therefore, the use of all such resources shall be consistent with related policies and administrative procedures. The Board may place restrictions on the materials students and staff access on the Internet or post on the school intranet system. Access to electronic resources shall be available to students and staff who agree to act in a considerate and responsible manner. Violations of this policy and accompanying procedures may result in disciplinary action. Students and staff will be held accountable for any misuse of electronic resources.

General Information

The Board recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by members of society, those changes may also enhance instruction and student learning. The Board supports access to rich information resources by students as well as the development of staff instructional skills to analyze, evaluate and utilize electronic resources within the curriculum.

Although traditional print and audio-visual materials are evaluated and selected in accordance with criteria outlined in Policy 2451 – Library Material Selection, the Internet opens classrooms to electronic resources that may not have been screened by educators for use by students of various ages. Educators shall research, develop and articulate the standards students will follow when using electronic resources. The Board believes that the benefit to students from access to information resources and opportunities for collaboration far exceed the disadvantages.

Expectations

Students and staff may access electronic resources for educational purposes only. Activities that are acceptable include classroom activities, career development, and curriculum driven research. The school's electronic resources and access to the Internet shall not be used for commercial or entertainment purposes, or as a public access service or public forum.

Students are expected to follow the rules of personal conduct outlined in the student handbook. Students and staff are expected to abide by state and federal laws in the use of electronic resources and the Internet, and should also be aware that it is the school's policy to monitor Internet activity. The school's designee(s) keeps a log of all Internet activity and it will be periodically reviewed by school administration.

Disclaimer of Liability

Blue Mountain Union School District shall not be liable for unacceptable use of electronic resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. Blue Mountain Union School District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

Blue Mountain Union School District makes no guarantee that the functions or services provided by or through the School system will be error-free or without defect. The School shall not be responsible for any

damages experienced, including, but not limited to, loss of data or interruptions of service. The School may not be held responsible for the accuracy or quality of information obtained through or stored on the system, or for financial obligations arising through the unauthorized use of the system.

Due Process

The Blue Mountain Union School District shall cooperate fully with local, state or federal officials in any investigation concerning to or relating to any illegal activities conducted through the School system. Disciplinary action shall be appropriate to meet specific concerns related to the violation and will focus on helping students learn how to use the electronic network in a responsible manner. Due process procedures shall be followed in all matters pertaining to violations or perceived violations of this policy.

Administrative Responsibilities

The Board authorizes the Superintendent to prepare appropriate Administrative Procedures for implementing this policy, and for reviewing and evaluating its effect on instruction and student achievement. Procedures for determining the consequences for violation of this policy are outlined in the Administrative Procedure that accompanies this policy.

ACCESS TO STUDENT RECORDS (Refer to Policy #4800)

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
2. The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirement of FERPA.

ACCIDENTS ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS

In the event of an accident on school property, specific school personnel are equipped to render first aid. In the event of a more serious accident, parents will be notified and asked to seek medical attention for their child. If parents cannot be located, the student will be taken to the nearest medical facility, which is Cottage Hospital in Woodsville, NH. Costs for medical, dental, hospital services due to injuries sustained by students while on school property and/or during a school function are the responsibility of the parent/guardian.

ASSIGNMENT NOTEBOOKS/TAKE HOME FOLDERS

BMU does not provide students with assignment books. We do encourage students to write down important assignment information; this can be done in their regular folder or notebooks. Folders are used by all K-4 teachers to send home important information on a daily or weekly basis. As teachers expect students to stay organized and get information home and back to school, we ask that all parents check with their children each evening to see what homework or notes they brought home. Please see that any forms or specific information is returned to school on time and that deadlines listed on notes are met. If your child has difficulty staying organized and bringing material home, please contact his/her classroom teacher to set up a meeting.

ATHLETIC AND ACADEMIC ELIGIBILITY

General Provisions

1. Candidates must be full-time students as defined by Policy 2051, or home-schooled students. Parents of home-schooled students must provide proof of their state approved plan.
2. Using the appropriate forms, parents must give written permission prior to a student's participation on a BMU team.
3. All students engaging in interscholastic athletics must have physical examinations at least every two years. Part of this process is the completion of a health questionnaire by parents.
4. Parents must provide evidence of appropriate accident insurance prior to participation.
5. By becoming a member of any team, participants agree to comply with rules and codes of conduct established by the BMU Athletic Department and by the Vermont Principals Association. Specific rules and penalties which are established shall be distributed to each participant in writing prior to the start of each season. Students and parents will provide written verification that they have received this information prior to participation.
6. During an athletic activity season, players who have participated in practice or competition as a member of a BMU team shall not practice or compete as members of non-school organized groups in the same activity. Students may participate in an event as an individual, but not as members of another team. Violation of this rule will be handled as follows:
 - For the first infraction, a warning to the student that the choice of participation on one or the other team must be made.
 - For the second infraction, the student will be dropped from the BMU team.

Requirements for Athletics, Club/Class Officers, and Major Extracurricular Roles

Academic Requirements

1. Students in grades 9 - 12 must maintain a 2.0 GPA and not be failing any classes to be eligible for the season. Grades will be checked prior to the season's first practice. Students will be notified of their eligibility by the Athletic Director.
2. Any student who chooses to participate in an activity or on an athletic team under the auspices of this policy must maintain a minimum 2.0 GPA throughout the season. GPA will be checked at progress report time and at the end of each quarter.
3. Eligibility will be determined at progress report time and at the end of a quarter.
4. Students whose GPA falls below 2.0, or fail a class, will be eligible if they attend 2 weekly 8th period study halls for the remainder of the season. Study Hall credit guidelines are delineated in the Athletic Handbook. *
5. Incoming ninth grade students must have a 2.0 GPA or higher on the fourth quarter report card.
6. Students playing on the middle school teams must maintain a 75% average and not be failing any classes to be eligible for the season. Grades will be checked prior to the season's first practice, at progress report time, and at the end of each marking period. Students will be notified of their eligibility by the Athletic Director.
7. Courses given an incomplete will be evaluated by the Principal on an individual basis.
8. Eligibility of transfer students shall be based on the standards of their previous school until they have been issued a BMU report card.

**In the case of students playing on the middle school teams, a 75% average and no failing grades replaces the 2.0 requirement.*

Behavior Requirements

1. The staff, coaches, and advisors will refer students with inappropriate school behavior to the Principal for eligibility determination.
2. Any school-related, out-of-school suspension will result in suspension from participation during the same time period.
3. The following infractions will result in an immediate declaration of ineligibility:
 - Possession, consumption and/or distribution of tobacco, alcohol, or drugs on/off school grounds.

- Arriving at school for a regular school day or for school functions after having consumed, and/or being impaired by, alcohol or other illegal substances on or off school grounds. If consumption is suspected, the coach, advisor, and/or Athletic Director may immediately remove a student temporarily from the team or activity for safety reasons.
- Counseling may be required prior to being allowed to return to the team.
- Students who violate the school's policies on alcohol, drugs and tobacco while they are members of a school athletic team will be removed from the team for the remainder of the season. If drugs or alcohol are involved, drug/alcohol counseling may be required.

ATTENDANCE (REFER TO POLICY #4100 FOR FULL TEXT)

Blue Mountain Union School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments so that a student misses no days, or only a small portion of the school day. The district also asks that travel or other absences be avoided during the time school is in session. The school calendar is designed to minimize problems for families who plan vacations around traditional holiday periods, and thereby minimize student absences.

The Blue Mountain Union School believes that classroom attendance and academic success are directly related. We believe that students are exposed every day to many valuable experiences and interactions in the classroom and students need to attend class to take full advantage of those educational experiences. Additionally, we believe there are many long-term benefits resulting from developing and maintaining good attendance, which carry over to other aspects of life and work. The importance of attendance and the impact it has on lifelong learning cannot be overstated.

Class attendance is a joint responsibility shared by the student, parent or guardian, and school personnel. The attendance policy is intended to hold students accountable for their class attendance. Any student who has been in school every day of the year with no tardies or absences will qualify to receive an attendance award at the end of the school year.

Parent/Guardian Responsibility

It is the responsibility of the parent or guardian to encourage and monitor his or her student's school attendance, to report all student absences according to the school's attendance policy and procedures, and to work cooperatively with the school and student to solve any attendance problem that may arise. Parents are responsible to read and understand the attendance policy/procedures when making decisions about pulling children out of school for appointments and how this has an impact on their perfect attendance qualifications.

At the PreK-12 grade levels, parents can expect the following follow-up contact when absences become a concern:

- 5/Five Days Absent: Letter home
- 10/Ten Days Absent: Informational letter mailed home
- 15/Fifteen Days Absent: Meeting with administration and/or guidance department
- 20/Twenty Days Absent: Referral to Department of Children and Families and possible truancy filing with the State's Attorney

Classroom Tardiness-High School

Each student and teacher has the right to expect a class time free of interruptions, such as a student coming into class late without a verifiable excuse. Therefore, tardiness will be treated in the following manner: Students with a pass will be allowed at any time to enter class without any consequences. This is considered an 'excused' tardy. Students without a pass will be allowed to enter class. This is considered an 'unexcused' tardy. Excessive tardiness may be sent to the Dean of Students as a discipline referral.

Student Responsibility

It is the student's responsibility to be in school and to attend all classes regularly. It is also the student's responsibility to follow the correct attendance procedures when absent from a class for the school day.

AUTOMATED PHONE CALL SYSTEM

BMU subscribes to a computerized phone calling system through Infinite Campus that will provide parents with recorded messages about important school events and snow days. It also serves as our warning system for unexpected emergencies. If a parent wishes to change the Infinite Campus status or phone numbers, s/he needs to let the Main Office know. The changes will go into effect within 48 hours.

BACKPACKS

Backpacks will be kept in lockers (grades 6-12) and in a designated area of the classroom (grades prek-5) during the school day. Exceptions may be made on a case-by-case basis. Please contact the Dean of Students if you require an exception.

BUTLER BUS DISCIPLINE PROCEDURES

Riding a school bus is not a right; it is a privilege. The following rules are enforced:

- Follow the driver's directions the first time they are given.
- Observe all school rules at all times.
- Be courteous to each other and the bus driver while boarding, while on the bus, and while disembarking the bus.
- Do not eat or drink on the bus.
- Waste paper and other articles are not to be thrown on the floor or out the windows.
- Do not smoke, use tobacco products, or obtain tobacco paraphernalia.
- Do not damage or tamper with bus equipment.
- Stay seated.
- Keep hands, head, and legs inside the bus at all times.
- Do not push, shove, or fight.
- No pets, open glassware, flammables, or oversized projects allowed on the bus.
- Alcoholic beverages and/or illegal drugs are not allowed on the bus.
- Loud, vulgar, and other improper language is not tolerated.
- Lunch boxes, books, and other bundles will be kept on the seat or put in a driver-designated place.

Bus riders should also be on time at the designated school bus stop to keep the bus on schedule. They need to stay off the road at all times while waiting for the bus and wait until the bus comes to a complete stop before entering the bus.

After leaving the bus riders should cross the road only when necessary. They should do this after getting off the bus and moving at least ten feet in front of the bus. Then they need to look to be sure that no traffic is approaching from either direction. Older students should help look after the safety of all small children.

Everyone should be alert to the danger signal from the driver.

Please note:

Students should be at their designated bus stop ten minutes before the "scheduled time" to allow the bus driver the "window" of road conditions etc. The bus driver has the authority to assign seats and will be doing so regularly. Drivers are in frequent contact with the Principal or the Dean of Students about behavior on the bus. Remember that riding the bus is a privilege that can be taken away. Students are not allowed to change buses unless it is a daycare situation for younger children. A student will not be allowed to ride any bus other than the one documented on file unless a parent/guardian contacts the school via phone or signed note.

The bus driver will not discharge riders at places other than the regular bus stop at the home or at school

unless by proper authorization from a school official. The bus driver will not discharge students in 3rd grade or lower at a single residence unless he/she is certain an adult is at home or they are accompanied by a sibling in 4th grade or higher.

The following stages of discipline consequences will be used. These stages are not necessarily sequential. If a student's behavior is harmful, destructive, harassing, or demeaning, verbal warnings and 1st degree written reports may be by-passed.

Verbal Warning: When a rider causes a distraction to the driver by improper or excessive noise, getting out of proper riding position, improper language or gestures, or impolite actions toward other riders, a verbal warning is given to the offender.

Written Reports: When a verbal warning is disregarded or disobeyed, a write-up will be issued by the driver to the student. This write-up is to be taken home by the student and given to the parent(s)/guardian(s). A copy of this report will be given to the Dean of Students.

1st Degree Write Up: 1 day suspension from the bus or alternative in-school consequence. These are issued for less serious offenses, such as continuation of improper or excessive noise, getting out of proper riding position, foul or indecent language, harassing other students, etc.

2nd Degree Write Up: 3-5 day suspension from the bus and/or alternative in-school consequence. These are issued for serious bus situations, such as physical, mental, or emotional abuse of another student and / or destruction or theft of property. This infraction requires a parent meeting.

3rd Degree Write Up: May result in suspension of bus privileges for remainder of the school year. These are issued for problems at the 1st and 2nd degree levels or for major bus issues, such as assault, causing injury or serious damage, serious threats, violating another's civil rights, or adamant and rebellious refusal to obey the driver. This infraction requires a parent meeting.

Suspension from one bus may mean suspension from all buses, including those used for field trips and athletic games. This decision will be made by administration.

The bus driver will not discharge riders at places other than the regular bus stop at the home or at school unless by proper authorization from a school official. The bus driver will not discharge students in 3rd grade or lower at a single residence unless he/she is certain an adult is at home or they are accompanied by a sibling in 4th grade or higher.

CAMPBELL'S SOUP/BOX TOPS FOR EDUCATION/SODA TABS

A large container is placed just inside the main entrance for labels from Campbell products and General Mills Box Tops for Education. The labels are redeemable for school equipment.

CELL PHONES & other Electronic Communication Devices (Refer to Policy 2455)

It is the policy of the Blue Mountain Union School that the use of cell phones and all other personal electronic communications devices by students will be restricted to non-instructional time unless the usage serves an educational purpose and is approved by the classroom teacher.

All students will be warned of this school rule at the beginning of the year. If caught using the cell phone during non-approved hours, the phone will be confiscated and the following procedure will be applied:

Cell phones will not be allowed in the classroom unless invited by the classroom teacher to have them for educational purposes.

1. 1st offense- The device will be taken by the teacher and brought to the Dean of Students. A behavior referral form will be completed. Parents will be contacted and the student may pick up the device at 2:25 or earlier if he/she is leaving for the day.
2. 2nd offense- The device will be taken by the teacher and brought to the Dean of Students. A behavior referral form will be completed. Parents will be contacted and asked to pick up the device at their earliest convenience.
3. Anything beyond the 2nd offense will result in a behavior referral form being completed, and a meeting with the parent/guardian, the student, and the Dean of Students. The student will be told to keep his/her phone at home for a predetermined number of days or for the remainder of the school year.

CHANGE OF PHONE NUMBER/ADDRESS

If your address, phone number, or other information on your registration form changes during the school year, the office must be notified. In case of emergency, it is vital that the office has up-to-date information, especially a work and home phone number. This is especially important when it comes to keeping our automated system updated.

Parents/guardians have the responsibility to notify the school of any change in a student's address or name. If a move takes place within the district this information is still needed and should be supplied.

Any legal name changes should be accompanied by a copy of a lawyer's letter or other legal / court document.

CHECKS

Please make checks payable to Blue Mountain Union School. If you are paying for lunches, those checks may be made payable to BMU Lunch Program.

CHILD ABUSE AND NEGLECT

All school employees are mandated by law – VSA 33 §4911 to 4920 – to report to a local child protective agency, known or suspected child abuse within 24 hours of notification or suspected child abuse. Parents or guardians who wish to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site may contact the school district office. The parent or guardian may also file a formal report with a local child protective agency.

CIVIL RIGHTS ACT PROVISIONS (Refer to Policy #1052)

The Civil Rights Act Provisions requires “recipients” of federal funding to provide information to “beneficiaries” regarding the nondiscrimination requirements of the Civil Rights Act as applied to the recipient's operations.

CLASS TRIPS

Class trips are a privilege and, if necessary, the Administration may determine eligibility based on a student's behavior log. If a student has demonstrated behaviors that could upset a field trip experience for others, the student may be kept from the trip or required to have a parent present on the trip.

CLOSING ANNOUNCEMENTS (Refer to Policy #3020)

If the Blue Mountain Union School is to be closed during a regularly scheduled school day, the decision is usually reached before 6:00 a.m. All school closing announcements will be announced on WCAX, WNNE, and on all Vermont radio stations. If you have an Internet connection, you can check www.vpr.net or www.overnet.com. Parents will also receive a School Reach message on their home phone number.

CONTRACTS and AGREEMENTS FOR STUDENT SIGNATURE

There are many times when students are asked to sign an agreement, sometimes referred to as a contract. Such contracts or signature sheets do not have the same legal status as a formal, binding contract. They are, however, important to maintaining the operation of a safe and fiscally sound school system. Examples of these documents are textbook check out cards, science safety rule sheets, music performance contracts, and athletic contracts. Parents with concerns about these agreements should talk with the Principal, the Dean of Students, the specific teacher, or the Athletic Director. This has been reviewed by the school's attorney and found to be an appropriate and legal procedure.

CUSTODY CONCERNS

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological / adoptive parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designees. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer will be required to intervene. Parents are asked to make every attempt not to involve the school in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

DIRECTORY INFORMATION

Schools in the Orange East Supervisory Union may disclose designated directory information on students and eligible students* without the prior consent of the parent of eligible students, and without any record of such disclosure. The following types of personally identifiable information have been designated directory information:

**Student's name, address, date of birth, dates of enrollment;
Parent or legal custodian's name and address;
Student's grade level classification
Student's participation in recognized school activities and sports;
Weight and height of members of athletic teams;
Student's diplomas, certificates, awards, and honors received**

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

If you are the parent of an eligible student currently attending any of the schools in the Orange East Supervisory Union, you have a right to refuse to permit the designation of any or all of these types of information as directory information concerning your child or (if you are an eligible student) yourself, by providing written notice of your refusal, listing the types(s) of information which you refuse to have so designated, to the principal of the school your child attends (or the school you attend, if you are an eligible student), not later **than 15 working days of receipt of Annual Notice Regarding Student Records.**

DISCIPLINE (refer to Policy 4300)

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student, and other relevant factors.

The Blue Mountain Union School discipline procedure provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline.

Behavioral Management Procedure

Level I (minor) discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. These behaviors can usually be handled by an individual faculty or staff member but may sometimes require the intervention of other school support personnel. Faculty and staff may utilize any of the following disciplinary management techniques appropriate for the situation, including, but not limited to the following.

Student Offense	Procedural Responses	Behavioral Intervention Options
Disruption Tardiness Off task Inappropriate language Lying Improper behavior in hallways Non-defiant failure to complete assignments or follow basic directions Physical contact/Horseplay without intent to harm Dress code violation Misuse of property Technology violation	<p>There is immediate intervention by the adult who is supervising the student or who observed the behavior</p> <p>Repeated behavior requires that a parent/guardian be contacted</p> <p>A conference with the parent/guardian may be arranged with the involvement of other school personnel including a school counselor and/or the dean of students</p> <p>A proper and accurate record of the offense and disciplinary action is maintained by the staff member</p>	<p>Reteach expectations</p> <p>Verbal warning</p> <p>Life space interview (LSI)</p> <p>Redirection</p> <p>Seating adjustment or assigned seating</p> <p>Alternate work completion options</p> <p>Classroom break or safe space</p> <p>Detention after-school with teacher</p> <p>Restitution</p> <p>Loss of recess or other free-choice time</p> <p>Lunch without peers in a designated area</p> <p>Student participation in conference with parent/guardian and teacher</p> <p>Participation in a school-service project that enables the student to be engaged in the desired character trait(s)</p> <p>Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s)</p> <p>Any other disciplinary technique that positively promotes pro-social alternatives and desired character trait(s) that is approved by the building administrator.</p>

Level II (blend of minor/major) discipline offenses are intermediate acts of misconduct that require administrative intervention. These acts include, but are not limited to, repeated acts of minor misconduct and behaviors directed against persons or property that do not seriously endanger the health, safety, or well being of

others. Consideration of necessary behavior support services should be given, if not already provided. In collaboration with faculty and staff, administration may utilize any of the following disciplinary management techniques appropriate for the situation, including, but not limited to the following.

Student Offense	Procedural Responses	Behavioral Intervention Options
Continuation of repeated Level I behaviors	The student is referred to the Dean of Students using Infinite Campus referral form as well as calling the main office for support	Student participation in conference with parent/guardian, teacher, and/or dean of students
Disruptive classroom behavior		Walk and talk with Dean of Students or School Counselor
School tardiness, unauthorized presence in a restricted area, or absence from one's assigned area (i.e. cutting class).	The Dean of Students initiates an investigation into the infraction	Restriction from programs and special assemblies
Failure to sign in/out of one's assigned area.	The Dean of Students meets with the student and teacher (jointly or separately)	Assignment of after-school or lunch detention
Technology/personal device violation	The teacher remains informed by the Dean of Students of the steps that follow when applicable	Functional behavioral assessment (FBA)
Defiant behavior		Behavior support plan (BSP)
Use of forged notes or excuses		Educational support team (EST) referral
Inappropriate location/Out of bounds	A proper and accurate record of the disciplinary action is maintained by the Dean of Students	Referral to Little Rivers or Clara Martin
Refusal to identify oneself		Lunch group with School Counselor
Disrespectful behavior toward others	Parent/guardian contact by Dean of Students	Partial/Full day in-school suspension (ISS)
Harassment/Hazing/Bullying		Out of Suspension (OSS) from school for up to three school days, which shall include any time during which the student was subject to suspension pending investigation
Aggression with intent to harm		Financial restitution/community service
Repeated unexcused absences/tardiness		Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s)
Fighting (simple)		
Threats to others		Participation in a school service project that enables the student to be engaged in the desired character trait(s)
Use of obscene or threatening language		
Vandalism (minor)		Any other disciplinary technique that promotes pro-social alternatives and desired character trait(s)
Stealing/possession of stolen property		

Possession of tobacco or nicotine dispensing device		Any of the preceding disciplinary options under Level I.
Cheating		
Repeated dress code violation		

Level III (major) discipline offenses represent the most serious acts of misconduct. These offenses must be reported immediately to the administration. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school sponsored activities for up to five school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with administration is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given if not already provided. Administration may utilize any of the following disciplinary management techniques appropriate for the situation, including, but not limited to the following.

Student Offense	Procedural Responses	Behavioral Intervention Options
Unmodified/repeated Level III misconducts.	The student is referred to the Dean of Students using Infinite Campus referral form as well as calling the main office for support	In-school suspension (ISS) for up to 10 school days
Possession of alcohol, drugs and drug paraphernalia, weapons, combustibles	The student is immediately removed from the school environment	Out of school suspension (OSS) from school for up to ten school days, which shall include any time during which the student was subject to suspension pending investigation
Under the influence of drugs or alcoholic on school property or at school sponsored events	The Dean of Students initiates an investigation into the infraction	Placement in an alternative education program for up to two semesters and until such a time as the student meets the exit requirements for the alternative education program
Use of nicotine dispensing device or tobacco product	Parents are notified	Recommendation of drug/alcohol counseling
Unmodified/repeated Level II Offenses.	Law enforcement officials may be contacted	Diversion program
Bomb threat/False alarm	The Dean of Students verifies the offense, confers with the staff involved, and meets with the student	Long-term suspension
Assault/battery	The Dean of Students meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action	Financial restitution for the repair of any damage caused to the school related environment
Sale of stolen property		Community service
Arson		Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the
Fighting	A proper and accurate record of	
Vandalism		
Extortion		

Flagrant or continued failure to follow the reasonable rules of the school	offenses and disciplinary actions is maintained by the dean of students	expected behavior, and the related character trait(s)
Transfer or sale of alcohol and/or drugs	A complete and accurate report is submitted to all required parties	Participation in a school-service project that enables the student to be engaged in the desired character trait(s)
Harassment/Hazing /Bullying	Upon request the student will be given a full due process hearing before the Board	Any other disciplinary technique that positively promotes pro-social alternatives desired character trait(s)
Any unlawful act or criminal offense not previously stated		Long term out-of-school suspension (greater than 10 days at the discretion of the School Board).
		Any of the preceding disciplinary options under Levels I and II.

When a situation arises that requires the School Board to consider a long-term suspension or expulsion, the student will be suspended pending a School Board hearing. If the student is on an Individualized Educational Plan, a manifestation hearing will be held, and the results provided to the School Board. The hearing will be held within two weeks time. School work during this suspension will be provided by the professional staff. The superintendent will write the letter to the student and his/her parents or guardians outlining the charges, the specifics related to the School Board hearing, and the student's rights at the hearing. Once the hearing is held, the superintendent will write the letter on behalf of the School Board explaining the outcome of the hearing.

Parents of students may elect not to contest whether a student has violated the school discipline policy or the appropriate discipline, and in such cases, an agreement may be negotiated which would include parents or students waiving a right to a hearing before a disciplinary tribunal.

Before a student is suspended for ten days or less, the Principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parent/guardian will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers, or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

There are several School Board policies that are related to discipline. These are available by calling the school to receive a copy or by going online to the district's website – bmuschool.org (School Board – Policies).

Parents and students should contact the Dean of Students if specific questions arise related to the school discipline process.

The school discipline process specifies within its standards of behavior various offenses which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the school regularly, and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

DRESS CODE (refer to Policy #4102)

Blue Mountain Union School provides a quality instructional program and learning opportunity for every student. The personal appearance of everyone is an important component of establishing a safe environment for optimal learning and respect for one another. Students and staff are expected to dress in an appropriate manner while on school property or representing the school.

Personal appearance shall be such that it does not disrupt student work or school order, become distracting to other students, presents a safety concern to administration, or violate health and safety guidelines. Student violations of this policy shall be handled by the Principal or Principal's designee, in accordance with the Blue Mountain Union School Behavior Management Plan (Policy #4300).

The following standards apply to all students and employees:

- Street shoes or sandals will be worn. Bedroom shoes are not permitted
- All shirts and/or blouses must meet the top of the lower garment. No bare-midriff shirts and/or blouses will be permitted. The shirts and/or blouses need to be long enough to keep the midriff from showing during normal physical activity
- No tank tops, muscle shirts, vests without shirts, spaghetti strap tops, halter tops, plunging necklines, or backless tops without a shirt or blouse will be permitted
- No clothing or jewelry will be permitted that displays or promotes obscenity/profanity, alcohol, tobacco, and/or drugs or anything of a sexual nature
- No clothing or jewelry will be permitted that displays or promotes weaponry or violence
- Shorts, skirts, and dresses may not be shorter than mid-thigh
- Clothing is not to be sheer, mesh, or expose underclothing
- Clothing may not drag excessively on the floor in a way that presents a risk to self or others
- No head coverings are to be worn in the school building with the exception of approved "hat days"
- Accessories that imitate weapons are not permitted
- Sunglasses are not to be worn in the school building during the day
- No pajamas are to be worn in the school building with the exception of approved "pajama days"

For reasons of safety and health, special dress and grooming regulations may be developed for special areas like art classes, PE classes, science classes etc. For special events like field trips, etc. appropriate dress may be required. Exceptions to these standards for specific events or activities, such as St. Patrick's Day, may be made at the discretion of the Principal or the Dean of Students. Requests for cultural or medical exceptions will be considered on an individual basis. The School Board has given the responsibility of adjusting the dress code when necessary to the Principal.

DRIVING CARS, MOTORCYCLES, AND SNOWMOBILES TO SCHOOL

(Refer to Policy #4150 for full text)

The option for high school students to drive to school is a privilege, which may be revoked at any time. This includes all motorized vehicles, such as cars, trucks, snowmobiles, ATV's, motorcycles and dirt bikes.

All students driving to school must register their vehicles with the school before being permitted to park on school grounds in areas designated for student parking. Students must obey all state driving regulations, and any driving regulations adopted by BMU.

Registration tags must be displayed in the car window at all times. A vehicle that is not registered with the office will be towed at the owner's expense.

Students must park their vehicles in the designated area (large lot behind the cafeteria) and come into school immediately. Students are not allowed to go to their vehicles during the school day (7:30 a.m. – 2:30 p.m.) except when granted permission by authorized administrative personnel.

Students are expected to follow all driving and safety rules while on school premises – especially the 10 mph speed limit.

Driving privileges can be revoked if students do not follow such safety precautions.

A student who loses his/her driving privilege or bicycle riding privilege will be unable to park his/her vehicle on school property during that time. The usual consequence is 20 school days without driving privileges.

DRIVING CARS TO RIVER BEND CAREER AND TECHNICAL CENTER

All students must ride the River Bend bus. Only under rare circumstances will a student be able to drive to River Bend. Proper forms must be signed by the Career and Technical Center Director at River Bend, the Principal at BMU, and parents/guardians in advance of the student taking his/her vehicle to the Center. If a student misses the River Bend bus, s/he must come into the office and make arrangements for getting to River Bend for the day. Students who break this rule will have their driving privileges revoked for a period of time determined by the administration.

EIGHTEEN YEAR-OLD STUDENTS

Eighteen year-old students are subject to all school policies, rules and standards. Except as provided in this policy, report cards, discipline, reports and other communications from the school will be provided to responsible parents or guardians of all students regardless of the age of those students.

Permission slips for participation in field trips or other activities may be signed by 18 year old students. Eighteen year old students may sign their own absence and late notes, but parents will be notified of absences and tardy incidents for their 18 year old children on the same basis as other students, unless communications from the school are limited to the student only in accord with this policy.

Communications with Parents/Guardians

Students who are 18 years old or older may request, in a manner designated by the Superintendent that communications to their parents or guardians be provided to them as well. The school will comply with these requests.

Students who are 18 years old or older may request, in a manner designated by the Superintendent that all communications from the school be made to them and not to their parents. These requests will be granted by the Superintendent or his/her designee only when the student's responsible parents or guardians agree in writing, or when the student shows that he/she is not a dependent student as defined in section 152 of the Internal Revenue Code of 1954.

The maintenance and distribution of documents defined by the Family Educational Rights and Privacy Act of 1974 as student records will be governed by the Act and the regulations promulgated pursuant to that Act.

EIGHTH GRADE PROMOTION

For a student to graduate from the eighth grade and participate in the 8th Grade Promotion Ceremony, he/she must have at least a passing grade in all core subjects. The student must also meet or exceed the standard for the Eighth Grade Exit Project and other mandatory benchmarks.

An eighth grade student who fails any core class or has not met the standards for the Eighth Grade Exit Project and other mandatory benchmarks, will participate in a credit recovery program as determined by classroom teachers and administration for that subject.

A student and/or his/her parent or legal guardian may appeal decisions based on this policy to the Superintendent and School Board.

EMERGENCY FORM

Blue Mountain Union School requires that the parent or guardian of every student complete and sign the emergency information form. This is to ensure that in the case of an emergency, the school has accurate information on each student and his or her parents and/or guardians. This enables school personnel to notify parents as quickly as possible in the event of an emergency. These forms are sent home on the first day of school. Other forms may be required for extracurricular activities, field trips, or overnight trips. These forms will be sent home on an as needed basis.

ENTRANCE TO THE PRIMARY GRADES (POLICY #2210)

Learning is a lifelong process. For students to acquire the necessary concepts, skills, and attitudes during their relatively short span in formal education, it is essential that a positive relationship between students, parents, and the school exist before students enter first grade.

Three Year Old Program

Services are limited to students who have an educational need for early intervention and typically developing students as required by special education guidelines. The program may be provided to a child who has reached the age of three by August 31st if deemed eligible through a screening process in accordance with Act 62, A Law Related to Prekindergarten education. Students receiving EEE services may enter the three year old program on their 3rd birthday if their transition team determines they need preschool services.

Four Year Old Program

BMU offers a Pre-school program to in-district students who have reached the age of four by August 31st. In the spring, parents will be provided with the opportunity to sign up for this program which includes a screening and interview. Acceptance into the program will be in accordance with Act 62, a law related to Pre-kindergarten education.

Kindergarten

Students must be five years of age by August 31st to enter kindergarten.

First Grade

Students must be six years of age by August 31st to enter first grade.

Appeals:

If parents wish to appeal the entrance age, the following procedure needs to be followed:

1. Any appeal of the Blue Mountain Union School Board Policy 2210 will be in the form of a written letter to the Principal requesting the appeal and the rationale for appeal of the entrance policy using specific and concrete examples for criteria. These may include:
 - a) Date of birth of the child
 - b) Teacher and/or child care staff recommendations
 - c) Prior assessments
 - d) Summary of learning levels, such as books read independently
2. The Eligibility Team (composed of the Principal, Primary Teachers, Special Educator, Guidance Counselor, and School Psychologist) will convene to recommend appropriate information gathering instruments and assess the student under consideration. These assessment tools may include but not be limited to the following:
 - a) Observational Survey

- b) Test for Early Reading Ability
 - c) Screening Instruments
 - d) Primary Observational Assessment
 - e) Fountas and Pinnell Benchmarks
 - f) DIAL (Developmental Indicators for Assessment of Learning)
 - g) Battelle Test
3. The Eligibility Team will review the assessment results and provide the parents with a written summary and decision.
4. If a parent disagrees with the decision of the Eligibility Team, he/she may appeal to the Superintendent.

FERPA POLICIES (Refer to Policy #4800)

FERPA stands for Family Education Rights and Privacy Act, 20 U.S.C. 1232g et seq and requires an annual notification to parents of their rights under the Act including but not limited to accessing their child's records and the release of personally identifiable information.

FIELD TRIPS

A field trip is an educational experience that enriches learning. In order to participate, students must have parental permission. Permission slips will be sent home, need to be signed, returned, and will be on file in the office. No student will be allowed to leave the school without a signed permission slip on file. Students who have displayed inconsistent behavior may be excluded from field trips. In order to participate in the senior class trip, students must be able to graduate on the designated graduation date.

FIRE, BOMB THREAT, ETC.

The emergency plan calls for students and staff to evacuate to the business park next to the school. Arrangements have been made for our students to be sheltered from inclement weather at businesses within this park. If it is determined that students will be sent home for the day, parents will be notified. We will send students home on the buses as soon as the buses arrive. Parents can meet their children at home. If a bus driver is not able to leave a child due to his/her grade level, the driver will bring that student back to the business park and phone calls will be made to his/her parent/guardian. Students and staff with cars parked at BMU may not retrieve them until the situation is over. Students and staff will practice this at least once a year.

FIREARMS and WEAPONS (Refer to Policy #4342 and #4343 and VSA 13 § 4004)

A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or nonfunctional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (e.g., lasers or laser pointers, belts, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

The school district takes a position of "Zero Tolerance" in regard to the possession, use or distribution of

weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the Superintendent of dismissal for a period of time not to exceed one year.

FOOD/CANDY/CLASSROOM SNACKS/GUM AND DRINKS

As a school, BMU promotes a healthy environment and we encourage students to eat healthy snacks and lunches and to drink water as their primary beverage.

Life skills are developmental and the guidance program's primary focus is assisting in the development of these skills. The emphasis is on understanding how humans behave, developing good interpersonal relationship skills, learning how to cope, and practicing good decision making skills.

GYM

At no time, including after school, may the gym be used without a staff member present. Gym privileges may be revoked at any time.

HALL PASSES

With the exception of transition times between classes, before the first class of the day, and after school, all students must be accompanied with a "pass" while in the halls. Additionally, students must sign out of class if leaving without direct supervision during class time. If a student returns to class, he/she must sign back in.

HARASSMENT, HAZING AND BULLYING OF STUDENTS (See Policy #4905)

I. Statement of Policy

The Blue Mountain School Union (hereinafter "District") is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

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

It is also the policy of the District to prohibit the unlawful hazing and bullying of students. Conduct which constitutes hazing may be subject to civil penalties. These laws are found in 16 VSA 570, a, b, and c.

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

The Procedures are expressly incorporated by reference as though fully included within this Policy. The Procedures are separated from the policy for ease of use as may be required in 4905.

II. Implementation

The superintendent or his/her designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy. (Attached to this policy and in 4905).
2. Annually, select two or more designated employees to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the District that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
3. Designate an Equity Coordinator to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may be also be assigned to one or both of the Designated Employees.
4. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying.
5. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the District shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.
6. Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the District's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

III. Constitutionally Protected Speech

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

IV. Definitions

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

- A. **"Bullying"** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
 - a. Is repeated over time;
 - b. Is intended to ridicule, humiliate, or intimidate the student; and
 - c. (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or (ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.

- B. **“Complaint”** means an oral or written report provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment or bullying.
- C. **“Complainant”** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or bullying.
- D. **“Designated employee”** means an employee who has been designated by the school to receive complaints of hazing, harassment and bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school building are identified in Appendix A of this policy.
- E. **“Employee”** includes any person employed directly by or retained through a contract with the District, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes supervisory union staff.
- F. **“Equity Coordinator”** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race- based discrimination) for the Supervisory Union and for coordinating the SU’s compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the SU’s *Preventing and Responding to Harassment of Students and Harassment of Employees* policies. This role may also be assigned to Designated Employees.
- G. **“Harassment”** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

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

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

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

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

3. Harassment of members of other protected categories, means conduct directed at the characteristics of a student’s or a student’s family member’s actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments,

insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

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

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

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

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

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

- A. is registered in or in attendance at an educational institution;
- B. has been accepted for admission at the educational institution where the hazing incident occurs: or
- C. intends to attend an educational institution during any of its regular sessions after an official academic break.

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

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

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

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

disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, intimidation, and reprisal. Acts of retaliation are unlawful pursuant to 9 V.S.A. Par. 4503.

M. **“School administrator”** means a Superintendent, Principal, Dean of Students, technical center director or his/her designee and/or the District’s Equity Coordinator.

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

V. Independent Review

A student who desires independent review under this subsection because the student is either dissatisfied with the final determination of the school officials as to whether harassment occurred or believes that, although a final determination of the school officials as to whether harassment occurred or believes that, although a final determination was made that harassment occurred the school's response was inadequate to correct the problem shall make such request in writing to the headmaster or superintendent of schools. Upon such request, the headmaster or superintendent shall initiate an independent review by a neutral person selected from a list developed by jointly by the secretary of education and the human rights commission and maintained by the secretary. Individuals shall be placed on the list on the basis of their objectivity, knowledge of harassment issues, and relevant experience. (2.) The independent review shall proceed expeditiously and shall consist of an interview of the student and the relevant school officials and review of written materials involving the complaint maintained by the school or others. (3.) Upon the conclusion of the review, the reviewer shall advise the student and the school officials as to the sufficiency of the school’s investigation, its determination, the steps taken by the school to correct any harassment found to have occurred, and any future steps the school should take. The reviewer shall advise the student of other remedies that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution;. (4.) The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. (5.) The costs of the independent review shall be borne by the public school district or independent school. (6.) Nothing in this subsection shall prohibit the school board from requesting an independent review at any stage of the process. (7.) Evidence of conduct or statements made in connection with an independent review shall not be admissible in any court proceeding. This subdivision shall not require exclusion of any evidence otherwise obtainable from independent sources merely because it is presented in the course of an independent review. (8.) the Secretary of Ed. may adopt rules implementing this subsection. (Added 2011, No. 129 (Adj.Sess.) par. 12, eff. May 11, 2012.

VI. Confidentiality and Record Keeping

- A. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the Blue Mountain Union School District’s obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.
- B. The Superintendent or designee shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the Blue Mountain Union School District in a confidential file accessible only to authorized persons. All investigation records, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept for at least six years after the investigation is completed.

Reporting to Other Agencies

When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. §4911, et seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. §6901 et seq.

If a harassment complaint is made in a public school about conduct by a licensed educator that might be grounds under the State Board of Education Rules for licensing action, the Principal shall report the alleged conduct to the Superintendent, and the Superintendent shall report the alleged conduct to the Commissioner. If a complaint of harassment involves a physical assault, sexual assault, stalking, disorderly conduct (including disorderly conduct by electronic means) or any hate motivated crime based upon the alleged victim's actual or perceived membership in a protected category, the Principal should promptly report the alleged conduct to the state or local police.

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

VII. Dissemination of Information, Training, and Data Reporting

- A. Dissemination of Information: Annually, prior to the commencement of curricular and co-curricular activities, the District shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and employees. Notice to students shall be in age-appropriate language and include examples of harassment. At a minimum, this notice shall appear in any publication of the Blue Mountain Union School District that sets forth the comprehensive rules, procedures and standards of conduct for the Blue Mountain Union School District.
- B. Training: The school administrator shall use her/his discretion in developing age-appropriate methods of discussing the meaning and substance of this policy with students to help prevent harassment. The school administrator shall implement training for school staff within the context of professional development to enable staff to recognize, prevent and respond to harassment.
- C. Data Gathering: Public school districts shall provide the Vermont Department of Education with data requested by the Commissioner.

VIII. Alternative Complaint Process

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

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
(800) 416-2010 or (802) 828-2480 (voice)
(877) 294-9200 (tty)
(802) 828-2481 (fax)
Email: human.rights@state.vt.us
Web: <http://hrc.vermont.gov>

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921

617-289-0111 (voice)
877-521-2172 (tdd)
617-289-0150 (fax)
Email: OCR.Boston@ed.gov
Web: <http://www.ed.gov/about/offices/list/ocr/index.html>

Legal References:

Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq.;
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d;
Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§1681 et seq.;
Family Education Rights Privacy Act; 20 U.S.C. 1232g;
Public Accommodations, 9 V.S.A. §§4500 et seq. ;
Education, Classifications and Definitions, 16 V.S.A. §11a (26);
Education, Harassment, Notice and Response, 16 V.S.A. §14;
Education, 16 V.S.A. §140(a)(1);
Education, 16 V.S.A. §166(e);
Education, Harassment and Hazing Prevention Policy, 16 V.S.A. §565;
Education, Discipline, 16 V.S.A. §1161a;
Education, Suspension or Expulsion of Pupils, 16 V.S.A. §1162;
Child Abuse, 33 V.S.A. §§4911 et seq.;
Adult Protective Services, 33 V.S.A. §6901 et seq., all as they may be amended from time to time.
Washington v. Pierce, 179 VT 318 (2005)

Designated Employees:

The following employees of the Blue Mountain School Union have been designated by the District to receive complaints of bullying and/or harassment pursuant to this policy and 16 V.S.A. § 570a(a)(7) and 16 V.S.A.

§570c(7) and under federal anti discrimination laws;

Name: Parrish Eiskamp
Title: Dean of Students
Contact Information: 802-757-2711
Email: parrish.eiskamp@bmuschool.org

Name:
Title:
Contact Information:
E-mail:

HEALTH SERVICES (refer to Policy #2430 for full text)

The School Nurse is on duty during each school day. Students should come in when ill or injured. If necessary, arrangements will be made for students to be taken home or to the doctor. Health services include more than help when a student is not feeling well. Students may visit the nurse's office during study halls or lunch to discuss problems and/or to get health information. The nurse has a responsibility to question any newly acquired bruises.

If a student has to take medication at school, there is an important procedure that s/he must follow. All medications must be kept locked in the nurse's office. The student will need a doctor's order for the

medication prescribed, and the medication must be in a properly labeled container. A student is requested to see the nurse if taking any medication and/or has questions. There is a form available to attain a doctor's permission for medicines dispensed in school. A student who takes medicine prescribed by a physician is required to follow Blue Mountain Union School Board Policy #2430 (Health Services) currently in use.

A student who has a special health condition such as allergies, epilepsy, chronic illness, etc. should inform the nurse. Any information a student wishes to be kept confidential will be kept confidential, barring statutory obligation to report abuse.

Diarrhea and Vomiting

According to the American Academy of Pediatrics *Managing Infectious Disease in Child Care and Schools*, vomiting and diarrhea have many causes and it is not always from infection (Aronson + Shope, 2017, p. 52, 58, 171). An evaluation from a medical provider, along with written correspondence from the medical provider, is necessary to determine if a child with diarrhea and/or vomiting is well enough and not contagious and thus cleared to remain in school.

To stop the spread of illness, BMU requires students and staff to be 24 hours free of diarrhea and/or vomiting, without the use of medication to stop these symptoms, before returning to school or extracurricular activities. This policy is to encourage sufficient rest in the sick person in order to recover and also to contain the illness to reduce the spread to others.

Source:

Aronson, SS., + Shope, T.R. (2017). *Managing Infectious Disease in Child Care and Schools: A Quick Reference Guide*. Elk Grove Village, IL: American Academy of Pediatrics.

Fever

According to the American Academy of Pediatrics *Managing Infectious Disease in Child Care and Schools*, fever is an elevation of the normal body temperature, greater than 100.4 degrees Fahrenheit (Aronson + Shope, 2017, p. 89). A fever is a way that the body may respond to a viral or bacterial infection. While children with a fever are not always contagious and the child may not feel ill, an evaluation from a medical provider, along with written correspondence from the medical provider, is necessary to determine if a child with a fever is well enough and not contagious and thus cleared to remain in school.

Children and staff with a temperature of 100.4 degrees Fahrenheit or greater will be sent home.

Blue Mountain Union School requires that a child or staff member be fever free for 24 hours without the use of fever reducing agents like Tylenol and NSAIDs before they are allowed to return to school and extracurricular activities.

Blue Mountain Union School also requires staff to follow this policy.

Requiring students and staff to remain home who are symptomatic with a fever will reduce the spread of illnesses in school, especially to those who are immunocompromised. Following this policy provides safety to other students and aids in preventing the spread of illness.

Source:

Aronson, SS., + Shope, T.R. (2017). Managing Infectious Disease in Child Care and Schools: A Quick Reference Guide. Elk Grove Village, IL: American Academy of Pediatrics.

Flu

Blue Mountain Union School requires that students and staff with flu-like symptoms be sent home or stay at home until they are feeling better or being cleared by a physician to return to school. If a student or staff member has some or all of the signs and symptoms of influenza during flu season they will be sent home. The Centers for Disease Control uses the following signs and symptoms to identify possible cases of flu:

- Fever or chills (not everyone with the flu will have a fever)
- Cough
- Sore throat
- Muscle or body aches
- Runny or stuffy nose
- Headaches
- Fatigue
- People may have vomiting and diarrhea, however it is more common in young children than in adults

Source: Centers for Disease Control, <https://www.cdc.gov/flu/keyfacts.htm>, 08/03/2017

Narcotics Procedure

Blue Mountain Union does not allow students who are currently taking a narcotic pain medication to attend school. This is for the following reason related to the health and safety of the student:

- Narcotics are controlled substances that should only be taken for a short period of time for a specific condition and under the close supervision of a physician.
- If a student's pain level requires the use of narcotics then they need to be at home recovering and under the care of a family member/guardian to ensure that they are properly monitored for side effects and given adequate time to heal.
- Narcotics are mind altering substances. While taking this type of pain medication it is unlikely that the student will be able to focus, engage in learning, participate fully and safely in school activities.

When student's pain can be controlled by means of over the counter medications, they are welcome to return to school.

Lice - Managing Head Lice Outbreak (refer to Policy #2430)

Procedures for Managing a Head Lice Outbreak

- The Department of Health does not recommend sending students home who show signs of nits or lice until the end of the school day.
- Check all heads in affected classrooms daily until all evidence is eliminated.
- Vacuum carpeted classrooms daily during outbreak.
- Discontinue temporarily "dress-up" activities and other activities that involve close person-to-person contact. Place all "dress-up" clothes in sealed plastic bags for two weeks.
- Do not spray with pesticides.

- Encourage families to contact health care providers if they suspect treatment has failed.
- Siblings and close personal contacts should be examined, and if infected, should be instructed on treatment.
- Send general fact sheet and a notice of the outbreak home to all parents. Elicit help of all parents to check for head lice daily.
- Encourage parents to notify the school, childcare provider, and other close personal contacts when head lice have been identified.

HONOR ROLL

The Blue Mountain Honor Roll for students in grades 6-12 has been established to recognize a high level of academic achievement. The Honor Roll requirements are as follows:

High Honors: Grades in all subjects must be A's. (90% or above)

Honors: Grades in all subjects must be A's and B's (80% or above)

All percentages are to be rounded to the nearest whole number. At the end of each marking period, students are recognized for outstanding academic achievement, outstanding effort and/or significant improvement during the marking period. Recognition may be given for good citizenship, as well. The list of students receiving recognition is published in area newspapers.

INSURANCE AND STUDENT INJURIES

Blue Mountain Union School does not provide medical insurance coverage for school accidents. This means that parents/guardians are responsible for all medical bills (including ambulance expenses) if your child gets hurt during school activities. The school does, however, make a low-cost affordable program for Student Accident and Health Insurance available for you to purchase that would help pay those expenses. It would also be enough insurance to permit your child to play sports. The information for this insurance program is available in the Main Office.

LEAVING SCHOOL GROUNDS

~~With the exception of senior privileges, students may not leave school grounds during the school day, including lunchtime.~~ If a student is to be dismissed early, s/he must bring a parental permission note to the office. This note is to specify the time of dismissal and to whom the student may be released. Any student leaving school grounds without the proper permission will be reported to the Dean of Students for appropriate action.

Students are to be picked up at the main ~~office~~ entrance when they are dismissed during school hours by a parent/guardian unless approved by an administrator. Students may not leave the school building to go to cars or other outside designations without the approval of a staff member.

LIBRARY AND MEDIA SERVICES

The library is open from 7:30 a.m. to 3:30 p.m. every day.

Students have a set library time each week in which to learn specific skills and check out reading material. Reading is very important at BMU, and we encourage parents to take time to read with their children at home. Children who lose or damage library books will be assessed a replacement cost. Library privileges will be revoked until a book is returned or replaced. All materials and equipment must be checked out and returned to the circulation desk. A student may sign materials in and out of the library as often as he or she wishes, but at any given time the total number of items signed out must be equal to or less than the number of the student's grade level – fourth graders can have four books, ninth graders can have nine, etc.

Books are signed out for two weeks, but they must be renewed if no one else is waiting for them. If a student

has overdue materials, they must be returned before he or she will be allowed to sign out or renew anything else.

Reference books and magazines must be used in the library. The Librarian will provide photocopies of these materials as needed.

The audiovisual room and the library office are not public spaces. Students who need items from these areas should check with a Librarian.

Six students from each study hall may sign up for passes to the library on a first-come, first-served basis. Students who want passes need to come to the library to get one before the beginning of the block, so that they may take it to their study hall teacher to sign. If students need materials that the BMU library does not own, they may be borrowed through the Vermont Automated Library System. This network provides access to all of the libraries in the state. This process takes time however, so planning ahead is required!

All persons using the library are expected to behave so that they do not in any way distract or disrupt other people who are present.

LOCKERS

Lockers are available to students at no charge. They are school property and are to be used for storing school materials. A student should not expect privacy regarding items placed in school property, as school property is subject to search at any time by school officials. Valuables must not be left in lockers at any time. The school is not responsible for lost or stolen materials. Anyone found to be damaging a locker will be expected to pay for the damage and be subject to a consequence according to the BMU discipline procedures. Locker privileges may be revoked if found in violation of proper usage.

LOST AND FOUND

Any items found in school, on the bus, or on the playground should be turned in to the main office. Every effort will be made to find the owner of the found items. Students are asked to check the lost clothing box located in the office periodically. At the end of each marking period, or when the box is filled, unclaimed items will be given away. Money turned in to the office will be returned to the finder if not claimed after seven school days. The school does not accept responsibility for lost or damaged personal items.

LUNCH

The Healthy, Hunger-Free Kids Act of 2010 allows the USDA the opportunity to make-school lunch and breakfast programs healthier. Due to the meal plan requirements, your children will be provided with healthier portion sizes and food choices. Our goal is to encourage and educate your children to make healthier, more positive choices concerning their nutritional needs. The following link will provide you with information on the new requirements:

www.fns.usda.gov/cnd/governance/legislation/comparison.pdf

Students are expected to show good manners, both in the lunch line waiting to be served and while eating.

~~During high school lunch, students are to report to the cafeteria for the first fifteen minutes. After that time, the gym will be available for student use. Students are not allowed in any other areas except under the direct supervision of a staff member.~~ Deliveries and takeout orders are not allowed. All food purchased from the BMU food service will be paid for at the time of purchase, either in cash, or by deduction from a prepaid account. Credit will not be extended.

Students whose account balance is \$0 and who do not have cash will be offered the “minimum meal”
Breakfast – cold cereal, milk and fruit juice; Lunch – peanut butter sandwich (or equivalent) and milk.

NATIONAL HONOR SOCIETY

Membership in this society is an honor granted by a majority vote of the Administrative Council. To be eligible for consideration, a student must have attained a minimum cumulative grade point average of 3.200 or higher. Students who meet this standard will be asked to describe his/her leadership, character, and service qualities. Completion of an application does not guarantee membership into The National Honor Society. Once selected, members have the responsibility to continue to demonstrate the qualities listed above as well as maintaining high academic standards.

National Junior Honor Society

Membership in this society is an honor granted by a vote of the Administrative Council. To be eligible for consideration, a student must be in the eighth or ninth grade. The ninth graders must have attained a minimum cumulative grade point average of 3.200 or higher. The eighth graders will have to have been on the honor roll for the four grading periods of their 7th grade year and the first two grading periods of their 8th grade year. Students who meet this standard will be asked to provide evidence of their leadership, character, and service qualities. Completion of an application does not guarantee membership into The National Junior Honor Society. Once selected, members have the responsibility to continue to demonstrate the qualities listed above, as well as maintaining high academic standards.

NATURAL DISASTER

If there is a threat of a natural or other disaster such as a blizzard, flood, earthquake, or tornado, buses will be called in and students will be sent home if time permits. If time does not permit, students will be kept at school and the radio stations will be notified. All parents who can come for their children will be encouraged to do so.

NEW STUDENTS

Parents are an important part of BMU. This is especially true when a new student comes to Blue Mountain. Many of our children have been together for years, so we work extra hard to make the transition into our school a good one. New students may start one day after all of the enrollment procedures have been completed. This allows time for the classroom teachers to prepare for the arrival of a new student. Upon arriving for a student's first day, s/he will have a "buddy" to ensure that the student knows how to use the computerized lunch system, log onto the computer network, etc.

NUISANCE GADGETS: CARDS, PERSONAL GAMES, TOYS

Students are asked to leave all personal games, toys, and collector cards at home. Collector cards, such as sports cards, Yugioh cards, Pokémon cards etc. are not permitted in school. Hand-held games shall also be kept at home.

PARENT CONFERENCES

Parents may schedule a conference at any point throughout the school year. Please contact the guidance counselor or classroom teacher. The Principal, Dean of Students, and/or guidance counselor may participate in the conference as appropriate. Feel free to request others to participate. Please call the school secretary at 757-2711 for an appointment. Two parent conference times are pre-scheduled for all students. Phone calls and appointment letters are used to ensure that parents know about these conferences.

PARENT-SCHOOL COMPACT

The purpose of the PARENT-SCHOOL Compact is to build and foster the development of a school parent partnership to help all children achieve the state's high standards. Responsibility for improved student achievement will be shared by parents, children, teachers, and administrators. It is the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective environment that enables the children to meet the state's student performance standards. Each parent is responsible for supporting his/her child's learning, such as monitoring attendance and homework completion, and participating, as appropriate, in decisions relating to the education of his/her children.

Parents:

I want my children to achieve. Therefore, I will encourage them by doing the following:

- Call, write, email, and meet with their teachers on a casual basis to learn what they are doing in school
- Ask what I can do to support my children's learning
- Ask my children what and how they are doing
- Create ongoing positive dialogue with teachers, children, school board, and administration
- Understand the assignment and how it is related to the curriculum
- Establish a supportive, learning environment
- Go through backpacks regularly
- Use resources to learn what's happening
- Get my children ready to learn
- Value and model lifelong learning
- ~~Volunteer in school~~
- Work with a network of community parents and members to support BMU in a variety of ways
- Provide ample, quiet study time at home
- Encourage good study habits
- Make certain my children attend school regularly for the entire instructional day, are well-rested and on time
- Support the school staff in its efforts to promote appropriate behavior
- Monitor my children's homework
- Encourage my children to read more
- Read, sign and return all documents requiring a signature
- Communicate regularly with my children's teacher
- Attend parent conferences/meetings as requested
- Make certain my children attend any support services offered after school or over the summer when there is evidence that academic support is needed

Teachers:

It is important that students achieve. Therefore, I shall strive to do the following:

- Tell parents what their children are doing
- Meet frequently with parents
- Give parents schedules of activities
- Show parents their children's portfolios and other work samples
- Share teaching and learning strategies
- Create an ongoing positive dialogue with parents, students, and the school board
- Welcome the opportunity to hear constructive comments/ ideas to improve our school
- Hold students to high expectations
- Establish and maintain clear standards
- Keep on learning
- Value and model lifelong learning
- Actively support the efforts of both parents and student
- Provide parents and students with information as requested
- Support the school's goals

Students:

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Tell my parents what I am learning in school
- Share my schedule of activities
- Tell teachers when I need extra help to understand a concept
- Come to school prepared to learn
- Be an enthusiastic learner

- Keep my curiosity alive
- Realize learning is a lifelong process
- Respect others
- Be active in my community

Administration and School Board:

It is important that we work to improve the educational programs at BMU. Therefore, we shall strive to do the following:

- Let the community know, through press releases what it can do for the students, staff, and School Board
- Establish two-way communication with the community at large
- Encourage community members to attend school forums and events and to become educated about school issues
- Encourage that all students reach for high standards
- Have our students as our number one priority
- Secure funds to provide the materials for learning
- Establish policies that promote student learning
- Support professional development
- Make BMU a better place to learn for all students
- Strive to make BMU an educational learning center for the community
- Encourage community members to share their skills with the school

PARENTAL INVOLVEMENT (Refer to Policy #2500)

BMU recognizes that parental involvement is the key to academic achievement. The term “parent” refers to any caregiver who assumes responsibility for nurturing and caring for children, including parents, grandparents, aunts, uncles, foster parents, step parents, etc. Studies demonstrate that when parents are involved in their children’s education, the attitudes, behaviors, and achievement of students are positively enhanced.

Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the educational communities throughout their children’s school career. Although parents come to the schools with diverse cultural backgrounds, primary languages, and needs, universally all parents want what is best for their children. BMU, in collaboration with parents, teachers, students and administrators, must establish and develop efforts that enhance parental involvement and reflect the needs of students, parents, and families in the communities, which they serve.

In order to enhance parental involvement, six essential elements should be promoted:

1. Communication between home and school is regular, two-way, and meaningful. Effective communication requires school-initiated contact with the parent and parent-initiated contact with the school where both parties provide vital information about a child’s strengths, challenges and accomplishments. To effectively communicate, both parties must be aware of issues such as cultural diversity and language differences, and appropriate steps must be taken to allow clear communication for all participants.
2. Responsible parenting is promoted and supported. The family plays a primary role in a child’s education, and schools must respect and honor traditions and activities unique to a community’s cultural practices and beliefs. Parents are linked to programs and resources within the community that provide support services to families.
3. Parents play an integral role in assisting student learning. Educators recognize and acknowledge parents’ roles as the integral and primary facilitator of their children’s education. Research demonstrates that student achievement increases when parents are actively involved in the learning process.

4. Schools are open and inviting to parents and families and are actively seeking parental support and assistance for school programs. ~~Parents are welcome in the school, and their support and assistance are sought.~~ Capitalizing on the expertise and skills of the parents strengthens the family, school, and community partnership.
5. Parents are full partners in the decisions that affect children and families. Parents and educators have a joint responsibility to make informed decisions related to all aspects of the education provided to BMU's youth. The role of parents in shared decision-making should be continually evaluated, refined and expanded.
6. Community resources are made available to strengthen school programs, family practices, and student learning. Schools and parents will cultivate relationships with additional members of the community in order to promote and effectively increase educational opportunities for children. Together, parents, educators, and community members will join efforts toward identifying and promoting community resources and innovative programs for strengthening schools, families, and student learning.

Providing all children with equal access to quality education is a primary goal. It is vital that all partners (parents, educators, communities, etc.) have the opportunity to provide input and offer resources to meet this goal. These partnerships are mutually beneficial. Developing cooperative efforts and linking access to resources will ensure improved academic achievement for all students, as well as quality schools.

PARTIES

~~Parents often wish to send a treat for the class for their child's birthday. Please make these arrangements with the classroom teacher. To avoid hurt feelings, do not send party invitations to school unless the entire class is invited.~~

PHYSICAL EDUCATION

Regular physical education classes will be scheduled at BMU. These classes are part of the school curriculum, and all students are required to participate. Proper shoes and clothing are required for the safety of your child. For questions, please contact our PE Department.

POOR ROAD CONDITIONS

If road conditions are poor in your area, use your discretion when sending children to school. This absence may not be considered *excused* unless approved by the principal on a case by case basis. Remember to call in if your children are to be absent.

PROGRAMS OF STUDIES: contains the following information

- CREATING YOUR HIGH SCHOOL SCHEDULE
- PROFICIENCIES & COURSE PROFICIENCY LEVELS
- COURSE ADD/DROP PROCEDURE
- DUAL ENROLLMENT COURSES
- AUDITING COURSES
- PERSONAL LEARNING PLAN
- ACADEMIC TRANSCRIPTS
- ELECTIVE COURSES
- ACADEMIC GRADING
- BLUE MOUNTAIN HIGH SCHOOL GRADUATION REQUIREMENTS
- DETERMINING GPA
- SAMPLE SCHEDULE

- SENIOR SEMINAR– GRADE 12
- COURSE DESCRIPTIONS
- VERMONT VIRTUAL LEARNING COMMUNITY (VTVLC)
- RIVER BEND CAREER & TECHNICAL CENTER COURSES
- STAND ALONE RIVER BEND CAREER & TECHNICAL CENTER COURSES

(<https://www.bmuschool.org/cms/lib/VT02217040/Centricity/Domain/146/Program%20of%20Studies%202019-2020.pdf>)

PROMOTION, RETENTION, AND ACCELERATION (see Policy #2054)

The Blue Mountain Union School District believes that promotion and retention should be based on the best interest of each student. In general, students will be placed at the grade level of their same age peers. Occasionally a student will benefit from an additional year's instruction at a particular grade level or benefit from accelerating a grade. Often students will benefit from required summer and/or after school instruction before being promoted to the next grade level.

Definitions:

1. Acceleration is the advancement of a student by more than one grade beyond the current grade level.
2. Promotion is the single grade step most students take from year to year.
3. Retention allows a student to repeat a part of a grade in order to prepare more fully for the work of the next grade.

The decision to retain or accelerate a student should result from careful study and evaluation by the teacher, Principal, parent and Educational Study Team.

In all cases of retention or acceleration, an intervention plan must be developed according to Educational Study Team procedures to document the instructional interventions or modifications that will occur. In the case of a student with a disability, the decision must meet the special education regulations or Section 504 laws.

PROMOTION IN GRADES K-5

No student shall be promoted in grades K-5 unless the student has satisfied the following criteria:

1. Achieved standard on the skills and knowledge listed on the final report card, AND
2. Achieved standard at the primary observation assessment and developmental reading assessment and/or an acceptable score on the mandatory State tests; OR
3. Produced a portfolio of work that demonstrates mastery of the grade level To Know and To Do skills and knowledge; OR
4. Received a written recommendation from the classroom teacher based upon academic achievement in language arts and mathematics.

Accommodations to these requirements may be made for students with exceptional educational needs or requirements consistent with state and federal law and established district policies and procedures, including students with disabilities and those with limited English proficiency.

The Educational Support Team shall determine whether a student has satisfied the criteria of this policy. Any questions regarding the team's decision as to whether a student has satisfied the criteria in this policy shall be directed to the Principal within ten working days of receiving notice of the team's decision.

Appeal Process

If the parent or guardian wishes to pursue the matter further, an appeal may be filed requesting a meeting with the Superintendent within ten working days after the decision described above has been rendered. The Superintendent shall review the matter with the appropriate parties and provide a response to the appeal as soon as practical.

Criteria for Promotion – 6th-8th grades

No 6th–8th grade student shall be promoted unless the student has satisfied the following criteria:

1. Earned at least “D’s” in all classes on the final report card; AND met the standards for all major benchmarks in all classes, including the 8th Grade Exit Project;
OR

2. Received a written recommendation from the Middle School Team based upon academic progress.

Accommodations to these requirements may be made for students with exceptional educational needs or requirements consistent with state and federal law and established district policies and procedures, including students with disabilities and those with limited English proficiency.

The Educational Support Team shall determine whether a student has satisfied the criteria of this policy. Any questions regarding the team’s decision as to whether a student has satisfied the criteria in this policy shall be directed to the Principal within ten working days of receiving notice of the team’s decision.

Appeal Process

If the parent or guardian wishes to pursue the matter further, an appeal may be filed requesting a meeting with the Superintendent within ten working days after the decision described above has been rendered. The Superintendent shall review the matter with the appropriate parties and provide a response to the appeal as soon as practical.

Retention in Grade

A recommendation for retention must be based upon information (i.e. benchmark data, test data, etc.) that indicated that an additional year of instruction at the same grade level would benefit the student.

The decision to retain is made by the Educational Support Team. In the case of a student with a disability, the student’s IEP or Section 504 Team is the group to consider any decision to retain in grade. The parent or guardian must be designated a member of all teams considering retention.

The Educational Study Team will develop interventions and/or modifications to be put in place during the school year prior to the year of retention.

PROTECTION OF PUPIL RIGHTS ACT (Refer to Policy #2465)

The Protection of Pupil Rights Act, 20 U.S.C. 1232h, requires parental notification in a number respects.

1. Requires that local education agencies 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.
2. Requires an annual notice to parents of the right to opt out certain activities including collection of personal student information for marketing purposes, administration of certain survey’s and non-emergency invasive physical examinations or screenings.
3. 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.

PUBLIC COMPLAINTS (Refer to Policy #1900)

PDA (PUBLIC DISPLAY OF AFFECTION)

~~Public display of affection is limited to hand holding only.~~ Students will be asked to stop behaviors that are inappropriate. If these behaviors continue, parents will be notified and appropriate discipline steps will be taken. Everyone needs to remember that this is a community building with young children in attendance.

PSYCHOLOGIST

The school psychologist is a related service provider for meeting the educational needs of the students as it impacts their educational progress. The practice of school psychology at BMU includes:

- Evaluation, assessment, diagnosis, or test interpretation limited to assessment of intellectual ability, learning patterns, achievement, motivation, or personality factors directly related to learning problems in an educational setting
- Counseling services for students for amelioration or prevention of educationally related learning problems
- Educational or vocational consultation or direct educational services
- Development of programs such as designing more efficient and psychologically sound classroom situations and acting as a catalyst for teacher involvement in adaptations and innovations

REPORT CARDS

Elementary report cards are designed to show student progress over the year. Students are marked using standards in each subject area related to the Common Core. This system helps parents understand how their child is doing in comparison to what is expected in Vermont for a child at this grade level. It also provides both parents and teachers with knowledge about specific areas of strength or weaknesses that need further assistance. Each grade level has prepared a list of the most important items that a student must know and/or be able to do.

- Kindergarten through fourth grade will receive report cards twice per year.
- Fifth through twelfth grade will receive report cards quarterly.

SCHOOL COUNSELOR

The school counselors provide counseling services to meet the various academic, social, and emotional needs of students in grades Pre-K through twelve. Counseling services fall into three general areas:

1. Academic/Career Counseling - Helping the student establish and progress toward educational and career goals consistent with his or her abilities, aptitudes, and interests.
2. Testing Services - Individual and group testing for the purpose of making educational and career decisions.
3. Personal Counseling - Exploring the student's feelings, thoughts, and needs in order to gain self-awareness and to solve problems through self-understanding. This is provided on a very limited basis, usually no more than four sessions.

School Counselor – Elementary

The elementary guidance program is developmental in design. It is based on the premise that there are needs and concerns that are common to everyone. These common needs can best be met through a carefully planned and sequenced program that is provided to all students. As with other programs at BMU that are designed for all children, special written permission to meet with students is not required, however parental permission will be necessary for special individual counseling.

SCREENINGS

Vision, hearing, and weight screenings are conducted at BMU. A refusal permit for height and weight will be given to the students for parents/guardians to sign a couple of weeks before their scheduled screening if you do not want your child to participate. It will explain in detail what occurs during these screenings. You may also refuse the screenings by sending a written note at any time.

SEARCH AND SEIZURE (Refer to Policy #4340 for full text)

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

School property may also be searched by school employees upon reasonable suspicion on the part of the administration that a law or school policy is being violated. Searches of school property in the possession of students will extend to areas or items reasonably calculated to aid in the enforcement of specific policies or laws.

Searches of students' persons or vehicles will be conducted if there is reasonable cause to believe that a breach of school policy or law is being committed. Search of a student's person will be conducted by a school employee of the same sex and in the presence of another school employee.

SECLUSION AND RESTRAINT (Refer to Policy # for full text)

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

Here is a link to a "Q & A" about Rule 4500:

http://education.vermont.gov/documents/EDU-Questions_and_Answers_on_Rule_4500.pdf

USE OF SURVEILLANCE CAMERAS (Policy #4815)

POLICY STATEMENT

1. Surveillance cameras may be installed in situations and places where the security of either property or people would be enhanced.
2. When appropriate, cameras may be placed campus-wide, inside and outside of buildings.
 - Cameras will be used in a professional, ethical, and legal manner consistent with all existing District policies.
 - Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.

REASON FOR POLICY

1. The purpose of this policy is to regulate the use of surveillance cameras to protect the legal and privacy interests of the school community.
2. The function of surveillance cameras is to assist in protecting the safety and property of the school community.
3. The primary use of surveillance cameras will be to record images for future identification of individuals in the event of legal or policy violations.

POLICY REQUIREMENTS

1. Only authorized personnel will be involved in, or have access to, surveillance camera data.
 - Administrators and designated staff may have access to surveillance camera data in their areas of responsibility.
 - Vermont State police officers will have access to all surveillance camera data when investigating criminal conduct.
2. When an incident is suspected to have occurred, designated personnel may review the images from surveillance camera data.
3. A log will be maintained for a period of 12 months as to who has accessed the camera data.

RELATED POLICY INFORMATION

1. Surveillance cameras will not record or monitor sound.
2. Recorded surveillance camera data must be retained for a period of 30 days.

All requests from sources external to the School District to release information obtained through surveillance cameras must follow established procedures to request that information be released.

LANSCHOOL (DIGITAL VIEWING OF COMPUTER ACTION)

BMU uses a digital viewing program, called LanSchool, to view computer screens used by students. This is done to ensure that students are making good choices during independent time. The program also permits teachers to freeze all computer work and demonstrate a computer skill or provide additional guidance on a concept being practiced.

SENIOR PRIVILEGES (Refer to Policy #4105)

~~The goal of Senior Privileges is to allow seniors to take responsibility for their time while providing a good model for younger students. Seniors will soon be going on to other settings where they will be required to organize their time and resources independently. Senior privileges are, however, given only with permission of a parent/guardian and through the meeting of specific grade average expectations.~~

~~Senior Open Campus privileges are given to students after each formal grade check. The Gold Card is earned by students who meet these eligibility standards:~~

- ~~1. Must be a senior at BMU~~
- ~~2. "Must have achieved A's and B's in all classes in the fourth quarter of their junior year for the Fall Gold Card. Must have achieved A's and B's in all classes at each formal grade check during their senior year for each following Gold Card." Cannot have more than two (2) logged minor or major discipline incidents during Senior Open Campus~~
- ~~3. Cannot be on Administrative Probation~~
- ~~4. Must have turned in the appropriate permission slip with parent/guardian signature, even if the senior is 18 years of age~~

SENSITIVE AND CONTROVERSIAL ISSUES

BMUSD recognizes that some of the material covered in our curriculum may be sensitive for some individuals. Public schools, however, are charged with responsibility to educate children broadly for a diverse society. Within that responsibility, we believe that parents/guardians have a right to inform us of aspects of their value system which may be compromised by such a charge. Furthermore, we believe that parents have a right to ask that their children not participate in particular content.

Content which has been of concern in the past has included: the human reproductive system, including transmission of the HIV virus; family life, including roles and responsibilities; stages of life, including birth and death; diverse family patterns in other cultures and ours; varying cultural belief systems; individual responsibility for behavior, including working things out with peers.

In addition, there are daily exchanges between children, and between children and teachers. These exchanges are unplanned and may touch on deeply personal and controversial issues. When a staff member is party to such an exchange, it is that adult's responsibility to minimize fear and confusion, and then to advance the discussion toward an area of general constructive educational worth.

We have established the following procedures for parents to follow should they have a concern about an area of the curriculum, a school expectation or an instructional procedure.

1. Teacher Newsletters: Teachers will make a concerted effort to be alert to the issues about which parents might, in general, be concerned. They will inform parents/guardians of upcoming lessons

that might be sensitive.

2. **Prior Notification:** If you can anticipate an area which might cause your child or you significant distress, please send us a letter each year stating the concern.
3. **Informational Meetings:** In the case of units where we can realistically predict parental questions, the school will hold informational meetings at which parents may hear about the topic and the instructional approach. These meetings provide parents with an opportunity to ask questions and to review materials.
4. **Permission to Participate:** For material that is considered a potentially controversial addition to the regular curriculum, we will ask parental permission. In these cases, if we do not receive your permission, your child will not be allowed to participate. The school remains responsible for your child's welfare during these times. For material that is a regular part of the curriculum, however, such as most of the issues listed above, we will not ask parental permission.
5. **Right NOT to Participate:** You may ask to have your child withdrawn from a particular lesson or unit. We will usually try to speak with you about our reasons for including the material in the curriculum, but will respect your final decision.

SPECIAL SERVICES

These services include special education, ELL, 504 Plans, Gifted and Talented Services, Child Study Plans, and more. BMU works to provide every student with the services necessary to be a successful student.

English Language Learners

ELL is provided to students when needed to help them function in an English-speaking environment.

504 Plans

Section 504 of the Federal Rehabilitation Act of 1973, and the American with Disabilities Act, prohibits discrimination on the basis of disability. Section 504 requires school districts to identify and evaluate children with disabilities in order to provide them a free, appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including learning, are eligible to receive services and aids designed to meet their needs as adequately as the needs of non-disabled students are met.

The guidance department is designated by the district as responsible for implementing Section 504. Parents and guardians will be informed of screening and evaluation procedures used whenever there is a reason to believe that a student has a disability that limits his or her ability to attend or function at school, the right to a written accommodation plan if the student is found to have a disability that requires service under Section 504, the right to be educated with non-disabled students to the maximum extent appropriate to the student's individual needs, and notice of the procedure safeguards guaranteed by law.

Special Education – Rights and Responsibilities (IDEA)

Special education services are available to preschool and school-age children with eligible disabling conditions. Infants to age 3 who have hearing impairments, visual impairments, and/or severe orthopedic impairments are also eligible for services. Referrals for school-age children may be made to Blue Mountain Union School through the special education office. Blue Mountain Union School also services eligible students, ages 3-5 years old. The services may include speech and language, occupational and/or physical therapy, and preschool educational services. For more information regarding infant and/or preschool programs, contact Blue Mountain Union School's special services director.

Title 1

Title 1 is a federally funded program for children who need extra help in reading or math. The Title 1

teacher uses test results to determine academic strengths and weaknesses. The classroom teacher and the Title 1 teacher work out an education plan for each child. This education plan is shared with the parent. At BMU, this service focuses on literacy and math skills. The Reading Recovery program is a part of this and provides daily services to qualified students in grade one.

Essential Early Education

EEE provides services to preschool children, ages birth through five, with disabilities. The goal is to support young children and their families, so that all children come to school ready to learn.

Educational Support Team (EST)

The job of EST is to act as a “think tank” and help solve the puzzle of what is going on for a student and determine what he/she might need to be more successful. It is also the job of EST to review, revise and monitor the effectiveness of interventions. The focus is on what school staff can do differently by changing strategies, adjusting the environment, altering expectations, etc.

Based on the team’s experience with individual student referrals, a school’s EST is also able to identify trends and patterns of student needs in the school. The team can use the information to inform the school’s Action Plan with data and recommendations for systematic interventions.

SUBSTITUTE TEACHERS

Our school is fortunate enough to have individuals who are willing to help us whenever our regular teachers are absent. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate. Students understand what is expected when their regular teacher is present, and no less is expected when a substitute teacher is with us for the day.

SUMMER READING (Refer to Policy #2640 for full text)

Education is a continual process; it does not end with the last day of the academic school year. In order to ensure that our students continue their education, the Blue Mountain Union School District implements a summer reading program for all students. The purpose of this program is to encourage students to enjoy quality literature and to continue developing their reading skills.

Student participation is recommended for grades for PreK-6 and required for grades 7 -12. At the high school level, the summer reading is dependent upon the Language Arts class in which students are enrolled for the fall.

Students in grades K-4 are involved in a Reading Celebration at the beginning of the year to recognize their summer reading efforts. Students in middle and high school will receive credit in their Language Arts class for completion of summer reading.

Information about the summer reading will be mailed home to parents, given to students, and posted on the district’s website.

SUPPLIES AND MATERIALS

Paper, notebooks, pens, pencils, etc. are not supplied regularly by the school. Students are expected to come to school prepared with supplies necessary to complete ordinary assignments. Students who continually show up unprepared will be assigned mandatory overtime (detention).

SURVEYS

No student will be required to submit to a survey, analysis, or evaluation that reveals sensitive, personal information (political affiliation, psychological problems, sexual behavior or attitudes, illegal or self-incriminating behavior, religious practices, etc). Surveys are open to parental review.

TELEPHONES

Families need to make arrangements prior to the beginning of the school day. It is difficult to have the phone lines tied up with students calling home to make arrangements for after school activities. If a student is ill, they should report to the nurse, who will be responsible for calling his/her parent or guardian. It is recommended that a note be sent to school for your child's teacher if there is an appointment or other change in the regular school day. We realize a follow-up call may be necessary due to the age and responsibility of the child. There is one telephone in the main office available for student use. Students are not to use the other office phones.

TEXTBOOKS

Textbooks are loaned to the student by the school and shall be returned in good condition and free of writing. Students themselves must return the book to the teacher; do not expect the summer staff to search for your book. Any book judged by a teacher to show excessive wear or marking shall be paid for by the student to which the book is assigned. Any book lost or judged not fit for use by next year's classes shall be replaced on a prorated basis at the expense of the student. BMU's lawyer has reviewed the BMU procedure and found that it is legal and appropriate for the school to require students to sign a textbook card prior to be given a school's textbook. If a parent does not wish his/her child to sign the form, the parent needs come into school during school hours and sign the card himself/herself. The book will not be issued until the card is signed.

TOBACCO PROHIBITION (Refer to Policy #4360)

It is the policy of the Blue Mountain Union School District that no student at any time shall possess, use, sell, give or otherwise transmit tobacco, tobacco products, or tobacco paraphernalia on school owned property or leased property or at any school-sponsored activity on or off school grounds.

Any tobacco product in the possession of a student in violation of this policy shall be confiscated immediately by an employee and reported to the Principal, who will start procedures towards disciplinary action, in accord with the school's Behavior Management Policy (#4300). The police will be notified of any illegal aspects, such as underage possession of tobacco or the sale of tobacco.

Consistent with state statutes no person, including adults, shall be permitted to use tobacco on school grounds.

Definitions:

- "School Grounds" means any property and facilities owned or leased by the school and used at any time for school related activities, including, but not limited to, school buildings, areas adjacent to the school buildings, buses, athletic fields and parking lots.
- "School-sponsored activity" includes, but is not limited to, such activities as field trips, graduation events, sporting events, work internships and dances, including proms.
- "Tobacco Product" has the same meaning as set forth in the 7 V.S.A. 1010 (4), as amended from time to time, and includes cigarettes, cigars, cheroots, stogies, periques, granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco, snuff, snuff flour, Cavendish, plug and twist tobacco, fine-cut and cuttings and sweepings of tobacco, and other forms of tobacco prepared in a manner suitable for chewing or smoking in a pipe or otherwise, or both for chewing and smoking.
- "Tobacco Paraphernalia" has the same meaning as set forth in 7. V.S.A. 1001(7), as amended from time to time.

The procedures and penalties set forth in the Blue Mountain School District Behavior Management Policy (#4300) shall apply to incidents in which a student has been reported to have possessed, used, or transmitted tobacco products in violation of this policy. The consequence for breaking this rule is out of school suspension and notification to the Vermont State Police.

Any student involved in an extracurricular activity/athletics, who is in possession of a tobacco product, will

be removed from the activity/team for the remainder of the season.

In addition to any disciplinary measures taken under the above-mentioned Policy, a student after a first offense shall be referred to the school nurse or other qualified educator for a discussion about the health effects and legal consequences of possession, use or transmittal of tobacco products as well as provision of information on the availability of smoking cessation programs.

VISITORS

~~Parents and adult visitors are welcome at the Blue Mountain Union School, and we encourage you to visit. All visitors are requested to stop in the office to sign in when entering the school. BMU staff members have been instructed to stop any visitor who isn't displaying a BMU pass and request that the visitor return to the Main Office to obtain one. This procedure is for the safety of all students at Blue Mountain and allows us the pleasure of knowing you are here. Visitors are requested to check with the office when leaving as well.~~

~~Parental Visits: In the absence of a court order denying visitation rights to a parent, both custodial and non-custodial parents may schedule visits to their children's classes. Contact the Principal to make arrangements for visiting classrooms. The Principal will consult with the teacher involved and may grant the request or suggest a more convenient time for a visit. Requests by parents to visit classes may be denied by the Principal when the visit would result in disruption to the learning process in the classroom.~~

~~Student visitors are allowed during the school day if approved by administration.~~

VISITING SCHOOL

~~We welcome parents and other visitors to our facility. When visiting, all parents and visitors must register in the BMU office upon entering the building. All doors are locked during school hours. Please go to the main entrance door to be buzzed in by staff. If you plan to pick up your child after school, please wait in the MAIN corridor's visitor waiting area located next to the office and have your child meet you there. Do not stand outside classroom areas or block hallways.~~

~~VISITING STUDENTS BRINGING FRIENDS TO SCHOOL~~

~~Students may not bring friends or other students to visit in the classroom or at lunchtime. Only enrolled BMU students are allowed into their specific classroom. This rule is for the protection of all students and the instructional program. Classroom interruptions can be very detrimental to the learning process.~~

~~VISITING PARENT CLASSROOM VISITATION~~

~~Having parents visit the classroom is an important part of the elementary school experience. The BMU staff values the concept of parents as partners in education and understands that the student's education extends beyond the school. Parents will have the option of signing up to assist as a room parent for special projects and parties and performing special school activities, as well as volunteering to assist on field trips. It is up to the individual teacher to determine his/her classroom needs and to make any necessary arrangements for parent volunteer assistance.~~

~~Parents wishing to visit the classroom to observe specific academic instruction need permission from the Principal and must provide 24-hour notice and state the purpose of the visit (identify what you wish to accomplish by the visit). This rule is for the protection of all students and the instructional program as many children in the classroom setting receive special services during the school day due to their individual academic needs. This information is extremely confidential. This type of request is different than volunteering time to help with a classroom project, party, or field trip. When you come, please:~~

- ~~● Sign in at the office to receive a nametag and be directed to the classroom.~~
- ~~● Refrain from engaging the attention of teachers or students through conversation or other means.~~
- ~~● Do not record data that is considered confidential about how other children are learning or the~~

- ~~services they receive based on IEP and other criteria.~~
- ~~Remain inconspicuous and non-disruptive to the instructional process.~~

WELLNESS PROGRAMS

An updated list of school and community programs that have the potential to improve childhood wellness will be made available to all school districts and community organizations that request it. Below is a website listing current information about wellness: <http://education.vermont.gov/health-education/linking-health-and-learning>

**Exceptions to any standards within the Student Handbook may be made at the discretion of the school Principal.*

APPENDIX A: BMU's COVID-19 OPENING/OPERATIONS PROCEDURES FOR THE 2020-2021 SCHOOL YEAR

*Note: The full text of the BMU COVID-19 Opening/Operational Plan can be found on the BMU Webpage.
The following are procedures from the plan specific to BMU students and families.*

Introduction

COVID-19 presents novel and unprecedented challenges to our society. The pandemic is placing our economic system, our system of government and every sector and area of human life under great stress, and forcing us to rise to the challenge in new ways. Education is no exception. Educating students, ensuring they make progress, and safeguarding their health, welfare and nutrition has been made vastly more difficult by the presence of the virus. In Vermont, COVID-19 forced the rapid dismissal of schools in March 2020, followed by a period of maintenance of learning, while we worked as an education system to stand up a Continuity of Learning structure. The lessons we have learned from these experiences indicate that we need to resume in-person instruction of students as soon as safely possible, while continuing to strengthen our Continuity of Learning systems and our ability to be nimble and move quickly to respond to future outbreaks of the virus.

The following guidance is drafted with this in mind. It is one of several sets of guidance released from the Center for Disease Control, the Vermont Department of Health, the Governor's Office and from the Vermont Agency of Education. The guidance is intended to help School Districts and Supervisory Unions (SU/SDs) and independent schools prepare to reopen school in the Fall of 2020. This document is focused on safeguarding student and staff health while operating in-person instruction.

The guidance provided through the Vermont Agency of Education and the Vermont Department of Health references three steps. These steps, as they pertain to schools, are defined as:

- **Step I:** Schools are closed for in-person instruction. Remote learning opportunities should be provided for all students. Support provision of student services such as school meal programs, as feasible.
- **Step II:** Schools are open for in-person instruction with enhanced physical distancing measures and for children who live in the local geographic area only.
- **Step III:** Schools are open for in-person instruction with distancing measures. Restrict attendance to those from limited transmission areas only.

Furthermore, on July 15, 2020 the Vermont Agency of Education sent out guidelines requiring schools to develop plans for a hybrid approach to teaching/learning for the 2020-2021 school year. "Plans for reopening school in the fall should focus on the return to in-person instruction. There is considerable consensus among public health experts that the return to in-person instruction is the optimal approach to address both student learning needs and the larger social, emotional and health needs of students. Nevertheless, it is important that each district plan for a certain amount of flexibility to shift school instruction along a continuum of options from full in-person instruction to full remote learning, including a hybrid learning approach that might include both. This guidance provides a summary of the statutory and regulatory framework that should inform the implementation of hybrid learning and describes considerations for school districts choosing to implement some form of hybrid learning during the 2020-2021 school year."

In response to the ever changing guidelines and to assist with the creation of procedures for the opening of and overall operations of the Blue Mountain Union school for the 2020-2021 school year, a COVID-19 Planning Team was put together. Members of the BMU COVID-19 Planning Team (listed in alphabetical order) are:

- Kim Adams, High School Science Teacher & High School Team Leader
- Dena Baker, Food Service Director
- John Barone, Principal; Grades 7-12
- Catherine Beaton, OESU MTSS Coordinator
- Dawn Blanchard, School Counselor; Grades 7-12
- Scott Blood, Principal; Grades PreK-6
- Trista Burns, Elementary Teacher & Team Leaders; Grades 3-6
- Paul Choquette, 7 & 8 Grade ELA Teacher, Middle School Team Leader
- Jennifer Dube, Art Teacher & Unified Arts/Specialists Team Leader
- Kate Dunn, School Nurse & BMU COVID-19 Coordinator
- Parrish Eiskamp, Dean of Students
- Kelly Emerson, Kindergarten Teacher & BMEA President
- Tracy Emerson, Elementary Special Educator & Special Education Team Leader
- Julie Gandin, school Counselor; Grade PreK-6
- Paula Guion, Paraeducator & Paraeducator Team Leader
- Melanie Gonyaw, Kindergarten Teacher & Team Leader; Grades PreK-2
- Jodi Hart, Administrative Assistant to the Co-Principals and School Counselors
- Robin Martineau, Elementary Teacher & BMU Representative to OESU Planning Team
- Samantha Page, BMU School Receptionist
- Todd Powers, Athletic Director & IT Director
- Daryl Sulham, Director of Buildings and Grounds

As of the date of the creation of this document and subsequent edits/amendments; unless otherwise specified, this document contains plans for the Blue Mountain School in Step 2 and/or Step 3.

BMU Flow Chart of Plan Development

Guidelines released from the CDC, Vermont Department of Health and/or the Vermont Agency of Education



Guidelines are reviewed by the OESU Leadership Team and the OESU Nurses' Team.



Guidelines are reviewed and DRAFT procedures are created by the Co-Principals, the Dean of Students, the School Nurse and any applicable building personnel.



DRAFT procedures are shared with the members of the BMU COVID-19 Planning Team for their review prior to the weekly meeting.



DRAFT procedures are reviewed, discussed and finalized by the BMU COVID-19 Planning Team at the weekly meeting.



Finalized procedures are shared with the Superintendent of Schools, the BMU School Board, BMU Staff and BMU Parents/Students via email and are posted to the BMU Webpage



GOALS:

8/03/2020 - BMU's Plan is Complete and sent to the Superintendent and BMU School Board. .

8/07/2020 - Roll Out Presentation to BMU Staff via Zoom

8/17/2020 - Roll Out Presentations to BMU Parents/Students

(1a) Health Screenings - BMU Procedure

COVID-19 DAILY HEALTH CHECK PROTOCOL

(Bus and Car Arrival)

The purpose of this protocol is to decrease the risk of individuals infected with COVID-19 from boarding the school bus and/or entering the school building. All students and staff must complete two parts of a daily health check; Part A: Parents will ask their child(ren) a set of questions determined by the school and follow the outlined procedures, Part B: A bus monitor or school monitor will check the temperature of each child prior to entering the bus or the school. Students arriving by bus should have the screening prior to/upon boarding the bus to reduce potential spread of the virus. Schools should ensure that students arriving by bus are not “mixing” with students arriving by other means who have not yet been screened. Bus and car monitors will be available to greet students and conduct the required Daily Health Check. They are expected to have already completed their own Daily Health Check prior to leaving home. Substitute monitors should also be available if needed.

Preschool Only: Parents/Guardians dropping off or picking up a preschool student may enter the ancillary preschool classroom (through the classroom exterior door by the cafeteria) with a mask on and after completing a health screening (Parts A & B, see below). Only one parent will be allowed in the ancillary classroom at a time to assist with checking in and picking up. The BMU preschool staff will conduct the screening process and document each parent and any younger siblings that enter the building for contact tracing purposes.

Equipment	<ul style="list-style-type: none">• Bus and car monitors who are conducting the Daily Health Check must wear a facial covering, eye protection, and gloves. Monitors must also have an extra pair of gloves, hand sanitizer, a non-contact thermometer and disinfectant.• Non-contact thermometers must be cleaned at the end of every bus run and every morning car drop-off period as well as if the thermometer comes in contact with the student.• Clipboard with plastic cover sheet, pen/pencil and an alphabetized “Student List for COVID-19 Daily Health Check ”
Training	<ul style="list-style-type: none">• Monitors must be trained and regularly supervised to ensure consistent adherence to the Daily Health Check. It is suggested that the school nurse or a designee appointed by the school nurse provide training and supervision. Training should include:• Training: Donning and doffing PPE<ul style="list-style-type: none">• Hand hygiene• Screening procedure• How to handle difficult situations• What to do when a student has travelled outside of Vermont in the last 2 weeks
PPE	<ul style="list-style-type: none">• Gloves do not need to be changed between students unless the monitor accidentally touches the student.• All students, staff and bus drivers are required to wear a cloth face covering/mask at the first point of contact with a monitor. If a student does not have a mask they will be given a cloth mask. Monitors will check each student’s mask for fit and coverage.• Health screeners need to wear eye protection such as a face shield which will be provided by the school and will be designated for only them to wear and care for.

Daily Health Check	<p>PART A:</p> <div style="background-color: #00FFFF; text-align: center; padding: 5px;">DAILY HEALTH CHECK QUESTIONS & GUIDELINES</div> <p>Each morning, prior to leaving for the bus stop and/or school, parents/guardians will ask their student(s) the following questions.</p> <ol style="list-style-type: none"> 1. Have you been in close contact with anyone who has COVID-19? 2. How do you feel today? 3. Do you have a temperature, cough or chills? 4. Do you have any trouble breathing? 5. Do you have a headache, body aches, sore throat, or have you lost your sense of taste or smell? 6. Do you have a runny nose, an upset stomach, diarrhea, or have you recently vomited? 7. Do you have a new skin rash? 8. Have you traveled outside of Vermont in the last 2 weeks to an area considered to be a “risk area/zone” as defined by the Cross State/Travel Information map which can be located at: https://accd.vermont.gov/covid-19/restart/cross-state-travel <p>If a child answers “yes” to any of these questions and/or answers that s/he is not feeling well to question #2, the child <u>will not</u> be sent to school. The parent/guardian will call the school and report their child(ren) absent for the day and indicate that this is due to the response(s) to the daily health check questions.</p> <p>Note: Students with a confirmed diagnosis and a medical treatment plan for well controlled asthma or environmental allergies, who do not have a temperature, may attend school with some expected coughing and clear nasal discharge. These students will be noted on the “Student List for COVID-19 Daily Health Check”. This information will be shared on a need-to-know basis among bus/car monitors and the student’s teacher.</p> <p>Part B:</p> <ul style="list-style-type: none"> • Each student will have their temperature taken by a monitor using a non-contact thermometer.
Bus Transportation	<ul style="list-style-type: none"> • Seating on buses will distance students as much as possible and group students by age. • Students at the bus stop are encouraged to wear a cloth face mask and practice physical distancing. A parent/ caregiver is required to be at the bus stop to wait with their child. <ul style="list-style-type: none"> • A parent may choose to designate another adult to assume the care of their child at the bus stop and take the child home if he/she does not pass the Daily Health Check. • A parent may give permission for their child to return home alone. • Both of these options must be with prior written permission that will be noted on the “Student List for COVID-19 Daily Health Check”. • When the bus pulls up the monitor greets students while maintaining a 6 foot separation from each student as they approach the bus. • Students must hand the monitor a health screening card. Parents can fill these out ahead of

	<p>time to bring to the bus, which will keep the buses running on schedule. If students come to the bus without a card they will be asked the screening questions. All students will have their temperature checked while remaining outside the bus.</p> <ul style="list-style-type: none"> • Students who do not pass the Daily Health Check will not be allowed to get on the bus and are excluded from school that day. The parent/caregiver or designee should be instructed to call the student's Primary Healthcare Provider for further guidance. • Buses will drop students off at 3 specific locations throughout the building to ensure they don't mix with students or staff who are being screened at school. • Upon entering the school, students will disinfect hands with hand sanitizer and report directly to his/her classroom.
Car Transportation	<ul style="list-style-type: none"> • Students arriving by car, bicycle or walking are expected to wear a cloth mask for the Daily Health Check. Parents and passengers are strongly encouraged to wear a cloth mask as well. When the parent pulls up to school the student should stay inside the car seated next to the window closest to school. The monitor will approach the car and proceed with the Daily Health Check while the student remains in the car • Students must hand the monitor a health screening card. Parents can fill these out ahead of time, which will keep drop-off running on schedule. If the health screening card is forgotten the student will be asked the screening questions. The monitor will need to speak with parents/caregivers to answer the questions when students are too young or otherwise unable to answer. All students will have their temperature checked while remaining in the car. • Students who answer "yes" to any of the questions or have a temperature greater than or equal to 100.4°F must be excluded from school and return home. The only exception is for question #8. If a student or staff answer yes to #8, that person must clarify and exclusionary decisions will be made on an individual basis according to state guidelines. The parent/caregiver should be instructed to call the student's Primary Healthcare Provider for further guidance. • Students arriving on foot or bicycle should proceed to the car drop-off area to receive a Daily Health Check. • Each school should create an alphabetized school-wide spread sheet that includes (but may not be limited to) the following headers. This is to be used as a checklist if follow-up is needed. • Upon entering the school, students will disinfect hands with hand sanitizer and report directly to his/her classroom. • The monitor will be responsible for checking off the second and third box. All other information should be pre-printed on the form for expediency as shown in the example below.

(1c) Stay Home When Sick: Exclusion/Inclusion Policies - BMU Procedure

SICK DAY GUIDANCE DURING COVID-19

Dear Parents and Caregivers,

As school opens this fall it will look very different due to the [AOE Guidance for a Strong and Healthy Start](#) which provides guidelines regarding health and safety protocols during the COVID-19 pandemic. Below are some specific instructions from the School Health Office that are intended to help you navigate these "Stay Home When Sick" requirements.

If your child answers yes to any of the Daily Health Check questions, has symptoms listed below or a temperature of 100.4°F or greater, please keep him/her home and contact your child's healthcare provider.. Please make sure you have a thermometer at home.

Please keep in mind that a temperature reading is only one piece of a COVID-19 health assessment. While a child's temperature may be in the normal range they may have other symptoms that warrant staying home and/or seeing a healthcare provider. A doctor's note will be required for returning to school.

We appreciate your help to keep everyone in our school community well and our students ready to learn.

When you call the school to report your child's absence please specify what type of symptoms he/she has: fever, respiratory, gastrointestinal, or other. This will support our efforts to monitor the frequency and number of illnesses. We thank you in advance for your assistance with this important aspect of school health.

Stay At Home Symptoms	Return to School	
	If NOT COVID-19 as determined by Primary Healthcare Provider	If COVID-19 Positive as confirmed by the Vermont Department of Health
Temperature of 100.4°F or greater Chills	No fever for 24 hours without the use of fever reducing medicine (Tylenol, Advil, Motrin, etc).	Follow guidance given by the Vermont Department of Health and your health care provider. This guidance may change as more treatments and information are discovered about this condition. If you have tested to determine if you are still contagious, you may return to work/school after <ul style="list-style-type: none"> You have remained fever free for 72 hours (three full days) without medicine (Tylenol, Advil, Motrin, etc) AND Your symptoms have improved AND You have two negative tests in a row.
Sore throat	Healthcare provider's guidance or 24 hours after starting antibiotics.	
Cough	Follow healthcare provider's guidance. Cough must be non-productive.	
Swollen, sore glands	Follow healthcare provider's guidance.	
Difficulty breathing	Follow healthcare provider's guidance. Breathing is normal and the use of a nebulizer is not needed during the school day.	
Fatigue	When fatigue is minimal to none and student is able to participate in all school day activities including recess.	
Headache	Follow healthcare provider's guidance or when headache is minimal to none without the use of medicine (Tylenol, Motrin, Advil, etc).	
Body aches	Follow healthcare provider's guidance or when aches are minimal to none without the use of medicine (Tylenol, Motrin, Advil, etc).	
Nasal congestion/drainage <i>without</i> diagnosis of environmental allergies	Follow healthcare provider's guidance. Minimal to no nasal congestion or runny nose without the use of medicine (Tylenol, Motrin, Advil, etc).	

Nausea/Vomiting	No nausea or vomiting for 24 hours.	<p>If you have not had a test to determine if you are still contagious, you may return to work/school after:</p> <ul style="list-style-type: none"> You have remained fever free for 72 hours (three full days) without the use of medicine (Tylenol, Advil, Motrin, etc) AND Your symptoms have improved AND At least ten days have passed since the first day of your symptoms.
Diarrhea	No diarrhea for 24 hours.	
Ear ache	Resolved or infection treated.	
Eye drainage	Resolved or infection treated.	
Significant, unexplained new rash	Follow health care provider's guidance. Minimal to no rash.	
Child has been in close contact with someone with COVID-19 in the last 14 days	Follow Vermont Department of Health's guidance for what it means to be in close contact, as well as for instructions for isolating, quarantine, and self observation. Follow health-care provider's guidance and guidance from the VT Department of Health.	
Travel outside Vermont	Cross-State Travel for VT https://accd.vermont.gov/covid-19/restart/cross-state-trave%20 Travel Outside of Vermont (Greater New England) https://www.healthvermont.gov/response/coronavirus-covid-19/traveling-vermont	

(1d) Cases of COVID-19 In School - BMU Procedure

Suspected Case of COVID-19

In the event of a suspected case of COVID-19, the following protocols will be followed:

Scenario

- An employee or student doesn't feel well and the school nurse is notified of this.
- The nurse determines symptoms may be COVID-19 related based on the current COVID-19 symptoms list.
- The employee or student will be given a surgical mask to wear.
- The employee or student will be evaluated in the isolation room when possible.
- The employee or student will be temporarily separated from others in an isolation room.

Employee

- The employee and/or school nurse will notify the building principal / dean of students.
- The employee will contact their primary health care provider who will conduct an evaluation and determine next steps. They will determine if COVID-19 testing is necessary and order any necessary testing.
- If the employee tests positive for COVID-19, the provider that ordered the test will call the employee with the positive result.

- The Health Department will also contact the employee and to conduct contact tracing.
- BMU may also be asked to provide assistance with contact tracing as it pertains to the staff member's whereabouts throughout the school day.
- The Health Department will ask the employee about all close contacts the employee had from the 48 hours prior to symptoms up to and including the day the employee began isolation measures.
- They will direct the individual and any other person at possible risk of being infected with how to respond, including next steps for their care, such as the contact(s) seeing a health care provider for testing and any necessary quarantine.

Student

- The school nurse will contact the parent/guardian. When the parent/guardian arrives, the nurse will refer the parent/guardian to the student's health care provider for further evaluation of symptoms and possible testing. The nurse will offer to assist the parent/guardian with making phone calls to the healthcare provider if needed.
- The nurse will also notify the principal/building administrator.
- The healthcare provider will arrange for any testing deemed necessary and if the student tests positive for COVID-19, the healthcare provider will contact the parent/guardian.
- The Health Department will then contact the parent/guardian to conduct contact tracing.
- BMU may also be asked to provide assistance with contact tracing as it pertains to the student's whereabouts throughout the school day.
- The parent/guardian will be asked about any close contacts the student may have had from the 48 hours prior to symptoms up to and including the day the student began isolation measures.
- They will direct the parent/guardian on what the student and any other person at possible risk of being infected with what to do, including directing the individual and any other person at possible risk of being infected with how to respond, including next steps for their care, such as the contact(s) seeing a health care provider for testing and any necessary quarantine.
- In the event of a student being sent home with COVID-19 symptoms, the school nurse, administrator and/or designee will take the following additional steps:
 - Notify the classroom teacher that the student is being sent home. Students and staff will temporarily leave the room (preferably go outside) so that the space can be cleaned.
 - Notify the custodial staff that the room needs to be disinfected (see cleaning/disinfecting protocol).

Re-entry

In the event of a student or staff member being sent home with COVID-19 symptoms, a note from the student's or staff member's health care provider clearing them to physically return to the school will be required. _

If a student or staff member tested positive for COVID-19 but had no symptoms, they may return to school/work and be with others after:

- 10 days have passed since the confirmed test, and
 - They still remain symptom-free
- OR
- They still have no symptoms, and
 - Two negative COVID-19 tests in a row, at least 24 hours apart

If a student or staff member tested positive for COVID-19 and had symptoms, they may return to school/work and be with others after:

- 10 days have passed since their confirmed test, and
- Their symptoms have improved, and
- They have been fever free for 24 consecutive hours (without the use of fever-reducing medication) for the period of time directly prior to re-entering the school.

Measures to be taken if there is a Confirmed Case of COVID-19

Communication

If there is a confirmed case within the school, the superintendent, school administration and school nurse will work closely with the Vermont Department of Public Health for contact tracing. Only the superintendent will send a message to families in the event of a positive case. This message will be consistent with HIPAA and FERPA guidelines to maintain confidentiality.

Cleaning/Disinfecting

Areas that were used by the person who has a positive result will be identified.

Cleaning will not occur until 24 hours (if possible) has passed since the person who has a positive result was in that space.

The custodial staff will follow their protocol for cleaning and disinfecting the building after a positive COVID-19 case. See BMU's cleaning/disinfecting procedure.

(1e) Students with Special Health and Educational Needs - BMU Procedure

Students with Special Health Needs	<ul style="list-style-type: none">• It is a priority for BMU to ensure the physical, emotional and psychological safety of every student and the staff who support them.• BMU will focus on what is reasonable and appropriate for students with special health needs. Decisions to support students with special health needs will be made as a team, including parents.• For the 2020/2021 school year, BMU will offer students a choice of remote learning and/or in-person learning on Monday, Tuesday, Thursday and Friday.• Special consideration will be given for students with a medical 504 plan that may need to be reviewed given the current COVID guidance and what is necessary to support and access learning.• Special consideration will be given to students of all ages with underlying medical conditions, particularly if not well controlled, including:<ul style="list-style-type: none">• Students with chronic lung disease or moderate to severe asthma• Students who have serious heart conditions• Students who are immunocompromised, including those undergoing cancer treatment, bone marrow or organ transplantation, and those with immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and/or other immune weakening medications.• Students with severe obesity (body mass index [BMI] of 40 or higher)• Students with diabetes• Students with chronic kidney disease undergoing dialysis• Students with liver disease• The physical structure of the school building will be set up in a way that is conducive to any special health needs of students.• When necessary, a team will convene to develop an appropriate plan to support the special health needs of a student. In addition, the school nurse will support families with medical and health resources as part of this process.
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Students with Special Educational Needs	<ul style="list-style-type: none"> • It is a priority for BMU to ensure the physical, emotional and psychological safety of every student and the staff who support them. • BMU will focus on what is reasonable and appropriate for students with special educational needs. Decisions to support students with special educational needs will be made as a team, including parents. • For the 2020/2021 school year, BMU will offer students a choice of remote learning and/or in-person learning on Monday, Tuesday, Thursday and Friday. • All student plans will align with state laws and policies adopted by OESU. • Special consideration will be given for students with an IEP that may need to be reviewed given the current COVID guidance and what is necessary to support and access learning. • The physical structure of the school building will be set up in a way that is conducive to any special education needs of students. • When necessary, a team will convene to develop an appropriate plan to support the special education needs of a student. In addition, the school nurse will support families with medical and health resources as part of this process. • For students requiring special education services while learning in-person, BMU will do it's best to provide those services in the classroom. When this is not possible, contact tracing documentation will be completed by the specialists providing the services. • Face shields and solid clear dividers will be used to support special education needs and instruction.
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(2a) Buses and Transportation - BMU Procedure

Buses and Transportation	<ul style="list-style-type: none"> • Each bus will have a designated bus monitor. <ul style="list-style-type: none"> • The bus monitor will conduct part B (temperature check) of the daily health check in the morning. • The bus monitor will help support students with COVID-19 expectations while on the bus. • Before a student boards the bus in the morning, the bus monitor will ask each child who was present at the bus stop as his/her parent/guardian or designee. If a child does not have a parent/guardian or designee present at the bus stop, the bus monitor will inform the front office. <p>In order for a child to be eligible to ride the bus, a parent/guardian or designee must be present at the bus stop in the event that a student doesn't pass part B (temperature check) of the health screening.</p> <p>Students must ride his/her regular bus. Students may not change buses once his/her bus plan is in place.</p> <p>All bus drivers will wear a mask.</p> <p>All students are required to wear masks while on the bus.</p> <p>Each bus will have an established seating plan that aligns with appropriate health guidelines.</p> <p>Families will be asked to sit together (in the same seat, up to three students) while riding the bus.</p> <p>No students may eat or drink while on the bus. The only exception to this is for students who are medically approved.</p> <p>Bus drivers will disinfect/clean the bus on a daily basis.</p> <p>Upon entering the bus, students will use hand sanitizer, provided by the school. In addition, students should wash their hands according to health guidelines prior to leaving their house or the school and after getting off the bus.</p> <p>Bus monitors will be responsible for noting on a sheet provided any student temperature abnormalities ie: temperature equal to or greater than 100.4F, discussing this with the</p>
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	<p>parent/guardian/emergency contact for the student at the bus stop and ensuring the student does not board the bus.</p> <p>Regular bus routes and bus stops may be altered by the school to prevent congregating at bus stops and ensure social distancing while on the bus.</p> <p>Students are expected to stay in their assigned seat for the duration of the bus ride. While on the bus, students are expected to limit exposure to others by staying in their self space, not sharing personal items, and not touching other students or the seating area where other students are sitting.</p>
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(2b) Drop-Off and Pick-up / Arrival and Departure - BMU Procedure

Drop-off/Pick-up	<ul style="list-style-type: none"> • Parents dropping off students, with the exception of PK, will not be allowed into the building. • Students will complete the health screening in their car and they will enter the building through the front entrance. • Designated health monitors will be present at the school to perform the health screening and supervise/assist students entering the building. • Upon entering, students will be required to sanitize their hands at the hand sanitizer station. • Students must report directly to their classroom. • Parents/caregivers should stay in their vehicle and leave as soon as their child has completed part B of their health screening to avoid congregating. • Individuals who are self-quarantining due to close contact with a COVID-19 a positive individual should not drop-off or pick-up their student(s). • If a parent/caregiver needs to talk with school personnel, they must make an appointment in advance.
Bus Arrival and Departure	<ul style="list-style-type: none"> • Students arriving via bus will be dropped off at the back of the building, at 3 entry points. • Students will be required to sanitize their hands at the hand sanitizer station set up at their entrance. • Students must report directly to their classroom. • Students who are displaying COVID-19 symptoms will not be able to ride a bus home and must be picked up from school by their parent/guardian/emergency contact.
Building modifications	<ul style="list-style-type: none"> • Signs will be posted at all entrances clearly explaining that no one may enter if they have symptoms of respiratory illness or fever. • Hand sanitizer stations will be placed close to exterior doors that are being used as entryways/exits.

(2c) Hand Hygiene - BMU Procedure

The purpose of these procedures is to decrease the transmission of COVID-19 among staff and students. They must be followed.

Hand washing expectations for Students	<ul style="list-style-type: none"> • Students will be asked to wash their hands at the following times: <ul style="list-style-type: none"> • Upon arrival to the building • Leaving the building • Before and after eating • After using the toilet
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	<ul style="list-style-type: none"> • After blowing their nose • Before and after handling facial coverings/face shields • Before and after playing outdoors • Before and after handling items for sensory play • After handling garbage • Before and after cleaning their space, if they ever assist with this activity • Prior to switching rooms or locations <ul style="list-style-type: none"> • Students will be provided with hand lotion and encouraged to use it to prevent skin breakdown associated with frequent hand washing. <p>Students will be asked to wash hands with soap and water for at least 20 seconds.</p> <p>If hands are not visibly dirty, and a sink with soap and water are not available, alcohol-based hand sanitizers with at least 60% alcohol will be provided</p> <p>Staff will monitor for ingestion of hand sanitizer among young children.</p> <ul style="list-style-type: none"> • Steps for proper hand washing will be taught to students at the beginning of the school year. • Developmentally appropriate posters outlining proper hand washing steps will be placed at all sinks and near the hand sanitizing stations.
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(2d) Facial Coverings and Personal Protective Equipment

Facial Coverings	<ul style="list-style-type: none"> All staff and students will be required to wear facial coverings while in the building. Additionally, all staff and students will be required to wear facial coverings while outside when the 6 foot physical distancing space cannot be maintained. Children in PK and K should not have masks that tie with strings as they pose a choking hazard. Staff and students may remove facial coverings for eating or drinking. Staff working alone in a space (closed office or classroom) do not have to wear a mask. Mask fabric ideally is cotton to allow for breathability and increased efficacy. The use of a face shield in place of a mask is allowable if it meets the guidance on fit and coverage (see state guidelines below). The use of a face shield should be reserved when sustained close contact with a student is expected and a mask cannot be worn. N-95 masks will be reserved for nursing staff if the situation warrants increased protection in the presence of a student with COVID-19 symptoms. Surgical masks will be on hand for staff and students who forget their mask. Staff and students will prioritize wearing cloth masks as surgical masks should be reserved for healthcare/essential workers. If a staff or student has a medical or behavioral reason that would make them exempt from wearing a face mask, then they will need to provide this in writing from their healthcare provider. In this situation, a face shield will be acceptable with written guidance from their healthcare provider stating they are to wear the face shield in place of the face mask. The staff member or student's family will need to provide the face shield and proper fit will need to be checked by the school nurse. For outdoor activities like PE and the outdoor classroom spaces, masks must be worn if there is a chance students will not maintain physical distancing. Staff and students should have an extra mask with them to change into if their initial mask becomes damp with condensation that may occur throughout the day. Staff and students should take care not to touch their face or facial covering. Staff and students are encouraged to perform hand hygiene if/when they do touch their face or facial covering. The facemask should be removed and discarded if soiled, damaged, or hard to breathe through.
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(2e) Learning Options and Attendance - BMU Procedure

Learning Options	<ul style="list-style-type: none"> All students and staff are required to wear a cloth facial covering or face shield. Special considerations will be made for preschool students. <u>Students will be given the option to attend school in person and/or virtually</u> following the live school day. Wednesday each week will be a remote learning day for all students. Students will be required to attend school in the morning and a modified schedule will be devised by the school. The afternoon will be available for teachers to plan, provide intervention to students, attend meetings if necessary, and complete all other professional responsibilities. No students or staff will be in the building, as the custodians will conduct a deep cleaning. Preschool only: Each 3 and 4 year old preschool student will attend either Monday and Tuesday (in person or remote) or Thursday and Friday (in person or remote). Our program will be considered full day and will meet the 10 hours per week minimum, per preschool regulations.
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	<ul style="list-style-type: none"> • On Monday, Tuesday, Thursday, and Friday, families choosing remote learning may access lunch and breakfast as a grab-n-go option. Parents must pick the meal up at the school in the morning and/or at lunch time. Wednesday meals will be delivered home on buses. • All teachers will follow the schedule and will not alter their teaching schedules. • The platforms to be used are zoom and google classroom only. Google Sites can be used for elementary. • To the best extent possible, classrooms need to be arranged/set up so that students participating via zoom are able to actively participate in class discussions/activities. • For middle school and high school teachers, course outlines/syllabus are to contain provisions for virtual attendance. Clear and consistent guidelines are to be established for late/missing work for students attending virtually. • Teachers will need to have all relevant and applicable materials prepared in advance for each class and accessible to students who participate via zoom. • PreK-8: Students are to remain in classrooms and teachers are to change locations, this includes Unified Arts teachers, interventionists and Special Education teachers. • Tier 2 and Tier 3 services must be delivered as much as possible in classrooms. • Classroom configurations must be approved by the principal and nurse. • Students must schedule an appointment with a teacher to meet 1:1. • All teachers will be required to do lesson planning on the assigned google folder and submitted prior to the lesson. • Only allow supervisors and staff who are required for instruction to be in the classrooms.
Attendance	<ul style="list-style-type: none"> • Attendance, virtual or in person, is to be taken following school guidelines (as per policy). Students who attend classes live via zoom are to be considered as present. • Follow all normal guidelines for attendance and tardiness. • All mandated reporting stays in effect as normal. • BMU will encourage a closed campus for staff, except for scheduled appointments. Those returning from a scheduled appointment must complete another screening process.

(3a) Cleaning and Disinfecting - BMU Procedure

Modifications/Considerations	<ul style="list-style-type: none"> • All nonessential furniture must be removed from the classroom. • All desks will face the same direction. • Staff will optimize class structure to strive for appropriate physical distancing of 3 to 6 feet (per AAP recommendations) in the seating arrangements of students.
Student cleaning responsibilities	<ul style="list-style-type: none"> • Students may volunteer to assist with classroom cleaning under the supervision of the teacher and following all safety guidelines. • Students will perform hand hygiene before touching shared books
Staff cleaning responsibilities	<ul style="list-style-type: none"> • Staff will use gloves to clean. • Staff will use proper hand hygiene procedures when cleaning. • Upon arrival to the classroom, staff should disinfect his/her personal cell phone. • Staff will use a school provided all purpose cleaner when cleaning and disinfecting the following items (including but not limited to) at least once in the middle of the day and at least once at the end of the day.: <ul style="list-style-type: none"> • Computer(s)

	<ul style="list-style-type: none"> • Phone • Tables • Toys • Classroom Materials • Other high touch areas <p>Staff will clean tables before and after snack and lunch with a school provided cleaner (this does not have to be a disinfectant if the table/desk is assigned to one student only).</p> <p>High School teachers will wipe down tables and chairs that were used between each class with the school provided cleaning materials (disinfectant).</p> <p>Library tables and chairs will be wiped down after each use.</p> <p>Playground equipment that was used during recess will be wiped down after each use.</p>
Daily/Customary Cleaning	<ul style="list-style-type: none"> • Custodians will disinfect frequently touched objects and surfaces each day. • Custodians will clean interior bathrooms twice daily. • Custodians will vacuum, mop floors, collect garbage, and complete a deep clean twice weekly. • Custodians will disinfect playground equipment on a daily basis. If weather complicates the scheduled cleaning, the playground will be closed until the equipment is cleaned.
Cleaning steps for when student/staff goes home ill	<ul style="list-style-type: none"> • Wait 24 hours before you clean or disinfect. • If 24 hours is not practical, wait as long as possible. • Open outside windows and use ventilating fans to increase air circulation in the area. • Open the space for use after proper cleaning and disinfecting. • Clean and disinfect all areas used by the person who is sick, such as high-touch surfaces, and items they have touched • Wear gloves when cleaning • Wash hands after removing gloves.
Cleaning steps for when a student/staff has a confirmed COVID-19 positive test	<ul style="list-style-type: none"> • In the event that a student or staff member tests positive for COVID-19 and was present at school with symptoms, the spaces occupied by the student or staff member will be cleaned as outlined below: <ul style="list-style-type: none"> • The space(s) that was/were occupied by the student or staff member will sit for at least 24 hours, if possible, prior to cleaning. • All flat surfaces will be wiped down with a disinfectant. • The room will be thoroughly cleaned with a disinfectant spray/fogging. This will disinfect all materials/structures in the classroom. (This cleaning will be done when students and staff are not in the building). • When disinfecting the classroom, custodians will wear/use all necessary PPE. Including but not limited to a gown, gloves, N95 mask, etc.)
PPE Considerations	<ul style="list-style-type: none"> • Teachers should wear gloves (they can be non-medical grade) when wiping down hard surfaces where students have been sitting • Face shields that are issued to individual staff should be cleaned

	with a diluted bleach solution
Products/Solutions for cleaning	<ul style="list-style-type: none"> To make a bleach solution, mix: ▪ 5 tablespoons (1/3 cup) of bleach per gallon of water OR ▪ 4 teaspoons of bleach per quart of water.

(3b) Group Size, Integrity of Group/Cohort/Pod, Physical Distancing and Modified Layouts - BMU Procedure

Group Size	<ul style="list-style-type: none"> Students must be kept in groups pursuant to state guidelines, including staff. Students will be given the option to attend school in person and/or virtually. All teachers will follow the schedule and will not alter their teaching schedules. All applicable materials are available to students both in person and remotely. The staff room will only be used for collecting mail and using the bathroom.
Integrity of Group/Cohort/Pod	<ul style="list-style-type: none"> If a student needs to see a student support adult, that adult will meet the student in the classroom. The teacher will call the main office to access the support. No use of the cafeteria or gymnasium. However, lunch will still be served and specials will be offered in an alternative location. Unified Arts teachers will meet with students in homeroom classrooms. (Elementary & Middle School only) No senior lounge. Open senior lounge with limited capacity; no more than 6 seniors at a time (Stage 3) Students will not share school materials. All student belongings will stay separated from others. PreK-8: Students are to remain in classrooms and teachers are to change locations. Tier 2 and Tier 3 services must be delivered as much as possible in classrooms. For any students pulled out for school services/appointments the provider will use a daily log documenting the time, location, and people in that shared space.
Physical Distancing and Modified Layouts	<ul style="list-style-type: none"> The classroom must be set up with appropriate spacing, with students all facing the same direction, allowing for mobility, allowing for visibility through zoom, and allowing for efficient cleaning. Hallways: Must have hallway monitors. Personnel will be assigned to cover this duty. Create outside lanes down the Elementary, MS & HS hallways. Encourage the use of outdoor classrooms. The classroom must be set up with students all facing the same direction, allowing for mobility, allowing for visibility through zoom, and allowing for efficient cleaning. Classroom configurations must be approved by the principal and nurse. For grades preK-4, floor markers will be used to help students understand and apply appropriate social distancing. No more than one student out of a classroom is allowed. Hold virtual meetings with parents/families.

(3c) Communal Spaces, Large Group Activities and Public Use of Schools - BMU Procedure

Communal Spaces	<ul style="list-style-type: none"> • The library can be opened if physical distancing can be achieved (no congregating) and restricted to one consistent cohort of students (pods). • For grades 7-12, the use of the library is by appointment only scheduled in advance with the librarian. The librarian will provide the student with a written pass. • Staff will bring hand sanitizer to the playground for recess and will serve as the hand sanitizing station. • Staff and students may exit classroom doors, but will enter the building through an approved entrance with a hand sanitizing station. • All staff and students entering the building for the day (that have not been screened on the bus) will do so at the front entrance to complete the health screening. • Students on the bus will enter the building through the back entrance. • Students and staff who leave the building during the school day and return will need to go through the screening process to re-enter the building. Staff should limit their exits and returns to the building during the school day. • Attendance records of any in person after school meetings must be kept. • The gymnasiums and cafeteria will be closed for their intended uses. • Playground cleaning TBD.
Large Group Activities	<ul style="list-style-type: none"> • Large group activities must conform to the maximum number allowed by current state guidance. • Large group meetings (class meetings, Middle School's Town Meeting, etc.) can be held only if students can be spread out to maintain social distancing. All participants must wear masks. Such meetings are encouraged to be held outside (weather permitting). • No School Concerts or Musical for SY 2020/2021. • No (physical) annual open house. Virtual open house TBD. • Kindergarten Transition Night TBD. • All extracurricular activities scheduled to begin on the first day of school. Decisions will be made at the state level. • Fire drills/evacuation drills will follow the established protocols. There is an emphasis of social distancing once safely outside the building. Disposable masks will be added to our emergency backpacks.
Public Use of Schools	<ul style="list-style-type: none"> • With advanced permission, the public may use school grounds, but may not use school buildings, including restrooms. Signs should be posted about wearing facial coverings and physical distancing. • Playgrounds are off limits to public use. Playgrounds will only be open to students during the school day.
After School Program	<ul style="list-style-type: none"> • The Newbury After School Program will submit a plan to BMU for approval. The plan must align with state guidance and BMU's established procedures.

(3d) Volunteers, Visitors, Field Trips - BMU Procedure

Volunteers	<ul style="list-style-type: none"> • There will be no volunteers in the building during the 2020/2021 school year. Volunteers may participate virtually, upon permission from school administration and the classroom teacher. • There will be no students volunteering in classrooms for the 2020/2021 school year.
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Visitors	<ul style="list-style-type: none"> Visitors must have a scheduled appointment and prior approval in order to enter the building. The person scheduling the appointment must notify the main office a minimum of 24 hours prior to the arrival. Visitors approved to be in the building must go through a school approved screening process, go directly to the main office and will conduct business there. With advanced permission, the public may use school grounds, but may not use school buildings, including restrooms. Signs should be posted about wearing facial coverings and physical distancing. Preschool Only: Parents/Guardians dropping off or picking up a preschool student may enter the preschool classroom (through the classroom exterior door) with a mask on and after completing a screening. If preschool parents are in need of a meeting with the school staff, he/she must follow the normal visitor protocol. There will only be one parent allowed in the building for pick-up and drop-off at a time.
Field Trips	<ul style="list-style-type: none"> There will be no in person field trips/class trips during the 2020/2021 school year. Virtual field trips are acceptable, but should be approved as normal by administration. Outdoor education will take place on school grounds.
Substitutes and Service Providers	<ul style="list-style-type: none"> All substitutes and service providers must follow the school approved screening process before entering the building. All substitutes and service providers must complete a contact tracing form. All substitutes and service providers will follow BMU employee COVID-19 protection guidelines. Occupancy guidelines will be enforced by administration.

(3f) Food Services - BMU Procedures

Food Service	<ul style="list-style-type: none"> BMU will continue to offer meals for purchase. However, BMU is not eligible for Universal Free Meals for the 2020/2021 school year. Prepackaged foods are shareable. Non prepackaged foods are not to be shared. Any food brought into the school by staff and students may not be shared. The cafeteria and kitchen is off limits to all non-food service personnel. On Monday, Tuesday, Thursday, and Friday, families choosing remote learning may access lunch and breakfast as a grab-n-go option. Parents may purchase and pick up the meal up at the school in the morning and/or at lunch time. Wednesday meals will be delivered by buses. School Food Service staff and substitutes will receive regular food safety training and are already knowledgeable about preventing foodborne illness. Kitchen workstations will allow for physical distancing. Vending machines will be closed for the 2020/2021 school year. No cooking or baking in the classroom.
Breakfast	<ul style="list-style-type: none"> As a student enters the building, he/she will be offered a “grab-n-go” breakfast. If a student chooses to take a breakfast, he/she will take the breakfast with him/her to the classroom. There will be no grab-n-go offered mid-morning.
Fresh Fruit & Vegetable Program	<ul style="list-style-type: none"> For grades PreK through 8: The Fresh Fruit & Vegetable Program will continue during the 2020-2021 school year. Food items will be individually packaged and delivered to the classrooms. The food service program will provide disposable gloves which are to be worn when the food items are distributed.

Lunch	<ul style="list-style-type: none"> • PreK through grade 6 - Each morning, teachers will complete a pre-lunch order form through the shared Google drive by 8:30am daily. This form will include two options for students to choose from. Lunches will be delivered to the elementary classrooms by the BMU food service team. Lunches may be eaten in the classroom or outside and will be determined by the classroom teacher. • Individual classrooms (school-wide) will be responsible for sorting compost, recycled materials, and trash. This will be delivered to a TBD location. • Grades 7-12 - Students will enter the cafeteria, through one door, accessing one serving line, pick up their meals and return to Advisory/classroom through the second cafeteria door, for eating lunch. Students who bring their own lunches to school will report directly to their Advisory/classroom to each lunch. They are not to report to the cafeteria, except if they need to purchase milk or other items to accompany their lunch. • Supervision of students during lunch: To Be Determined. • Students will give his/her number to food service staff verbally. Food service will give students napkins, silverware, and condiments upon check-out.
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(4a) Social-Emotional Health of Staff and Students - BMU Procedure

Social-Emotional Health of Students	<ul style="list-style-type: none"> • Develop Plans for welcoming students to school each day. • Establish regular check-ins with students. • Grades K-8: Facilitate classroom meetings to allow students to process their experiences. • Embed an SEL Curriculum. <ul style="list-style-type: none"> • Grades PreK-6: Changing Perspectives with Sam Drazin. • Grades 7-12: EduGuide. <p>Continue implementing school-wide PBIS and embed opportunities for SEL and trauma informed practices.</p> <p>Grades K-8: Utilize the DESSA universal screener.</p> <p>Teachers will schedule SEL time for students:</p> <ul style="list-style-type: none"> • Grades PreK-6: 30-45 minutes daily. • Grades 7-12 (Advisory): 15 minutes weekly. <p>For those students reluctant to return to school, BMU will offer a remote learning option. EduGuide and Changing Perspectives can be accessed virtually.</p> <p>Utilize BMU's EST team to address any targeted needs that arise for individual students.</p> <p>Encourage staff to continually discuss with students how school looks different due to COVID-19 response and planning.</p> <p>Create and share a virtual opportunity for students to become oriented with modified building structures and staff. This video will support SEL, addressing any apprehension related with reopening.</p> <p>Focus on what is reasonable and appropriate for student mental health needs. Decisions to support students with mental health needs will be made as a team, including parents. The school will connect students and families to community resources for a variety of needs (food, clothing, basic necessities, etc.)</p> <p>Via the school nurse, the faculty and staff will provide opportunities for students to learn how to self-screen, take care of themselves, and protect themselves from COVID-19 that will align with the CDC and VT Department of Health guidelines.</p> <p>If home visits are required for student needs, the school will follow state-wide guidance.</p>
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(4b) Communication Systems - BMU Procedure

BMU Families	<ul style="list-style-type: none"> • All official COVID-19 related school communications will be sent through the school system and will be posted on our school website for viewing. • All communications to families will be culturally and linguistically appropriate as well as accessible for individuals with disabilities. • BMU families will reference the student handbook for all related COVID-19 procedures. • BMU will post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures and properly wear a face covering in visible areas for students and staff to view. • In the event of a positive COVID-19 case within BMU, all HIPPA and FERPA guidelines will be followed when information is communicated out publicly. • BMU will offer information about COVID-19 resources through the school webpage.
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(4c) Contact Tracing - BMU Procedure

Documentation	<ul style="list-style-type: none"> • All substitutes, visitors and service providers will complete an initial screening and contact tracing documentation before leaving the building. • Students will follow their schedule and be accountable for all other movement throughout the building using the school provided sign in and sign out form. Teachers will keep, in addition to IC, paper attendance delineating the difference between being physically in class or through zoom or absent. All of these forms will be turned into the main office at the end of the day. • Student Interior Bathrooms: <ul style="list-style-type: none"> • PreK-2 will use classroom bathrooms. • Grades 3-6 will use the bathroom in the elementary hallway. • Grades 7 & 8 will use the bathroom in the MS/HS hallway. • Grades 9-12 will use the bathroom in the main hallway. <p>Staff will be encouraged to use the same interior bathroom throughout each day.</p> <p>If there is a confirmed case of COVID-19, the Department of Health will contact us and we will follow their guidelines.</p> <p>For any students pulled out for school services/appointments the provider will use a daily log documenting the time, location, and people in that shared space.</p> <p>All classrooms will use assigned seating. Current and up-to-date seating charts will be kept in sub binders and made available to administration should there be a need for contact tracing.</p> <p>All buses will use assigned seating.</p> <p>All in-person meetings will include documentation of all participants physically at the meeting.</p> <p>BMU has a COVID coordinator. In the event that a student tests positive, the family will work with the COVID coordinator and may contact:</p> <ul style="list-style-type: none"> • Kate Dunn - 1-802-757-2711, ext. 1123
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BMU Remote Learning Guidelines

While in Step 2 or Step 3, BMU defines remote learning as virtual learning. Access to learning will be through virtual means.

Statutory and Regulatory Framework: State statute requires public schools to be “maintained and operated for ... 175 student attendance days,” with at least 51% of the student body “recorded ... as in attendance” per day (16 V.S.A. § 1071(a)). State Board of Education rules establish the minimum number of hours that “constitute a school day” as being between 2 and 5.5 hours, depending upon grade level(Rule 2312.1). Alternatively, a cumulative total of between 10 and 27.5 “hours of instructional time” in a calendar week constitutes five school days (Rule 2312.1). Regardless of the model used to provide instruction –in-person, remote or hybrid –**school districts must conform to the law as set out in statute and State Board rule.** However, the ways in which a district meets legal requirements might vary depending upon the mode of instruction.

Attendance is generally determined by a student’s physical presence in a school building’s classroom for a certain number of hours. Nevertheless, Vermont law provides flexibility in determining what constitutes a “school day.” For example, a day may be counted as a full day of school if the school board “send[s] the pupils home after school has begun due to emergencies such as the outbreak of a contagious disease”(Rule 2312.2(a)). In addition, the Secretary of Education may “permit alternate methods of counting the cumulative instructional hours" provided that students do not lose instructional time. Hybrid Learning During the 2020-2021 School Year(Updated: July 15, 2020)Page 2of 3programs, and the alternate method is “otherwise in the interests of the students and the district”(Rule 2312.2(b)). (*A Strong and Healthy Start:Hybrid Learning During the 2020-2021 School Year*)Rev. July 15,2020, Vermont Agency of Education).

Remote Learning Guidelines for Students	<p>It is important that I work to the best of my ability. Therefore, I shall strive to do the following:</p> <ul style="list-style-type: none">• If opting for virtual learning, you may commit to a maximum of 1 semester. My parent/guardian will communicate this decision to the school (main office) and to my teacher(s). Should there be a need to change this plan, my parent/guardian will provide the school with 24 hour advance notice prior to the change.• Communicate with teachers on a regular basis based upon my individual learning needs.• Establish a supportive, learning environment that is conducive to virtual learning. (Including, but not limited to adequate internet access and a quiet place to learn.)• Use online resources provided by teachers to access learning.• Attend school regularly for the entire instructional day, are well rested and on time.• Attend any support services offered through the school.• Be prepared for each class, including but not limited to, completing all assignments, logging into class on or before the start time, and participating actively.• Students will have cameras on during direct instruction.
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Remote Learning Guidelines for Parents	<p>I want my child to achieve. Therefore, I will encourage them by doing the following:</p> <ul style="list-style-type: none"> • If opting for virtual learning, you may commit to a maximum of 1 semester. Parent/guardian will communicate this decision to the school (main office) and to your child's teacher(s). Should there be a need to change this plan, a parent/guardian will provide the school with 24 hour advance notice prior to the change. • Communicate with teachers on a regular basis based upon student's needs. • Establish a supportive, learning environment that is conducive to virtual learning. (Including, but not limited to adequate internet access and a quiet place to learn.) • Use online resources provided by teachers to access learning. • Make certain my children attend school regularly for the entire instructional day, are well rested and on time • Make certain my children attend any support services offered through the school. • Provide age appropriate supervision and active facilitation for learning. • When a child is home due to illness and is able to access his/her education, parents will encourage virtual participation.
Remote Learning Guidelines for Teachers	<p>It is important that students achieve. Therefore, I shall strive to do the following:</p> <ul style="list-style-type: none"> • Virtual learning is limited to the use of zoom and school approved google sites. This includes the use of the Big Ideas online resources for all math classes. • Daily/Weekly Learning Intentions and Agendas are shared virtually. • Communicate regularly with parents as outlined in the 2020/2021 staff handbook. • Follow the schedule and school calendar. • Welcome and make adjustments to virtual learning based upon student, parent and administrative feedback. • Maintain academic and curricular fidelity by following the guidelines of the school's policies and procedures (specific to, but not limited to) graduation requirements, proficiency based learning/grading, and adherence to BMU's school board approved curricular frameworks.
Attendance Guidelines for Students	<ul style="list-style-type: none"> • Students will attend scheduled classes (full or partial • depending on the direction of the teacher) unless they are unable to due to excused attendance reasons. • Students will arrive at virtual classes on time and remain in the classes until dismissed by the teacher. Students that arrive late to class will be marked tardy. • Students are responsible for any work missed due to excused absences and will follow the guidelines set forth by their teachers and the school.
Attendance Guidelines for Parents	<ul style="list-style-type: none"> • Parents/guardians will ensure that students attend virtual classes and arrive on time, unless absent for an excusable reason (as outlined in the student handbook). • Parents will communicate with the school when their student(s) will be absent from school - in advance or the day of the absence. • Establish a supportive, learning environment that is conducive to virtual learning. (Including, but not limited to adequate internet access and a quiet place to learn.)
Attendance Guidelines of Teachers	<ul style="list-style-type: none"> • Follow the school's current guidelines for attendance. • A student is to be marked present if physically present in your classroom and/or if participating in class via remote learning (Zoom). A student is to be marked absent if

	<p>not physically present in your classroom and/or if not physically present remotely (through Zoom). A student is to be marked tardy if the student arrives to class (physically and/or through Zoom) late to class.</p> <ul style="list-style-type: none"> • It is recommended that teachers communicate home to the student and parents when a student is absent from class without prior knowledge. • If a student is absent from class for three consecutive class meetings, the teacher is to notify the Dean of Students and the student's school counselor. The DOS and/or the school counselor will reach out to the student, the parents, and if necessary conduct a home visit and/or engage the services of the school's Truancy Officer to conduct a Child Welfare visit. • Students who leave and/or do not return to a virtual learning session without the teacher's permission will be referred to the Dean of Students following the school's procedures. • If a student is unable to attend school for medical reasons and does not have internet access, the student will be immediately referred to EST who will conduct an emergency meeting to put supports/accommodations in place.
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