Homework Assignment Book and Student and Parent Handbook 2014-2015

Brattleboro Area Middle School
109 Sunny Acres Road
Brattleboro, VT 05301
802-451-3500
Attendance/Homework Hotline # 451-3501
Fax # 802-451-3502
www.bams.k12.vt.us

Mr. Keith Lyman, Principal
Ms. Jeri Curry, Associate Principal

This Homework Assignment Book belongs to:

NAME __________________________________________________________

ADDRESS _______________________________________________________

CITY/TOWN ___________________________ STATE ________ ZIP _________

PHONE _________________________________________________________

GRADE _______ TEAM _________________ ADVISORY ________________
Dear Students,

Welcome to two of the most exciting school years of your educational career! You will experience many changes as a middle school student. These changes will show through your physical, social, emotional and academic development. Sometimes these changes will be noticeable to you, and sometimes not. Our job at BAMS is to help each of you manage these changes, and to help you grow in positive and healthy ways.

Our vision for all who work and learn at BAMS is the following:

**LEARNING FOR LIFE**
**CARING FOR OTHERS**
**DOING THE RIGHT THING**
**TOGETHER**

Our job is to help you in your desire to Learn, Care and Do the right thing Together. Our work is to help you be the best student and person you can be, to help you show care and respect for others, and to help you do the right thing as you learn to make good decisions and healthy choices. We aim to help you treat others as you wish to be treated.

This is your student handbook and daily assignment book. It will be one of your most valuable tools. If you use it correctly, this guidebook will help you keep yourself organized. It will help you manage your time in productive ways, so that you can do the things you need to do and the things you want to do.

We are excited that you are entering BAMS for the first time, or returning for a second year. We wish you all the best for a happy, successful, growth-filled new school year.

Sincerely,

Keith Lyman             Jeri Curry  
Principal              Associate Principal

And the teachers and staff on
  Team Canis Major
    Team Leo
    Team Draco
    Team Taurus
    Team UFOS
  Team Instructional Support

And all other teachers, helpful providers, and support staff at BAMS
BRATTLEBORO AREA MIDDLE SCHOOL STAFF
Keith Lyman, Principal
Jeri Curry, Associate Principal
Jennifer Miner, Administrative Secretary
Marisa Dalmasso-Rode, Office Assistant
Paula Starkweather, Teams Canis Major and Leo, Counselor
Kari Sullivan, Teams Draco and Taurus, Counselor
Dawn Petrovsky, Counseling Secretary & Registrar

Team Draco, Grade 7
Peggy Maxfield - Math
Stephanie Pike - Science
Joe Rivers - Social Studies
Elizabeth Scanlon – English/LA

Team Leo, Grade 7
Matt Betz – Science
Sue Bos - Math
Julianne Eagan – English/LA
Jessica Earp – Social Studies

Team Canis Major, Grade 8
Kristie Henderson -Science
Eric Libardoni – Math
Joe Powers – Social Studies
Joyce Sullivan – English/LA

Team Taurus, Grade 8
Jackie Cawley - Math
Anne Koplinka-Loehr - Social Studies
Michael Lonergan - English/LA
Jake McDermott - Science

Instructional Support Team
Caitlin Campbell – Academic support
Beth Repchick – Academic support
Cory Stark – Academic support
Debi Serafino- Math support
Flo Levin – PEAK program
Sarah Burgess– Special Educator
Junie Periera – Special Educator
Angela Slowinski – Special Educator
Tom Yahner – Special Educator
TBD – Special Educator

Exploratory Team (UFOS)
Robert Dichard – Physical Education
Kymberly Godwin – Technology Education
Nancy Goodhue – FCHS
Suzanne Grenoble– Foreign Language
Haiyan Hu – Chinese
Kurt Johnson - German
Mary Linney – Library Media Specialist
Kelly Markol – Physical Education
Patty Meyer - Vocal Music
Tom Nasiatka – Instrumental Music
Virginia Rockwood – Art
Norm Whittle – Technology Education

Support Services
Alicia Brandon - Coordinator of Special Education
Heidi Thacker – Speech & Language
Diane Leary – Intensive Services Coordinator
Janis Nadler – School-based Clinician
Lauren Petrie – SAP Clinician
Barbara Rocray – 504 Coordinator
Heller Rogers – Special Education Secretary
Kathy Thielen – Intensive Services
Jennifer Course – ESOL teacher
Fran Swanson – Speech & Language

Para-Educators
Sue Mitchell
Kevin Myette
Cristina New
Caleb Pride
Maria Renaud
Charles Rinaldi
Karen Robb
Cody Rogers
Robert Siegel
Patty Timney
Sheila Lawrence
Patrick Johnson

Student Services
Dan Bailey - BAMS Safety Officer
Kerri Cawley - Health Office Clerk
Jay Cudworth - ISPR Supervisor
Jesse Hall – Safety Coordinator
Kevin Myette- Athletic Director
Rebecca Olmstead- Nurse
Linda Rinder - Nurse
Nola Snyder - Nurse
Christie Thereault - Planning Room Supervisor
Deane Wilson - ISPR Supervisor

Technology Support Services
George Bernegger - Technology
Paul Morse - Technology
Robert Wickberg - Director

BEAMS 21st Century After-School/Summer Program
Amity DeAngelis – Director
Daisy Frederick – Site Coordinator
BRATTLEBORO AREA MIDDLE SCHOOL (BAMS)

BAMS MISSION STATEMENT
We support each person’s intellectual, physical, social and emotional development through meaningful, challenging experiences. We foster healthy relationships which create a safe and caring environment that will sustain lifelong learners, creative thinkers and responsible citizens.

BAMS VISION STATEMENT
Learning for Life
Caring for Others
Doing the Right Thing
Together

BAMS’ BILL OF RIGHTS/RESPONSIBILITIES FOR STUDENTS AND STAFF

RIGHTS
• We all have the right to work and learn in a school which is supportive, comfortable, pleasant and nurturing.
• We all have the right to be physically and emotionally safe.
• We all have the right to be free from insulting, disrespectful or abusive treatment from others.
• We all have the right to be valued for who we each are and for our uniqueness from all others.

RESPONSIBILITIES
• We all need to be respectful.
• We all need to be thoughtful about and responsible for our actions.
• We all need to be responsible for our work.
• We all need to accept and respect our differences.
• We all need to be kind and polite.
• We all need to treat our school with care.

WHAT IS BAMS?
As you settle into your life as a Brattleboro Area Middle School student, you will discover that our school is specifically designed for students of your age. Here, teachers and students are arranged in teams in order to help you feel comfortable and safe, and to help you do your best. In addition to your teachers, you will always be able to talk with Mr. Lyman, the Principal; Ms. Curry, Associate Principal; your school counselors, Mrs. Sullivan or Mrs. Starkweather; or one of the office secretaries.

As your life here progresses, you will learn more about purple and white day schedules, advisory, Galaxy, team and exploratory activities and trips, service projects, Personal Learning Plans, group and individual work, interscholastic and intramural sports, clubs, and our BEAMS program. These all add to the excitement of learning and being a vital member of the BAMS community.

You are the most valuable resource at BAMS. It is the responsibility of the teachers and staff to do all they can to educate you, and it is your responsibility to do all that you can to learn and grow. We will encourage you to think for yourselves, to ask thoughtful questions, to seek answers and to become good at studying on your own. We want you to be busy, active and involved while you are here. During your stay, you will see how different BAMS is from the elementary school you attended or from the high school you will eventually attend.
# 2014-2015 Master Schedule

Learning for Life, Caring for Others, Doing the Right Thing, Together

<table>
<thead>
<tr>
<th>Times</th>
<th>Period</th>
<th>Grade 8</th>
<th>Grade 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:35</td>
<td></td>
<td>Purple</td>
<td>Purple</td>
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<tr>
<td></td>
<td></td>
<td>White</td>
<td>White</td>
</tr>
<tr>
<td>8:40</td>
<td></td>
<td>Released from Cafeteria at 1st Bell and Locker Stop</td>
<td>2nd Bell</td>
</tr>
<tr>
<td>8:40-9:05</td>
<td>1</td>
<td>ADVISORY</td>
<td>SOAR</td>
</tr>
<tr>
<td>9:05-9:55</td>
<td>2</td>
<td>Exploratory</td>
<td>Exploratory</td>
</tr>
<tr>
<td>9:55-10:00</td>
<td></td>
<td>Snack &amp; Locker Stop (5 min)</td>
<td>Snack (5 min)</td>
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<tr>
<td>10:00-10:50</td>
<td>3</td>
<td>Core I</td>
<td>Core II</td>
</tr>
<tr>
<td>10:50 - 11:40</td>
<td>4</td>
<td>Core II</td>
<td>Core III</td>
</tr>
<tr>
<td>11:40-12:54</td>
<td>5</td>
<td>Core III</td>
<td>Core II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LUNCH</td>
<td>LUNCH</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:30-12:54</td>
<td>12:30-12:54</td>
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<td>12:54-12:57</td>
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<td>Locker Stop (3 min)</td>
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<td>12:57-1:47</td>
<td>6</td>
<td>Core IV</td>
<td>Core III</td>
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<tr>
<td>1:47 - 2:37</td>
<td>7</td>
<td>Exploratory</td>
<td>Core IV</td>
</tr>
<tr>
<td>2:37-3:20</td>
<td>8</td>
<td>GALAXY</td>
<td>GALAXY</td>
</tr>
<tr>
<td>3:20</td>
<td></td>
<td></td>
<td>Dismissal Bell</td>
</tr>
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ATTENDANCE POLICY (TRUANCY, UNEXCUSED ABSENCES AND TARDINESS)

Students who are regularly absent from school do not receive an adequate education. In an effort to assure a quality education for every student, BAMS students who are absent from school more than 25% of the school year (44 days, based on 176 day school year) will have to demonstrate their fitness for promotion to the Attendance Review Committee. The Committee will consider such information as stated reasons for the absences, accompanying documentation, the student’s achievement, and other pertinent material. On completion of the review process, the Committee will determine whether it is in the best interest of the student to be retained in the same grade or attend an extended-day or extended–year program in order to be considered for promotion.

The Attendance Review Committee will be chaired by the Associate Principal; other members of the Committee will include school counselors and at least one core teacher of a student whose status is being reviewed. The decision of the Committee may be appealed to the Principal. Students who experience long-term absences due to medical necessity or other special circumstance may present documentation of such circumstances to the Committee. Families who are in these circumstances are encouraged to contact the school Administration prior to or during an extended absence.

School Administrators and counselors will work with students, their families, support service agencies and law enforcement to help students come to school every day. Cases of truancy and unexcused absences will be referred to the Truancy Committee, School Resource Officer, and possibly DCF for further action.

STUDENTS WHO ARE ABSENT FROM SCHOOL FOR THE DAY ARE INELIGIBLE TO PARTICIPATE IN ALL AFTER-SCHOOL ACTIVITIES THAT DAY. THESE INCLUDE BEAMS ACTIVITIES, OTHER CLUBS, SCHOOL DANCES, ATHLETIC AND NON-ATHLETIC EVENTS. EXCEPTIONS TO THIS POLICY MAY BE GRANTED BY THE PRINCIPAL OR ASSOCIATE PRINCIPAL.

ABOUT AN ABSENCE

Unless you are ill or there is an emergency, we expect you to attend school each day it is in session. Your greatest learning takes place here, in school, and when you are absent, you miss out.

- When you are ill, or for some reason unable to attend school, your parent or guardian should call the school attendance hotline at 451-3501 between 7:30 a.m. and 8:45 a.m. Please encourage your parents to call as early as possible, preferably prior to 7:30 a.m., and leave a message about your absence.
- If the office does not receive a call regarding your absence, we will attempt to contact a parent or guardian at home or at work.
- Absences that we cannot verify will be reported to the school’s truancy officer. You need to know that Vermont Law requires that all students between the ages of 7 and 17 must attend school for the full number of days school is held. Excused absences are those which result from illness or family emergency.
- Upon reentering the school after an absence, please bring a note to the main office from your parent that includes the date(s) of absence(s) and the reason.
- It is also your responsibility to ask your teachers what work was missed during your absence. You will have at least as many days as you were absent to make up missing assignments. For example, a student who was absent for three days will have three additional school days to make up the missed work. It is the student’s responsibility to ask for missed work. (We will only honor requests for homework after the third day of an illness, but the homework hotline is always available to absent students).
WSESU K-12 School Attendance Protocol

**Purpose:** To assure that the students and their families in WSESU Pre-K-12 schools have support in ensuring attendance at school. The intent is to ensure that students are in school and learning. Daily school attendance is critical to successful school performance. Being present on time is a life skill to be cultivated. The long term goal is for all students to gain an education and all that it makes possible. Measurable outcomes include an increase in attendance rates, a reduction of the drop-out rate and the number of juveniles on the Department of Children and Families (DCF) caseload.

**Protocol Approach:** This school attendance protocol utilizes a team approach, if necessary, to explore with the student and family what obstacles are hindering school attendance. An individualized plan will be developed to increase school attendance. Follow-up steps are set to assess if the plan is working for the student and the family. Records are kept of all contacts related to this protocol made with the family of the student.

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**Youth has been absent or tardy more than 5 days**
- Classroom teacher or advisor calls parent or guardian. School issues a letter to the student’s parent or guardian.
- No further attendance issues.
- Attendance Improves!

**Youth has been absent or tardy more than 7 days**
- School issues a second letter to the student’s parent or guardian. The letter includes a request for doctor’s notes for any future absences. Copies of this correspondence should be sent to DCF.
- A parent meeting may be requested, either with the EST, counseling or administration. A release of information is signed at the meeting, to allow interagency sharing of information.
- Attendence issues continue!
- Attendance Improves!

**Youth has been absent or tardy more than 10 days**
- School issues a third letter to the student’s parent or guardian. Copies of this correspondence should be sent to DCF.
- A parent meeting should be scheduled with school personnel, and representatives from outside agencies and programs, possibly including Youth Services, HCRS, DCF and law enforcement.
- No further attendance issues.
- Attendance Improves!
- Attendance Improves!

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**Interventions Available:**
- Families
- WSESU Parent Liaison
- Brattleboro Police Department
- Windham County Sheriff’s Department
- BUHS#6 Truancy Task Force
- DCF
- HCRS
- Youth Services
- Boys and Girls Club

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**End of School Year Accumulation of Absences** - If a student misses more than 15 days of school by the end of the school year, the administrator will take these absences into account at the start of the next school year. If the pattern of absences once again occur, a report will be made to DCF.

**Youth has been absent MORE THAN 15 DAYS**
- School issues a fourth letter to the student’s parent or guardian. A report is made to DCF at their central intake number.

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Attendance Improves!
ABOUT BEING TARDY TO SCHOOL

There is a known link between academic success and arriving to school on time. We expect all students to arrive to school on time every day. Students who do arrive late to school miss a portion of the learning opportunities of that school day. **Arriving to advisory later than 8:45 a.m. means you are tardy to school.** If you are tardy, you must report to the BAMS front office to sign in. Students who are tardy need to bring a note signed by their parents explaining why they are late or a parent needs to call the main office. After five (5) unexcused tardies each semester, students may be assigned a lunch detention. It is not our intention to issue harsh consequences for tardiness, but rather work with students and families to rectify the problem.

The following list is a guide to excused and unexcused tardies at BAMS. **Parents who request that their children be excused for a tardy should be aware of these same guidelines.** Other reasons for tardiness will be evaluated by the BAMS administration for consideration as ‘excused’ or ‘unexcused.’

**EXCUSED TARDIES**
- Student illness
- Appointments to doctor, dentist, therapist
- Weather-related conditions (extreme temperatures, ice, snow…)
- Family emergency which requires the student’s assistance (must be specified)
- An occasional visiting relative (explanation must be given)
- An accident on the way to school
- A power failure (heat, electricity, hot water, but not an alarm clock which didn’t go off)
- Late bus arrivals

**UNEXCUSED TARDIES**
- Student overslept
- Alarm did not go off
- Student missed the bus
- “Mom/Dad/sibling took too long to get ready” (or left house too late)
- Couldn’t find—homework, shoes, book bag…
- Had to stay home and babysit
- Stayed up late doing homework

**STUDENTS WHO MISS MORE THAN HALF OF THE SCHOOL DAY** (Arrive after or leave before the start of period 5 – 11:40am) ARE INELIGIBLE TO PARTICIPATE IN ALL AFTER-SCHOOL ACTIVITIES THAT DAY. THESE INCLUDE BEAMS ACTIVITIES, OTHER CLUBS, SCHOOL DANCES, ATHLETIC AND NON-ATHLETIC EVENTS. EXCEPTIONS TO THIS POLICY MAY BE GRANTED BY THE PRINCIPAL OR ASSOCIATE PRINCIPAL.

**ABOUT AN EARLY DISMISSAL**
- Early dismissal from school requires a written, signed request from your parent or guardian, stating the reason for the dismissal and your means of transportation.
- Please bring this note to the main office before the start of advisory so you can be issued a pass to leave class for an early dismissal.
- When you enter the class from which you will be leaving early, show your approved dismissal note to your teacher, and sign out with the office secretary before leaving the building.
- If you return to school after an early dismissal, sign in at the office and receive a pass to class.
- If you are excused early by a school staff member due to illness or some unusual circumstance, your parent will be notified and asked to provide transportation home.
**ABSENCE DUE TO VACATION DURING SCHOOL TIME**

Although we recognize the value of family vacations, we encourage them to occur when school is not in session -- especially since there is no substitution for in-class instruction. If a vacation during school time becomes necessary, students will miss important classroom instruction that cannot be re-taught upon their return. Any materials sent along with a student on vacation are not a full substitute for classroom instruction. Upon your return it is the responsibility of the student to ask about missing assignments and stay for Extensions for teacher assistance.

**ACADEMIC HONESTY**

Brattleboro Area Middle School does not tolerate cheating in any form. Examples of cheating include, but are not limited to, copying another student’s work, copying other sources without appropriate attribution and using notes or other unauthorized materials during a test. Consequences may result in a zero on the assignment, activity or the unit of study. The teacher makes the initial decision regarding the consequences for cheating.

**ADVISORY PROGRAM**

Advisory is an integral component of the student’s day at BAMS. Every day begins with an advisory period in which students circle up to greet each other, share what’s happening in their lives, and do activities together that purposefully teach social and academic skills. The advisory program allows students to meet with a small group of 8-12 students and an adult advisor every morning to help students transition from home to school. In addition to morning greeting activities, our independent reading time called SOAR (Support Others and Read) is scheduled to occur every other day during the advisory period.

**AFTER SCHOOL ADMINISTRATIVE DETENTIONS**

After school administrative detentions are those detentions issued by an administrator. Detentions are held from 3:20-4:00. Teachers may issue their own teacher-detentions, and the rules teachers establish govern their detentions. If you are assigned an after school detention by an administrator, the following rules apply:

- Students must arrive promptly to the BAMS front office by 3:20 to sign in.
- Office staff will escort students to the detention room.
- Once a student arrives, he/she must not leave the room.
- Students will not be allowed to use any electronic devices including cell phones while in detention.
- A student should use the restroom before he/she arrives for detention.
- Students should bring homework, any necessary materials and a reading book.
- Students should ask the adult supervisor for homework assistance if necessary.
- Students who serve a day in the In-School Suspension (ISS) room will be dismissed at 4:00.
- Students will be dismissed from extended ISS or detention by the adult supervisor.
- Any inappropriate behaviors during detention will result in further disciplinary consequences.

**AFTER SCHOOL EXPECTATIONS**

Only those students who have a legitimate school-based reason should stay after school upon the conclusion of classes at 3:20 p.m. School-based reasons include: Extensions, BEAMS, athletics, school-sponsored activities or clubs. Students may not use BAMS as a “hang-out place” after school. If students are waiting for a ride or a later school sponsored activity to begin, students will be asked to wait in the BAMS cafeteria, where they will be supervised by a staff member. Once a student enters the cafeteria, he/she must wait there until they are picked up to go home or the start of the activity. Students may not leave campus at 3:20 and then expect to return unless they are returning for an evening event or receive prior permission from school and family. Students are expected to follow all rules established by the cafeteria supervisors with regard to seating, clean-up, socialization, and noise.

**STUDENTS WILL NOT BE ALLOWED TO ROAM THE HALLWAYS OR LINGER IN ANY AREA OF THE SCHOOL OR ON SCHOOL GROUNDS AFTER 3:20PM.**
**AGENDA BOOKS (HOMEWORK ASSIGNMENT BOOKS—HABs)**

Each student receives, at taxpayer expense, an initial homework assignment book (HAB). Students are expected to carry this guidebook with them at all times, and teachers should expect that students will record all day-to-day, short-term, and long-term assignments in the HAB. A student, who loses his/her first HAB, will be charged $8.00 for each additional HAB. Students will not be denied a replacement HAB if they cannot purchase one at the time.

**ARRIVING AT AND LEAVING SCHOOL:**  
**RULES AND REGULATIONS FOR BUS RIDERS AND WALKERS**

1. Morning and afternoon buses arrive at Atwood Street entrance.
2. Parents use the BAMS Parent Drop-off Loop off Atwood Street.
3. Students should not come to school prior to 8:00 a.m.
4. All students will report to the BAMS cafeteria upon arrival.
5. The cafeteria is open for breakfast and supervised from 8:00 a.m. until dismissal to advisory at 8:35 a.m.
6. Students who walk to and from school should use appropriate crosswalks along the way.
7. At the end of the day, students should walk from the building to a bus or home, unless staying after school for a legitimate school related reason.
8. Staff members will be stationed outside at school crosswalks at the end of each day to assist students.
9. In order to assure student safety, bikes, skateboards, etc. MUST be walked off school grounds.
10. Once you leave the building, you will not be allowed back in the building unless you have a note from your parents or approval from an administrator, guidance counselor or teacher who has spent time with you after school.

**ASSEMBLIES**

Assemblies are an important component of the fabric of BAMS. Assemblies are designed to provide students with enriching presentations and teach appropriate and respectful audience skills, including the value of quiet listening and applause. The purpose of assemblies may be to celebrate students’ achievements and talents, reflect the curriculum work in classes, and/or provide a unique whole school experience. BAMS’ students have consistently shown themselves to be an excellent audience, and they continue to make a favorable impression on those who perform at BAMS. During assemblies, students will sit in an assigned area with their advisory peers and advisor. Parents and community members are always welcome to attend.

**ATHLETICS**

Any student who is interested in participating in the BAMS athletic program must receive a physical each two years with a signature from a physician indicating the student is medically eligible to participate. In addition, all student-athletes must provide proof of medical insurance. Students may also purchase school insurance which is offered at the beginning of each school year. All students who wish to participate in an athletic program may do so through an interscholastic or intramural program. Composition of the teams is determined by the coaches and BAMS Athletic Director and is not subject to parent appeal.

All student athletes must maintain a C- or better average in all classes in order to participate fully in athletics. Students, whose grades fall below a C- at the mid-term or quarter grading periods will need to attend Extensions after school until 4:00pm. Student athletes will receive a “Pass to Play” at the conclusion of Extensions before joining their athletic team. Students who do not attend Extensions will not be allowed to participate in athletics that day.

**BACKPACKS**

Students will not carry backpacks with them during the course of the school day. It is our goal to lessen the burden of weight that students carry, to help students become and stay organized, and to free up space in corridors and classrooms. Adequate locker stops are built into the master schedule throughout the day for students to exchange and retrieve books for classes. Individual teachers and teams of teachers may create additional locker breaks as needed.
BAMS BUCKS

A BAMS buck is presented to students who demonstrate our vision of *Learning for Life, Caring for Others, Doing the Right Thing, Together*. Some examples include positive and regular participation in classroom activities, modeling respectful behavior, lending a hand to others, or helping to promote a safe, caring learning environment. Students may collect and redeem their BAMS Bucks at the main office ‘store’ for school supplies, dance passes, and other incentive rewards. Students are encouraged to share their BAMS Bucks with their parents.

BEAMS PROGRAM

Brattleboro Enrichment Activities for Middle Schoolers (BEAMS) is the afterschool and summer enrichment program at BAMS funded in part through a 21st Century Community Learning Centers grant from the Vermont Department of Education. BEAMS extends the school day for BAMS students with enrichment activities in the arts, academics, homework support, athletics, adventure education, college and career exploration, wellness, technology, mentoring, and student leadership. All programming is offered free of charge to any BAMS student who signs up, and a healthy snack and transportation home are provided. BEAMS runs four sessions of afterschool programming per year and one summer program. BEAMS community partners include The Brattleboro Area Prevention Coalition, and Big Brothers, Big Sisters of Youth Services.

BICYCLES/SKATEBOARDS/ROLLER BLADES

If you ride your bicycle to school, please park it in the rack provided at the front of the school. All bicycles should be kept locked. The school is not responsible for damage or theft of parts when bicycles are parked in the racks. BICYCLES, ROLLERBLADES, AND SKATEBOARDS ARE NOT TO BE RIDDEN ON SCHOOL GROUNDS OR ON THE SIDEWALK IN FRONT OF THE SCHOOL. FOR THE SAFETY OF ALL, STUDENTS ARE EXPECTED TO WALK THESE OFF SCHOOL GROUNDS COMING TO OR LEAVING THE BUILDING EACH DAY.

BULLETIN BOARDS

The bulletin boards in BAMS are intended only for school use. No one other than a school organization will be permitted to use the bulletin boards without the authorization of the Administration. Any notice that a student or school group may wish to post on a board must be approved by the Administration. School groups are responsible for removing outdated posters. The school is not responsible for items that are removed or damaged on bulletin boards.

BULLYING AND HARASSMENT

We pride ourselves on creating a safe environment for all students and staff. As such, we maintain a zero-tolerance and zero-indifference policy with respect to bullying and harassment. We expect our students to model after our vision of *Caring for Others*. When students are unkind to one another and the matter is brought to our attention, we will thoroughly and thoughtfully follow state law and school policy while investigating any complaints of bullying or harassment in order to bring each to a healthy and safe resolution. Please see District Policy F23 (Harassment) and F31 (Bullying) in this handbook for further information.

BUS RULES AND REGULATIONS

**BUHS District 6--Policy F2**

Bus transportation is a service provided by the School Board at public expense. It is a privilege requiring good conduct and courtesy from all. Your safety to and from school is one of our greatest concerns. We expect you will exercise proper behavior on the bus at all time. This also includes using extreme caution on Atwood Street when you arrive and depart. The bus driver is in charge of the school bus and the students on board the vehicle. The driver’s authority on the bus in maintaining a safe, orderly environment is similar to that of a teacher in a classroom. On the bus, we expect you to sit down as soon as you board, stay in your seat, talk quietly and not engage in any roughhousing or physical activity. It is imperative that the bus driver concentrate on driving and *not* have to spend time concentrating on your behavior.

Students should be aware that school buses in the WSESU have been equipped with video cameras so all riders should have no expectation of privacy. The school district and First Student Transit will use the video tapes for student disciplinary matters.
If a student receives a bus conduct report for misbehavior on the bus or at the bus stops, he/she may be suspended from riding the bus for a period of time and/or receive an administrative detention. Inappropriate bus behavior includes, and is not limited to, harassment; swearing/profanity; throwing materials on the bus; destruction of property; insubordination; not staying in one’s seat; fighting; creating any other disturbance deemed dangerous by the bus driver.

FIRST STUDENT TRANSPORTATION
SCHOOL BUS RULES AND REGULATIONS
PHONE #: 802-257-1761

- The school bus driver is in complete charge of the bus and the pupils. He/she shall have authority in maintaining discipline as a teacher in the classroom.
- Pupils must be at their designated bus stops five minutes prior to the pick up time.
- Pupils must have written permission to get off at a stop that is not their own.
- All pupils must remain seated until the bus comes to a complete stop and eight way lights are activated.
- While classroom voice between students is permitted, loud, vulgar and improper language will not be tolerated.
- Emergency exits are to be used for emergency drills twice a calendar year and in emergency only.
- Pupils shall refrain from throwing things, in the windows, from the windows, or around the inside of the bus. Waste paper and other items are not to be thrown on the floor.
- Pupils shall keep head, hands, and feet inside the bus, not out the windows or in the aisle.
- Pupils shall hold onto the rail when loading and unloading. Safety first and foremost!
- Eating or drinking is not allowed on the bus.
- Smoking and smokeless tobacco, or alcohol is not allowed on the bus.
- The aisle of the bus must be kept clear. This includes musical instruments and book bags.
- Students may bring items on the bus only if the item can be held in the student’s lap.
- Skateboards, skis, animals, dangerous objects as well as weapons are prohibited on the bus.
- Skates may be carried on the bus only if adequate blade guards are in place for school activity.
- Student(s) who are confronted by the bus driver for unacceptable behavior shall provide that driver with his/her name. Failure to do so will result in automatic suspension from riding any school bus for up to three days.
- The bus driver is authorized to assign seats whenever he/she deems necessary.
- Fighting, pushing, or tripping on a school bus is not acceptable.
- Students shall not light matches of lighters on the bus.
- Students shall not be destructive of the school bus seats, sidewalls, floor and/or window, nor shall they tamper with any other bus equipment.
- Spitting is not acceptable on the bus.
- Any other behavior relating to the safety, well being, and respect for others in a harmful or destructive manner is not acceptable.
- If a high school, middle, or elementary student is to be dropped somewhere other than his/her own bus stop, a note from the parents to the school is necessary. The school is to verify and give the appropriate pass to the school bus driver.

CAFETERIA

We hope that eating in the cafeteria with your friends will prove to be a pleasant social experience during the day. The cafeteria is our school’s dining room, and we expect you will use the same manners you use at your home or in a restaurant. Once you select your food from the serving area, we ask all students to choose a seat in the café and then remain in that seat for the duration of the lunch period. Our cafeteria expectations:

Learning for Life
- Practice making healthy nutritional choices
- Participate in conversations with others at your table using a conversational tone at all times

Caring for Others
- Speak kindly and respectfully to all adults and students
- Invite others to join your lunch table so no one is excluded or sitting alone

Doing the Right Thing
- Take Pride in your school and dispose of your trash and recycle
- Take responsibility for your actions and behaviors – eating in the café is a privilege

Together
- Cooperate and lend a hand in clearing tables
- Relax and enjoy lunch with your friends making the café a safe, pleasant and respectful area for all

We believe these are reasonable expectations, and when followed, will create a lunchroom environment that is pleasant and inviting for everyone. Time will be allowed for a short exercise break in our outdoor courtyard or in the gymnasium once you have finished your lunch and been dismissed by an adult. Safety rules and expectations for proper behavior will be explained and enforced.
CAFETERIA BILLING

Students are expected to pay their cafeteria food service bills. For students who owe money to Café Services at the conclusion of the school year, these bills will be treated in the same way that all other school bills are treated. Students must pay these bills in order to receive their high school diplomas.

If a student owes a balance on their meal account, the student will still be able to charge for a meal, but will not be allowed to purchase individual, a la carte items (e.g. a single slice of pizza, a large drink, a cookie, a snack item) until the account is paid. This includes purchasing items with cash such as a cookie, drink or ice cream. For example, if a student owes money on a meal account and attempts make a purchase with cash, it will be denied until the meal account is brought current.

There is a direct link to www.myschoolbucks.com on the BAMS website. On this site an account can be set up to make payments on a student meal account.

(SCHOOL) CANCELLATION

If school must be closed due to inclement weather or an emergency, it will be announced over radio stations WKVT (92.7) or WTSA (96.7) and via our Alert Now telephone communication system. The fire whistle will also sound six times at 8:00 a.m. Generally, when school is canceled, all middle school activities are also canceled. Additionally, the start of school may be delayed for 90 minutes due to stormy weather or icy conditions. A 90 minute delay will also be announced via radio and Alert Now.

COUNSELING SERVICES

Counseling services are available for each student in the school. By talking with your school counselor, you can get assistance with designing your educational program to best meet your needs, interpreting test scores and finding ways to get study help. Counselors also help students with concerns or problems regarding academic, social or emotional issues. To see your guidance counselor you may make an appointment through the counseling secretary.

(SCHOOL) DANCES

BAMS offers students five school dances each year. These usually happen in the months of October, December, February, April and June. Parent chaperones are always welcome. The first four dances each year are sponsored by each of the core teams, and the last dance is sponsored by the BAMS Student Leadership Council. Dances provide students with healthy, supervised social activity. The hours of each dance are from 7:00-9:30 p.m., and they are usually held in the BAMS cafeteria. Dances will be cancelled in the event of a snow day or other unscheduled ‘no-school’ day.

Dance rules include the following:

1. BAMS dances are for BAMS students only.
2. Once students arrive at the dance, they are expected to remain until the dance ends. Students may not leave early unless a parent comes to pick up the student or the student and his/her parent makes arrangements for an early departure with the Principal. Students will not be admitted to a dance after 8:00pm.
3. Students are expected to make their transportation arrangements for the end of the dance in advance of coming to the dance. Students are expected to leave school premises no later than 9:45 p.m., and those students who do not may be ineligible to attend the next dance.
4. At BAMS dances, all school rules apply. This relates to dress, what students may bring to the dance, and behavior. Any behavior infractions at a dance WILL make you ineligible to attend the next dance.
5. Students are expected to follow the directions given by any adult at the dance, whether this be a teacher or parent, and are expressly expected to dance in ways which are appropriate and acceptable to the adult chaperones.
6. Students who receive in- or out-of-school suspension on the day of a dance are not allowed to attend.
7. Students who are absent from school on the day of a dance, or arrive after period 5, or leave school prior to period 5 (without a valid excuse) are not allowed to attend the dance that evening.
**DRESS CODE**

The BAMS Dress Code reflects the requirement of BUHS District #6 Board Policy LBP-1 and is not intended to suppress personal expression. Students’ personal appearance should not disrupt the educational process, present a possible hazard to the health and safety of the student or to others in the school, violate federal, state or local health and obscenity laws, obscure or mask a student’s identity, or affect the welfare of others. Students are not to wear clothing or accessories which contain comments or designs that are deemed obscene, vulgar or lewd; is directed to or intends to harass, threaten, intimidate or demean an individual or group of individuals because of sex, gender identity, race, religion, handicap, national origin or sexual orientation; advertises alcoholic beverages, tobacco products or illegal drugs.

The following are specifically prohibited:

- Hats, bandanas or other head coverings should be stored in lockers along with coats and other outdoor attire during the school day
- Pajamas or other clothing intended to wear for sleeping
- Decorations and/or designs, symbols, mottoes, words or acronyms that convey offensive, vulgar, profane, violent, gang-affiliated, sexually explicit, or sexually suggestive messages on any personal item or any attire.
- Symbols, mottoes, words or acronyms advertising or promoting tobacco, alcohol, or illegal drugs or drug paraphernalia or that profess violence or hatred toward fellow humans.
- Exposure of undergarments (bras, bra straps, boxer shorts, other underclothes)
- Strapless or straps less than 2 fingers wide, halter tops or one shoulder upper garments
- Bare midriffs, low cut necklines that reveal cleavage or bare backs, or low side-cut tank tops.
- Bare feet.
- Spiked clothing, including, but not limited to, dog collars, wristbands, chains, or belts containing metal studs that pose a safety concern for the students or others.

Students’ attire must also adhere to the following regulations:

- Skirts or shorts must reach the tips of the fingers when extended in the standing position. (Appropriate shorts may be worn for physical education activities and athletic practices.)
- Upper garments must be of appropriate length to cover the midriff, cut and/or fit to meet these requirements while sitting and/or bending.
- Pants and shorts fastened at the hip and held in place on their own or with a belt

Teachers will address any infractions with the student individually and/or refer students to the administration if they suspect that students are in violation of these policies. The student dress code also applies when students are on field trips and at dances. Administration may make a special exception to any of the above for a special reason, such as Spirit Week or Dress-Up dance.

**ELECTRONIC ITEMS**

If students choose to bring electronic items to school, such as cell phones, tablets, electronic game consoles, or other similar devices, these must be turned off at the first bell (8:35am) and stored in their school locker for safe keeping. The school is not responsible for theft, loss or damage of a cell phone or other electronic items. While we may try to investigate thefts to attempt to retrieve stolen items, bringing these items to school is at the student’s and family’s discretion. Any other electronic equipment not mentioned here is also included in this rule, unless it has been previously approved by the administration.

Using a cell phone or other electronic item not issued by a teacher during the school day is strictly prohibited—it may not be used or seen in classrooms, hallways, bathrooms, locker rooms or any other location in the school between the hours of 8:35am-3:20pm. Cell phone usage includes, and is not limited to: making a call, answering a call, checking messages, text messaging, checking for a signal, checking for the time, or taking pictures. BAMS staff members will confiscate cell phones or other electronic items if a student violates these rules and turn them into the main office. At the first infraction the student will be able to pick up the item at the conclusion of the school day. For the second and subsequent infractions, the item will only be returned to a parent or guardian. We recognize that this creates an inconvenience for parents, and we recommend that parents discuss this policy with their children in order to avoid this problem. Parents can reach students during the school day by calling 802.451.3500. Beyond a potential inconvenience to parents, the use of cell phones in school also produces a disruption to the educational environment that cannot be tolerated. The administration reserves the right to alter this policy to allow for the use of electronic readers and other devices when used for educational purposes.
EMERGENCY PROCEDURES

When the fire alarm rings, students must, upon the direction of their teacher, leave the classroom quickly, quietly, and appropriately. Directions are posted in each classroom and students should proceed to the directed safe areas. Students should remain with their teacher and follow the teacher’s instructions throughout the fire drill. Periodically, the school will also conduct shelter-in-place and emergency evacuation drills so that students and staff will be properly trained in the event of an actual event.

EXTENSIONS PROGRAM

BAMS offers every student the opportunity to receive additional instruction, academic support, re-teaching and homework support in our after-school program called Extensions. Extensions begin at 3:25pm-4:00pm. School-wide extension days are Monday and Wednesday with potential additional days established by individual teachers. All students are welcome to stay on Extension days. Students whose grades dip below a C- in any content area at the mid-term or quarter grade will be expected to stay and will be given advance notice in order to notify their parents of this expectation. Any student participating in extra-curricular activities will be required to attend extensions prior to their activity. The following expectations apply for our Extensions program:

- Students will check in with the Extensions coordinator on Monday and Wednesday promptly at 3:25pm
- Students will receive a snack on Monday and Wednesday and report to their individual teacher or core classroom
- Students will bring classwork, homework and any necessary materials to complete assignments
- Students will ask their Extensions teacher for a “Pass to Play” at 4:00pm to give to their extra-curricular advisor/coach

EQUITY AND EXPRESSION

BAMS does not discriminate on the basis of race, color, religion, disability, national origin, marital status, sex, sexual orientation, or gender identity. If you have any questions concerning discrimination, grievance or grievance procedures, please contact Ms. Kate Maragaitis, Equity Coordinator, Brattleboro Union High School, 451-3419. Ms. Maragaitis is coordinating the District’s efforts to comply with regulations implementing Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973. Mr. Lyman and Ms. Curry are the two designated employees at BAMS who are authorized to investigate claims of harassment.

Students have the right to know opposing views and to seek acceptance of their views by others. No person shall be allowed, however, to express him/herself in a manner that is obscene, slanderous, or libelous. Furthermore, students cannot express themselves in a manner that might invite students to act unlawfully, or to violate school rules, or to disrupt the orderly operation of the school. Students also cannot express or support prejudice.

Students have the responsibility to assure that their exercise of free expression is not used to abuse the rights of others. They have the responsibility to accept the viewpoints and opinions of others and to recognize the rights of others to form and express differing points of view.

EXTRA-CURRICULAR ACTIVITIES

We are proud to offer a wide variety of extra-curricular activities for students. We strongly encourage all students to participate. While activities may change from year to year, the following is a list of activities BAMS has offered in the past:

Art Club BEAMS Basketball
Math Counts Jazz Band Cross-Country
Student Leadership Council Odyssey Field Hockey
Vermont Kids against Tobacco Nordic Skiing
Welcoming Committee Soccer Football
Yearbook Softball/baseball Track

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Behavior that results in school disciplinary action and academic standing will jeopardize a student’s participation in any extra-curricular activity. Students enrolled in a BEAMS activity are eligible for free transportation home following the conclusion of BEAMS activities at 5:15pm. Students involved in all other activities are required to arrange transportation ahead of time and leave school property fifteen minutes after the conclusion of their last activity. Failure to do so on more than one occasion may result in removal from the team or activity.

**GRADING PERIODS**

BAMS operates on a semester schedule. Report cards are issued to students four times each year at the end of each quarter. A grading period is approximately 8.5 weeks in length. Report cards are usually issued within ten days after the end of each marking period. Midterm reports are issued to all students halfway through each marking period. The purpose of the report is to inform students and their parents of academic progress at approximately the midpoint of each quarter. With this mid-term notification, students will have time to improve deficient grades. Report cards and midterms are mailed home to parents.

**GUM (CHEWING)**

Students are not allowed to chew gum within the school building. Students who do so will be given a warning and asked to throw their gum away. If the gum-chewing persists, the student will be subject to normal school disciplinary consequences, beginning with teacher detentions followed by an office referral for insubordination.

**HALLWAY PASS**

All students will be expected to carry a purple pass or a signed Hallway Passport found in their HAB if they are in the hallways during class time. When students wish to leave the classroom, they will be issued a pass or a teacher’s signature on the Passport indicating their destination. A pass or signed passport allows students to go to the office, restroom, locker, nurse, library, or counseling during designated class time.

**HEALTH SERVICES**

The Health Office is open on school days from 8:30 a.m. until 4:15 p.m. and is staffed by three registered nurses. Students may visit the Health Office for illness or injury between classes or during class ONLY with permission and a pass from a teacher or a staff member in the office. The nurse will then decide if the student is ill or injured, what should be done, and under no circumstances are students to leave the building without permission. Students may also consult with the nurse about health and personal concerns.

On file in the Health Office is a School Health Record and an Emergency Information Card for each BAMS student. The health record contains pertinent health information and immunization records. **Vermont law states that all students must be up to date on immunizations to attend school.** Parents are urged to help keep records current by notifying the Health Office of operations, immunizations, and serious illnesses of students. Parents will also be asked to update the blue Emergency Information Cards each year they have a student at BAMS.

If your physician requires a student to take a prescription medication during the school day, you are required to bring this medication, in the original pharmacy container, to the Health Office. All medications, whether they are prescription drugs or over-the-counter drugs (OTC) medications, such as aspirin, Tylenol, Advil, or vitamins, must be kept in the nurse’s office. The medication will be administered to the student with written permission from the parent or guardian. **Students are not allowed to be in possession of any type of medication whether they are a prescription or an over-the-counter (OTC) drug such as aspirin or Tylenol unless it has been approved by the health office.** An inhaler used for an asthmatic condition or an Epipen are examples of approved medications a student may carry.

Under VT law (16 V.S. A. 1422) schools are required to test the hearing of students in the first, second, third, fifth, seventh and ninth grade. Parents who wish to have their children opt out of these or any other health screening should contact the health office directly.
**HOMEWORK AND EXTRA HELP**

There are lots of good reasons why BAMS teachers give homework. Some of these include supplementing and reinforcing class work, developing independent study habits and increasing your knowledge.

In order to help you do your best homework, you should have a specific place to study, such as a desk in your room or at the kitchen table. You will also need some common tools: paper, pencils, a dictionary, a ruler and perhaps colored pencils, maps and a calculator. We recommend a specific amount of time to study each night, but this may vary from day to day. In general, however, it is expected that you will reserve 60-90 minutes for homework and/or quiet reading each evening.

If you need extra help, BAMS offers Extensions after school from 3:25pm - 4:00pm on Monday and Wednesday to help students complete their homework.

The homework hotline telephone number is 451-3501. Phone number extensions for each team are listed on the hotline.

**HOMEWORK REQUESTS**

Daily homework assignments are posted by each team on the homework hotline, listed above. Your parents may request additional homework assignments after you have been absent for three or more days. Parents may request the assignments by calling the registrar no later than 10:00am on the third day the student is absent. The appropriate core and exploratory teachers will receive the request and prepare a list of assignments. Homework assignments will be available in the main office in the designated homework box after 3:20pm. We encourage students to stay after school on their return from a multi-day absence to check in with their teachers regarding the work they missed. Students will have an equal number of days to make up missed work to the number they were absent. BAMS teachers are not required to prepare homework assignments in advance for students who will be absent from school for any length of time.

**HONOR ROLL**

Once report cards have been distributed, grade incompletes made up and corrections made, the honor roll is determined using the computerized report card system. To earn High Honors, a student must have an overall grade point average (GPA) of 3.8 or higher with no grade lower than a 'B'. To earn Honors, the student’s GPA must be at least 3.0 with no grade lower than a 'B-'. Students who earn honors or high honors are congratulated by the BAMS staff and awarded an honors party at the close of the first three quarters.

In order to graduate from 8th grade “With Honors,” a student must have earned high honors for all four quarters in grade seven and the first three quarters in grade eight.

**PHOTO IDENTIFICATION CARDS**

Students will receive a school photo identification card after school pictures are taken in September. Students will receive only one card each year; if the card is lost, it cannot be replaced. We suggest that students carry these cards in their wallets or book bags. The card enables the student to identify him/herself at school events or outside-of-school events in which photo identification might be needed. Students who cause another student’s card to be damaged, lost, defaced or stolen will be disciplined accordingly. These cards are the private property of the student-owner. Cards may be shown at BAMS’ student dances, at BAMS/BUHS extra-curricula events, and to local merchants who honor student discounts.

**LENGTH OF SCHOOL DAY**

Classes are in session from 8:45am to 3:20pm. Please, do not come to school before 8:00am. There is no supervision until that time and you cannot enter the building until 8:00am. Students who arrive before 8:35 are expected to report to the BAMS cafeteria, where breakfast is available.

Once you arrive at school, you are expected to stay for the entire day. If you need to leave school before the end of the day, you must have permission from your parents and the main office. We prefer that dentist and doctor appointments occur at the end of a school day. However, if it is necessary to leave early for such an appointment, you will need to bring a note signed by a parent or guardian giving your time of departure, the reason and with whom you will be leaving to the guidance secretary.

Normal dismissal time is 3:20pm unless students are asked to stay for Extensions or a detention or are involved in an after-school activity. Otherwise, students are expected to leave school immediately after dismissal time.
LOCKS AND LOCKERS

- You will be assigned two lockers: a regular academic locker and a physical education locker. A combination lock is built into the academic locker and the combination should not be shared with any other student.
- Physical education teachers will issue a combination padlock to students for their P.E. lockers, with a replacement cost of $5.00 to students who lose the lock. Students are encouraged not to store valuables in their P.E. lockers. However, all personal belongings must be stored in a P.E. locker at all times while students are using the gymnasium.
- Your lockers are for your personal use and should be used to store jackets and hats, backpacks, lunches, schoolbooks, supplies, all electronic equipment, and athletic clothes.
- Although it may be fun to share either of your lockers or lock combinations with a friend, we do not want you to do this. Friendships change and someone who is now your friend may not be in two months. This may create a problem for you.
- The school is not responsible for lost or stolen items, and all students are encouraged and advised to lock their personal belonging in their lockers at all times. If a combination is not working, students are expected to notify the office of P.E. teachers immediately.
- Your homeroom or team teacher will schedule periodic academic locker clean-outs in order to help you stay organized.

All lockers are the property of the school and the Administration reserves the right to inspect lockers periodically or in the event that an illegal or inappropriate item is believed to be contained within the locker.

BAMS/BUHS LIBRARY

This is your Library Center. You are welcome here. Please feel free to ask the librarians for help at any time. The materials are for use by each of you. The manner in which you handle these materials affects the whole school. Respect for others and for the materials and equipment will assist in making the BAMS library a pleasant place in which to work. Thank you for your cooperation.

LIBRARY HOURS
The library is open school days from 8:30 a.m. to 4:30 p.m., Monday through Thursday and 8:30-4:00 on Friday.

LIBRARY RULES AND REGULATIONS

- The library is a quiet place used for study and reading.
- All books and material taken from the library must be properly checked out.
- You are expected to bring your own paper, pencil or pen, and computer disks.
- Return books to the Library Book Drop at the circulation desk or to the Book Box outside the BAMS office.
- Lost or damaged books must be paid for promptly.
- No food or drinks may be brought into the library.

HOW TO BORROW MATERIALS

- Books may be checked out for four weeks in your name only. You may have two books out at a time, unless you are working on a special project and have permission from a librarian to have more books or materials checked out. Materials may not be checked out in anyone else’s name.
- Each book has a bar code. The book will be scanned at the circulation desk and stamped with the due date. You may renew a book if you need it longer than four weeks. Magazines older than one month may be taken out overnight.

OVERDUE BOOKS

Books are due back to the library 28 days after they are checked out. Overdue notices are printed every two weeks and distributed to students in homeroom. It is important that students check with the librarians’ assistant prior to the end of each school year in order to settle all accounts. Unpaid bills will transfer from year to year, and students who owe money for lost or damaged library materials will not receive their high school diplomas from BUHS until bills are paid.
COMPUTER USE IN THE LIBRARY

The BAMS District 6 Acceptable Computer Use Policy (G13) governs the use of computers by students and staff. Further information can be found in the HAB under Policy G13. We require that you check with the BAMS library staff before you use the computers in the library.

LOST AND FOUND

A lost and found box is located in the BAMS cafeteria. Students should be sure to check the box more than once for lost articles. Once every quarter, the box is emptied and clothing articles are on display for approximately two weeks before the items are donated to charity. All found items that are brought to the Office will be placed in the cafeteria lost and found box with the exception of electronics that will remain in the office.

MUSIC CLASSES POLICY

While we recognize that students who are involved in band and chorus in the BAMS music department benefit from a challenging and rewarding musical experience, it is our policy that if a student is in need of academic support (to increase his/her skill proficiency in math or reading/writing) offered during the music period, we will limit his/her participation to one of the two music classes. Parents/students who believe that the student would benefit by being in two performing ensembles must apply to do so. The counselor will provide an application for the student and parent to complete. If you have any questions please, do not hesitate to call your child's counselor. All music ensemble assignments will be made based on the criteria set forth in the BAMS Music Policy. For additional information, parents and students may contact the BAMS Instrumental Music Teacher and/or the BAMS Choral Music Teacher.

PRESCRIPTION MEDICATIONS

If your physician requires that you take a prescription medication during the school day, you are required to bring this medication, in the original pharmacy container, to the Health Office upon your arrival to school. Students may not carry at school any medications, whether they are a prescription or an over-the-counter (OTC) drug such as aspirin or Tylenol. Only school Health officials will make any necessary exceptions. See more about medications under Health Services.

PROMOTION, RETENTION, SUMMER SCHOOL

It is our belief that all students can be successful at BAMS. Our experience indicates that students who fail classes generally do so because they do not successfully complete the work, not because the work is too difficult. Teachers at BAMS are dedicated to helping students be successful. The BAMS ‘EXTENSIONS’ Program reinforces the steps teachers will take to provide support for all students. In extreme cases, those students who still don’t show evidence of proficiency (60% or higher) at the end of the school year will be required to attend summer learning sessions in order to be considered for promotion.

- Students who fail two or more core courses for the year, Social Studies, Math, Science, English, may be retained in the same grade for the following year.
- Students who fail one or more core courses for the year, and two or more semester courses, may be retained in the same grade for the following year.
- To fail a course for a year, a student’s average will equate to a 59% or lower.
- A student who is retained in the same grade will be placed on a different core team for the following year.
- Students receiving special services will be evaluated through their IEP’s, 504, and/or EST plans concerning possible retention.

The Summer Learning Program at BAMS is a privilege and may present an opportunity for the administration to consider a student’s advancement to the next grade. Summer learning is an individualized program that may include homework. Students are assessed on effort, attitude, attendance, and skill acquisition. Students who behave inappropriately in summer school will be removed from the program and automatically retained for the next school year. Students who successfully attend and complete summer learning sessions will be given consideration by the administration for promotion to the next grade.
PUBLIC DISPLAYS OF AFFECTION

BAMS students are expected to refrain from many forms of public displays of affection (PDA) during the school day. PDA is the physical demonstration of affection for another person while in the view of others. Holding hands and kissing in school are just two examples of PDA behaviors that we feel are not appropriate for middle school students at BAMS. Students will be warned about this behavior and reported to administration if the problem persists.

SNACK BREAK

The BAMS daily schedule includes a 5-minute snack break each morning. Students may purchase snacks from a school program or may choose to bring in their own healthy snacks each day.

SOAR (Support Others and Read) PROGRAM

All BAMS students will participate in an every-other-day Support Others and Read (SOAR) reading program with their advisory groups. It is the responsibility of each student to bring reading material to each SOAR session. At times, advisories might read the same book together to focus on a certain educational theme. It is expected that students will read during the entire period. Reading is a skill. And like all skills, the more you use it, the better you get at it. This program is designed to encourage students to read independently and for pleasure.

TEAMING

At BAMS, both students and staff members are organized into teams of 7th and 8th graders. Core teams (students and teachers) are identified as Team Canis Major, Team Leo, Team Draco, and Team Taurus, named after constellations. The exploratory teachers are identified as Team UFOS. UFOS teachers teach all students who are members of Teams Canis Major, Leo, Draco and Taurus. The Instructional Support Teams, academic support and special educators, also teach students who are members of all four core teams.

Students in each of the core teams share a common group of core teachers—English, math, science, social studies and, as appropriate, receive the services of Academic Support or Special Education. Core teams loop, meaning that they teach the same group of students for two years, beginning in their 7th grade year and continuing with these students through the end of their 8th grade year.

Beyond the core subjects, all students are required to take physical education for two years. In addition, 7th graders may take courses such as Healthy Life Skills, Personal Wellness, Computer Applications, Informational Tools & Media Application, fine or performing Arts (art, band, and/or chorus), technology design, and a selection of Foreign Languages. Eighth graders may also take Teen Issues, Foods, Debate, Spanish, French, German or Chinese foreign languages, multi-media applications, keyboarding, technology design, game design, digital music, Introduction to Careers at BUHS Career Center, and performing Arts (art, band, and/or chorus).
THE BAMS VISION

Learning for Life
- I give it my BEST!
- I am on time and ready to learn.
- I participate in classroom activities and discussions.
- I make connections between my school work and my life.

Caring for Others
- I speak kindly and respectfully to others.
- I am respectful of others' differences.
- I respect and honor each person's kinesphere.
- I am an ally.

Doing the Right Thing
- I take responsibility for my actions.
- I follow the school rules.
- I take pride in our school and leave no trace.
- I respect personal property.

Together
- I help others feel safe.
- I cooperate and lend a hand.
- I support and appreciate my peers.
- I am a positive contributor to my school.
SCHOOL CODE OF CONDUCT AND EXPECTATIONS

We strive to help each student become an independent and responsible learner who is not only aware of appropriate and acceptable social behaviors, but also able to monitor his/her own behavior. How you conduct yourself with others, both students and adults, underlies all that is important about our school. Beyond academic skills, we want you to learn how to make appropriate choices about your behavior and how to accept reasonable and logical consequences when your behavior may be inappropriate. Our vision matrix highlights some of the ways in which we can demonstrate the expectations we have for all members of the BAMS community by Learning for Life, Caring for Others, Doing the Right Thing, Together.

The administration and staff at BAMS are committed to creating a school climate that is positive, nurturing and caring. Creating and reinforcing student expectations as they align with our vision statement, encourages a positive pro-active approach to managing student behaviors. We want students to enjoy their time here and to leave with fond memories as well as a solid education. No student has the right to interfere with the learning of others. Teachers will contact parents if students are having difficulty being positive members of the classroom. If there is a continued problem in class, or a problem outside of the classroom, then counselors and/or administrators may become involved.

Every behavioral choice has consequences. Whenever a situation occurs, your teachers and/or administrator will listen to your side of the story and talk with you about your behavior. We will take many things into account and then determine if you made a good decision or a bad choice about your behavior. If we need to do so, we will discuss and administer consequences for your actions. When issuing consequences, we will consider how many times you have done the same or other things before that event. As a result, the consequences may not always appear to be the same for everybody. You are an individual and you will be treated like an individual. Behaviors can change and improve, and it is our goal to help you understand how your behavior impacted the school community and how not to make the same mistake twice.

Toward this end, we will be very intolerant of behaviors that are disruptive or threaten the safety of others. Acts of violence will simply not be tolerated. Students and their parents should be aware that we have adopted a philosophy of zero-tolerance and zero-indifference for violent behaviors such as fighting or making threats, and for behaviors characterized as harassment or bullying. (Please reference harassment and bullying policies in the appendix portion of this handbook.) Students who choose these types of behaviors will be dealt with quite severely and face suspensions as well as possible legal consequences.

All children of our community must feel safe, secure and supported while they are in school. We will make every effort to maintain a safe, healthy and positive climate at BAMS.

TYPES OF SCHOOL CONSEQUENCES

Reprimand or Warning - If this is a first time, and it is a relatively minor infraction, you may talk with either your teacher or administrator who will remind you of the rules and our expectations for your behavior.

Parent Contact – The teacher of administrator will telephone or write to parents informing them of your school code of conduct violation.

Parent Conference – This is a meeting with you, your parents, a counselor, and/or administrator to discuss your misbehavior and create a plan for improving it.

Restitution – You will be asked to pay for damages you created, perform a service for your school community, or make up wasted time. You may be asked to write or express words of apology if you have hurt someone in some way.

Restorative Justice – Students will work with those affected by hurtful behaviors to repair the damage and prevent future occurrences.

Teacher Detention – These are requests by the teacher for you to return after school to make up work or because of some behavioral infraction. This is usually, unless the teacher arranges it, to be served the same day, in the teacher’s classroom, and will end on or before 4:00 p.m. Teachers are expected to make contact with a parent or encourage students to do so before they serve the detention.

Administrative Lunch Detention – A lunch detention is served in a quiet room outside of the cafeteria. Students will retrieve their lunch choice from the cafeteria serving area and then report to quiet lunch room to serve their lunch detention. Lunch detentions occur during their regularly scheduled lunch time and do not interfere with their academic courses.
**Administrative Detention** - A detention is extra time spent before school or after school in order to help you learn from a mistake. The detention is issued by the school administrator and will last from 8:00am until 8:40am or 3:20pm until 4:00pm on the day it is to be served. Twenty-four hour notice by phone, email, or in writing will be honored in order for arrangements to be made with parents/guardians. While in detention, students may use this time for doing schoolwork.

**Planning Room Referrals** - The BAMS Planning Rooms are staffed by qualified adults whose responsibility is to assist students who have violated school rules by:

- Promoting short-term solutions to build student’s competency and confidence related to solving common, everyday challenges
- Focusing on immediate rule violating behavior
- Focusing on solutions
- Empowering students to take responsibility for their actions
- Providing a supportive and relationship-building atmosphere
- Helping students find alternative ways of responding to difficult situations
- Modeling social skills
- Providing anger management training
- Training students in impulse control

**In-School Suspension** - If you are placed in the BAMS planning room for all or part of a day, you will be given your schoolwork and expected to work or read for the duration of the time you are there. If your behavior while in the planning room is inappropriate or disruptive, you will be suspended out-of-school. **In-school suspension ends at 4:00 p.m. unless the student has earned the privilege of leaving at 3:20pm due to acceptable behavior and cooperation.**

**Out-of-School suspension** - This consequence is used when it is determined that your behavior is harmful to others, or that the other normal school consequences have not helped you to correct inappropriate behaviors. By placing you in the care of your parents for one or more days, we are removing you from the educational and social setting where your behavior has been inappropriate. We hope that the out-of-school suspension will help you reflect on your behaviors and create a plan for remediating them. In all cases of suspension, the administrator will notify your parent(s) by telephone (when possible) or letter.

A STUDENT WHO HAS BEEN SUSPENDED, IN OR OUT OF SCHOOL, MAY NOT PARTICIPATE IN ANY AFTER SCHOOL ACTIVITY DURING THE PERIOD OF SUSPENSION.

- Students may be suspended for incidents outlined in the Behavior Code of Conduct and also for violation of School Board policy. Students suspended out of school for ten days or less shall be given the opportunity for an informal hearing with parent/guardian notification before the suspension takes place. An informal hearing may occur by a phone call with a parent. There is no appeal for short-term discipline of ten days or less.
- Long term suspensions of eleven days or more will be preceded by written notification and formal due process procedures, including the opportunity for a hearing before the School Board.
- A student who is an ongoing threat of disrupting the academic process or poses a continuing danger to others will be immediately removed from the school. The parent or guardian of the student will be notified. If the parent or guardian cannot be located, the student will be detained at school for the remainder of the school day or, if warranted, the police will be contacted. No student will be removed from school for more than the remainder of a school day unless the school and the parents are given an opportunity for an informal hearing.

The full board policy may be obtained at the BAMS Office under the Title F1.

**OFF CAMPUS CONDUCT**

State law (Title 16, Ch.1161a) provides that a student can be disciplined for misconduct that occurs off school grounds **if the misconduct directly impacts school climate in an adverse manner.** Off campus behavior such as bomb threats, selling drugs, assaulting a staff member or other students, bullying or harassment, or dangerous activity could result in long term suspension up to and including expulsion.
Listed below are general school infractions and consequences for misconduct. **You should know that we cannot list every possible infraction.** Our behavior code is based on ensuring the safety and respect of all persons and property. Within each level of infraction, the teacher or administrator will generally proceed from the least severe to the most severe consequence. It should, however, be understood that your teacher or administrator has the discretion to employ the consequence that seems most reasonable at the time, based on the situation, and the number of previous offenses a student may have incurred.

Some students may choose to challenge or disregard the behavior expectations we have in place at BAMS. In each case, you are making a choice about your behavior, and sometimes these choices may bring negative consequences. Your teachers and administrators will hold you accountable for your behaviors. Please consider the following consequences before making some repeated and serious mistakes. Certain infractions, such as harassment, bullying, foul language, disrespect, possession or use of controlled substances or dangerous items, fighting, and/or smoking will not be tolerated in this school.

### CLASSROOM VIOLATIONS
- Not having Homework Assignment Book
- Violation of class rules
- Not attending to classwork
- Tardiness to class
- Not returning slips or notices
- Minor and first-time class disruptions
- Other teacher-identified infractions
- Gum chewing
- Carrying backpacks
- Note-writing, note-passing
- Academic Dishonesty
- Forged signatures

### ELECTRONIC VIOLATIONS
- Cell phone and use of other electronics during school hours
- Violation of Acceptable Computer Use Policy
- Violation of Chromebook student/parent contract

### DRESS CODE VIOLATIONS
- Violation of dress code
- Wearing coats, outside jackets, hats
- Writing or drawing on self or others

### DOING THE RIGHT THING VIOLATIONS
- Not returning for a teacher detention after a teacher reminder
- Failure to report for an office detention
- Chronic classroom infractions
- Repeated problems in the halls, café and/or restrooms
- Entering BUHS without permission or BAMS supervision
- Possession of items which may place others in danger or items identified as things NOT to bring to school

### ATTENDANCE CONCERNS
- Cutting a class
- Excessive tardiness to school (more than 5 times)
- Truancy

### CONSEQUENCES
- Immediate teacher intervention, parent contact, removal of privileges, teacher detentions, progressing to planning room and administrative referrals
- Confiscation of notes; notes may be shared with parents; possible additional disciplinary action by teacher or administrator.
- “0” grade for plagiarized work
- First Offense-confiscation and returned to student at end of the day
- Next Offense-confiscation and returned to parent/guardian
- Parent notification, alternative assignment when appropriate, detentions, restitution
- Students will be asked to comply with dress code, repeat infractions will lead to administrative office referral and detentions
- Students will be asked to remove marks, repeat infractions will lead to after school detentions
- Administrative detention doubled for time not served
- Administrative detention(s), planning room referral, notification of parents, corridor pass suspension, progressing to possible ISS or OSS
- Confiscation; notification of parents, administrative detentions or suspensions
- Teacher/Administrative detention equal to time skipped, doubling on subsequent offenses, and “0” grade for missing class assignments, progressing to ISS for repeated offenses
- Student meeting to resolve issue, parent contact, progressing to administrative lunch detention
- Administration discretion; parent contact; referral to appropriate support and/or law enforcement agencies
### MISCONDUCT WITH SUBSTITUTES
- Disruption/disrespect when substitute teacher is present
  - First offense - Teacher intervention/detention; parent contact
  - Second offense – Administrative detention; parent contact
  - Third Offense – In-school suspension

### DISRESPECTFUL BEHAVIORS
- Disrespect to staff
  - Immediate office referral; planning room referral; Administrative detention(s); progressing to ISS and possible OSS; Restorative Justice when appropriate.
- Insubordination or refusal to comply with adult instructions
- Inappropriate language directed to or about a staff member
  - One day suspension for each offense; second offense is two-day suspension out of school; third offense is three days out of school
- Failure to provide name to a WSESU staff member
  - Up to three days OSS
- Vulgar, profane, abusive language, swearing, gestures or other obscene physical contact heard or seen by adults or exchanged between students
- Extreme profanity, swearing and/or disrespect directed at staff
  - Notification to parents; loss of after school privileges; administrative intervention

### BEFORE AND AFTER SCHOOL
- Loitering and/or creating problems for neighbors, local Merchants, crossing guards, pedestrians, or other staff in a supervisory role
  - Treated as if they occurred at school to the extent possible; administrative detention(s) leading to suspension of riding privileges and/or suspension from school (consistent with School Board Policy F2).
- Bus problem to or from school (including bus stop); danger to others and/or violation of bus rules
  - Automatic suspension of riding privileges for up to three days; other consequences consistent with school policy
- Bus problem (failure to give name to driver when confronted over unacceptable behavior)
  - Notification to parents; loss of after school privileges; administrative intervention

### SCHOOL DAMAGE AND THEFT
- Willful, harmful destruction of property
  - Restitution, detention, and/or administrative discretion
- Vandalism/graffiti (including to students’ yearbooks)
  - Restitution; state laws where applicable; detention(s) and/or suspension; parent contact
- Theft or destruction of school property or personal property (whether known to victim or not)

### BULLYING AND HARASSMENT
- Bullying, threats, and/or harassment (verbal or physical – racial, sexual, ethnic, religious) words or actions
  - Administrative actions followed under Policy F31 and F23.
  - Restorative Justice; Administrative detention(s) progressing to ISS and out of school suspension; possible legal action

### UNSAFE BEHAVIOR TOWARDS OTHERS
- Throwing a projectile
  - Confiscation of item; planning room referral; Administrative referral; possible suspension
- Use, attempted use, or aggressive display of items that place others in danger
  - Immediate end to the behavior; administrative detention(s) possible ISS or OSS
- Unsafe behavior that could do harm to others
  - Minimum one-day suspension; up to five days out of school suspension; parent contact; possible legal action
- Unsafe behavior that results in harm to others
  - Suspension (possible expulsion), reported to the police along with evidence, and charges pressed
- Physical aggression – one-sided fighting, physical aggression, multiple involved persons (pushing, punching, hitting, shoving, spitting…)
  - Suspension progressing to expulsion, legal action, police involvement, parent meeting, School Board action
- Fighting—two-sided
  - Mandatory report to DCF by any staff member; disciplinary consequences as appropriate
- Any kind of threat/action that causes harm to individuals or the school; or, instigating a fight
  - Minimum three-day out of school suspension, notification of police and safety assessment
- Assault (clear aggressor, clear victim)
  - Violence resulting in bodily harm, or threatening to commit significant violent acts against students, staff or school
  - Abuses (sexual, physical, emotional…)
  - Misdemeanors against other students and school employees
TOBACCO, DRUGS, WEAPONS VIOLATIONS

- Possession of tobacco and devices (including smoking on school grounds or adjacent properties) (BUHS District #6 Policy E8)
- Possession of drug paraphernalia
- Possession, distribution or use of an OTC drug
- Possession, use, under the influence of a controlled drug or alcohol, or sells alcohol or a controlled substance (BUHS District Policy F9)
- Possession of a weapon other than a gun (a straight knife or any object intended to be used, threatened to be used, or is known to be capable of producing serious injury)
- Use of any weapon other than a gun or an object that has the potential to do serious injury to another
- Possession of a firearm (BUHS District Policy F24)
- Bomb threat/other threats that disrupt school operations
- Pulling a fire alarm
- Other infractions

- A person who sells or furnishes tobacco products to a person under 18 years of age shall be fined not more than $100.00 for a first offense and not more than $500.00 for a second subsequent offense.
- First offense – referral to Student Assistance Program/parent contacted; administrative detention(s)
- Second offense – in school suspension or attendance of a Smoking Cessation Workshop
- Third offense – out of school suspension (2-5 days); reported to the police; subject to civil fine
- Fourth offense – out of school suspension (10 days)
- Fifth offense – referred to School Board for possible expulsion
- Police notification
- Confiscation, notification of parents and police, administrative detention(s) or suspensions; Administrative detention(s) leading to ISS to OSS
- First offense – 10-day suspension; ineligible for extracurricular activities for nine weeks, or for the duration of the activity; family conference with school officials; police notification; recommendations to be made by assessment team
- Additional offenses – out of school suspensions and possible recommendation to the Superintendent of Schools for expulsion. In each case, the Counseling Department will assess the extent of the problem and make the necessary and appropriate referral to a local health facility. The local police will also be notified, and we will recommend prosecution whenever appropriate.
- Minimum 10 days out of school suspension
- Minimum 20 days out of school suspension leading to expulsion and possible legal action (School Board’s discretion)
- Expulsion from school for one year (Board’s discretion)
- Suspension to expulsion; criminal prosecution
- Penalties consistent with those previously listed subject to administrative discretion

PLEASE NOTE: These are minimum infractions with guaranteed penalties. Other infractions not noted but which impact the safety and welfare of students will also be addressed. Repeated and/or more severe infractions could bring harsher penalties.

WHAT NOT TO BRING TO SCHOOL THAT IS NOT ALREADY SPECIFIED

Students and their parents are sometimes unsure of what exactly students should not be brought to school.

Students should NOT bring to school the following:

- Pet animals (teachers may request that exceptions be made for class)
- Firecrackers, explosives of any type, sparklers, or other incendiary devices
- Weapons and ammunition of any kind (real or simulated) including bullets, handcuffs, chains, pocket knives, or other sharp metal items
- Cap guns
- Items to be sold
- Squirt guns, water bottles and other squirting devices
- Aerosol spray cans of any type
- Soda, energy drinks, excessive amounts of candy
- Alcohol/Drugs and paraphernalia (except those given to the Health Office for a medical condition)
- White-out, glue, permanent markers
- Glass bottles or jars
- Lighters, matches, cigarettes, electronic cigarettes
- Laser light pens or laser pointers
- Stink bombs/smoke bombs
**APPENDICES/POLICIES**

**TITLE: Tobacco Prohibition - Procedures**

**Policy**

It is the policy of the Brattleboro Union High School District #6 to prohibit the use of tobacco on school grounds in accordance with state law. This ban extends to any student, employee or visitor to the school, and applies at all times, whether or not school is in session. Students are, furthermore, prohibited from possessing tobacco products at all times while under the supervision of school staff or at school sponsored activities.

**Administrative Responsibility**

The Superintendent or his or her designee is directed to take responsible steps to inform students and employees of this policy, to post signs on school property and to provide notice to visitors and those who are invited to attend school activities in bulletins, programs and announcements related to school events.

**Violations of Policy**

Students who violate this policy will be disciplined under the school's disciplinary policy and procedures, and tobacco products may be confiscated.

Employees who violate this policy will be subject to disciplinary action in accord with applicable employee policies, employment contracts and requirements of law.

Others who use tobacco on school grounds will be informed of this policy and asked to comply. A person failing to comply will be asked to leave school grounds. A person who refuses to comply or to leave school grounds when requested to do so under this policy may be referred for prosecution as a trespasser.

For purposes of this policy, "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 school buildings, athletic fields and parking lots. This policy also extends to all school-owned or operated vehicles.

The Brattleboro Union High School District #6 recognizes the preventive role education can play in attempting to discourage harmful behaviors, such as the use of tobacco products, and supports all district efforts to establish on-going educational campaigns and smoking cessation programs.

**Date Warned:** June 24, 2004  
**Date Adopted:** July 19, 2004

**Legal Reference(s):**  
16 VSA § 140 (Tobacco on School Grounds)  
18 VSA §§ 1422 et seq. (Smoking in the Workplace)  
13 VSA § 3705 (Unlawful Trespass)  
20 USC §§ 6083 et seq. (Goals 2000 Educate America Act, Title X)  
42 USC §§ 5119a et seq. (Children Protection Act of 1995)  
Cross Reference: Student Conduct and Discipline (F1 and F1A)  
Bus Discipline (F2)

**TITLE: Bus Discipline**

Maintaining student control on the school bus is a primary responsibility of the driver. The school bus driver will report unmanageable student behavior to the school principal, who will notify the student's parents or guardian of that behavior.

If the school principal determines that a student's school bus transportation privileges should be suspended, the principal will provide the student's parents or guardians with notice of that suspension before those privileges are denied. The school bus driver may remove a student from the school bus when that student’s behavior represents a serious immediate threat to the health and safety of the other bus passengers or the driver, and when the student's removal will not endanger that student's health or safety.

**Date Warned:** July 20, 2001  
**Date Adopted:** August 6, 2001

**TITLE: Alcohol & Drug Abuse**

**DRUG:** For purposes of this policy, the word "drug" includes alcohol, non-alcoholic malt beverages, narcotics, hallucinogens, amphetamines, barbiturates, marijuana and all other controlled substances as defined by state and federal statute or regulation. It also means any substance represented to be a "drug" as defined above, including "look alikes," ergogenic and performance enhancing substances, and paraphernalia specifically or reasonably associated with drug use.

**DRUG ABUSE:** For purposes of this policy, the phrase "drug abuse" means the unauthorized use of any drug.

**DISTRICT:** The District is the Brattleboro Union High School #6, which includes Brattleboro Area Middle School, Brattleboro Union High School and Southeast Vermont Career Education Center.

**SCHOOL GROUNDS:** For the purposes of this policy, the phrase "school grounds" shall mean any property, facility and vehicle owned or leased by District and used at any time for school-related activities.

**STUDENT ASSISTANCE TEAM:** The Student Assistance Team for High School students shall consist of four individuals:

1. The Student Assistance Program Coordinator;  
2. The Counselor assigned to the referred student;
3. A building administrator; and
4. The Dean of Students

The Student Assistance Team for Middle School students and the Student Assistance Team for Career Education Center students shall consist of three individuals:
1. The Student Assistance Program Coordinator
2. The Counselor assigned to the referred student; and
3. A building administrator.

**PHILOSOPHY**

All students have a right to receive an appropriate education in an alcohol and drug-free environment. The board encourages educational programs that provide every student with an understanding of the physical, psychological, social and legal dangers associated with drug abuse. Chemical abuse and dependency are treatable health problems that are primarily the responsibility of the home and the community. The school shares this responsibility in the areas of prevention (education) and intervention (identification and referral).

Community and schools share in this responsibility because chemical problems often interfere with behavior, learning, and the fullest possible development of each student.

**POLICY**

It is the policy of the District that no student knowingly shall possess, use, sell, give, or otherwise distribute, or be under the influence of, any drugs or alcohol on school grounds or at any District sponsored activity not on school grounds.

**PROGRAMS AND SERVICES**

1. **Educational Programs:**
   The District shall conduct a drug and alcohol abuse educational program on a sequential basis beginning with Grade 7 through Grade 12 in accordance with the mandates of 16 V.S.A., Section 909, the Vermont Alcohol and Drug Education Curriculum Plan and the federal Drug Free Schools and Community Act (P.L. 101-226).
   The District shall provide the following:
   For employees — In-service drug and alcohol abuse education programs for all employees on a periodic basis.
   For students — Age appropriate drug and alcohol abuse education programs for students Grade 7 through Grade 12 in compliance with the curriculum guidelines established by the State of Vermont.
   For parents and parental surrogates — Informational and training programs through the District's parent organizations.

2. **Self-Referral for Assistance with Drug or Alcohol Abuse:**
   When a student believes she or he is abusing a drug or alcohol and wishes to cease the abuse, the District will cooperate with the student by offering educational resources and referral to a community drug abuse treatment provider, if the student is self-referral and not apprehended in violation of law or District policy.
   An employee who observes academic, social or behavior of a student indicative of drug or alcohol abuse is encouraged to discuss such observations with the student. If the behavior continues or the employee believes assistance is needed by the student, a referral may be made to the Student Assistance Team.
   The Student Assistance Team shall determine the need for referral to a drug or alcohol abuse treatment provider.

3. **Cooperative Agreements/Community Support and Referral System:**
   In dealing with drug or alcohol abuse cases, every effort should be made to promote good judgment concerning drug or alcohol use. Students and parents and parental surrogates should be provided information about drug or alcohol abuse treatment providers and should be encouraged to take advantage of services and programs offered.
   The District shall maintain a written referral agreement with one or more drug or alcohol abuse treatment providers such as Youth Services, Marathon House, The Brattleboro Retreat and Mental Health Services of Southeastern Vermont. The District shall not be obligated for financial responsibility for any services provided.
   The District shall maintain liaison with the Brattleboro Police Department to obtain assistance in determining appropriate and effective action when drug or alcohol abuse related incidents occur.
   The District shall cooperate with community, state and federal entities in order to provide effective drug or alcohol abuse programs for students, staff and parents and parental surrogates.
   No student under the age of eighteen will be referred to an outside agency for substance abuse treatment without parental consent unless, in accord with 18 VSA § 4226, the student is over the age of 12 and found by a licensed physician to be dependent upon regulated drugs or an alcoholic. Parental consent is not required for student participation in group programs conducted within the schools which are educational in nature and designed to impart information and/or assist students in improving their sense of self-esteem. Such groups may be conducted only by trained professionals contracted by the schools to perform such service or by trained school staff who have been approved by the school administration to conduct such groups.

**PROCEDURES FOR DEALING WITH DRUG OR ALCOHOL ABUSE INCIDENTS**

Students who are abusing drugs or alcohol need assistance. The types of assistance needed may vary; however, the District is committed to providing appropriate responses to students. The following outlined procedures are routine. In extreme situations, administrators may elect to act otherwise. Any non-routine action taken by an administrator shall be explained in a written memorandum to the superintendent, which memorandum shall be retained. All disciplinary measures taken in accordance with this policy shall comply with due process requirements and, where appropriate, will be consistent with the rights of students with disabilities as reflected in the school's disciplinary policy.

A. **Students selling or furnishing drugs or alcohol:**
1. **First Offense**
   a. The student's parent or parental surrogate shall be notified.
   b. The student shall be dismissed from school for the remainder of the day.
   c. An appropriate law enforcement agency shall be notified.
   d. The student shall be suspended for a period of one (1) to ten (10) days.
   e. The student shall be referred to the Student Assistance Team.
   f. Subsequent to return, the student is expected to be, and shall remain, in compliance with any recommendation for treatment and in compliance with court orders.
   g. Non-compliance subsequent to return may result in a recommendation to the Board for the student's expulsion.

2. **Second Offense**
   a. The student's parent or parental surrogate shall be notified.
   b. The student shall be dismissed from school for the remainder of the day.
   c. An appropriate law enforcement agency shall be notified.
   d. The student shall be suspended for a period of one (1) to ten (10) days.
   e. The student shall be recommended to the Board for expulsion.

**B. Students in possession of, or using, drugs**

When students are found in possession of drugs, drug paraphernalia, or alcohol, those substances will be confiscated from the student.

1. **First Offense**
   a. Student will be treated as an ill student and will be sent home by an administrator after the parents have been notified. In crisis situations, the matter will be handled as a medical emergency and accordingly the school officials will involve ambulance and police assistance as may be appropriate.
   b. Upon the return to school the following day, the student will be dealt with in accordance with the school's discipline program, if applicable.
   c. Police shall be notified when drugs or alcohol are involved. Reporting of 1st offense alcohol problems to the police is within the discretion of the administrator.
   d. The student will be referred to the school's Substance Abuse Team.
   e. A meeting shall be held, forthwith, with the student, the student's parent or parental surrogate and the Student Assistance Team to initiate any referral for drug or alcohol abuse assessment. (See assessment procedures at the end of this document.)

District administrators, in their sole discretion, may reduce the length of any imposed suspension if the student enrolls in a drug abuse treatment plan. Any such treatment plan must include an assessment of the student by a licensed drug treatment provider.

2. **Second Offense**
   a. Student will be treated as an ill student and will be sent home by an administrator after the parents have been notified. In crisis situations, the matter will be handled as a medical emergency and accordingly the school officials will involve ambulance and police assistance as may be appropriate.
   b. Upon the return to school the following day, the student will be dealt with in accordance with the school's discipline program, if applicable.
   c. The student will be referred to the school's Substance Abuse Team.
   d. Police shall be notified regardless of whether the offense is drug or alcohol related.
   e. The student will undergo an alcohol/drug assessment within 10 days of the incident and further will participate in a treatment program if warranted by the assessment.
   f. Failure to comply with (e) above will result in the student being suspended from school for ten (10) days.
   g. A meeting shall be held, forthwith, with the student, the student's parent or parental surrogate and the Student Assistance Team to initiate a referral for drug abuse assessment. (See assessment procedures at the end of this document.)

District administrators, in their sole discretion, may reduce the length of any imposed suspension if the student enrolls in a drug abuse treatment plan. Any such treatment plan must include an assessment of the student by a licensed professional.

3. **Third Offense**
   a. Student will be treated as an ill student and will be sent home by an administrator after the parents have been notified. In crisis situations, the matter will be handled as a medical emergency and accordingly the school officials will involve ambulance and police assistance as may be appropriate.
   b. Police shall be notified.
   c. The student will be suspended from school for ten (10) days and may be recommended to the board for expulsion.

**SUSPECTED SUBSTANCE ABUSE**

When a staff member has reason to believe that a student might be having a problem related to substance abuse, the staff member shall make a referral to the Substance Abuse Team.

**CO-CURRICULAR ACTIVITIES**
Students who violate this policy are subject to additional disciplinary action as established in the District's Extra-Curricular Code of Conduct/Athletic Training Rules.

**NOTICE**

Parents, parental surrogates and students shall be provided a copy of this policy and shall be informed that compliance is mandatory.

**ASSESSMENT PROCEDURES:**

An evaluation at an outside agency specializing in drug or alcohol counseling is required. A release permitting such outside agency to provide information to the District should be obtained from either the student or the student's parent or parental surrogate. Written recommendations for the student to follow, prepared by the outside agency, should be provided to the District. A meeting with the student, the student's parent or parental surrogate and the Student Assistance Team shall be held in order to assist the student to implement a plan to follow the outside agency's recommendations.

Date Warned: November 23, 2001  
Date Adopted: December 3, 2001

**Legal Reference(s):**  
16 V.S.A., Section 909 Vermont State Board of Education Manual of Rules & Practices Section 4200  
18 V.S.A., Section 4226 Drug Free Schools and Communities Act of 1989 (PL 101-226)  
Cross Reference: Student Conduct and Discipline(F1)  
Search and Seizure(F4)  
Interrogations or Searches of Students by Law Enforcement Officers or Other Non-School Personnel(F5)  
Extracurricular Code of Conduct

**TITLE:** Policy on Prevention of Harassment of Students  
**CODE F23**  
Mandatory

**I. Purposes**

The Brattleboro Union High School District #6 (“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. This policy addresses incident(s) and/or conduct that occur on school property, on a school bus or at a school-sponsored activity, or incident(s) and/or conduct that does not occur on school property, on a school bus or at a school-sponsored activity but where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs.

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

It is the intent of the District to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this harassment policy is to prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that is likely to substantially disrupt the educational learning process and/or access to educational resources, or create a hostile learning environment.

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

**II. Definitions**

A. "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 conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual or physical conduct of a sexual nature when one or both of the following occur:
   (i) submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education, 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

(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.

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

C. “Complainant” means a student who has filed an oral or written complaint with a school employee or a student who is the target of alleged harassment in a report made by another person.

D. “Designated employee” means an employee who has been designated by the school to receive complaints of harassment pursuant to subdivision 16 V.S.A. §565(c)(1).

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/member of the board of trustees, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes supervisory union staff.

F. “Notice” means a written complaint or oral information that harassment may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the harassment, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred.

G. “Retaliation” is any adverse action by any person against a person who has filed a complaint of harassment 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.

H. “School administrator” means a superintendent, principal/head of school/technical center director or his/her designee.

III. Reporting Student Harassment
A. Student reporting: Any student who believes that s/he has been harassed under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute harassment, should promptly report the conduct to a designated employee or any other school employee.

B. School employee reporting: Any school employee who witnesses conduct that s/he reasonably believes might constitute harassment shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee. Any school employee who overhears or directly receives information about conduct that might constitute harassment shall immediately report the information to a designated employee. If one of the designated employees is the person alleged to be engaged in the conduct complained of, the complaint shall be immediately filed with the other designated employee or the school administrator.

C. Other reporting: Any other person who witnesses conduct that s/he reasonably believes might constitute student harassment under this policy should promptly report the conduct to a designated employee.

D. Documentation of the report: If the complaint is oral, the designated employee shall promptly reduce the complaint to writing in a harassment complaint form, including the time, place, and nature of the alleged conduct, and the identity of the complainant, alleged perpetrator, alleged target, and any witnesses.
E. False Complaint: Any person who knowingly makes a false accusation regarding harassment may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of harassment when the person has a good faith belief that harassment occurred or is occurring.

IV. Procedures Following a Report
A. Notification: Upon receipt of a complaint of harassment the designated employee shall immediately inform the school administrator of the complaint. In addition, the designated employee shall immediately provide a copy of this harassment policy to the complainant and accused individual. If either the complainant or the accused individual is under the age of 18, his or her parent(s) or guardian(s) shall be: 1.) promptly notified that a complaint of harassment has been filed and provided with a copy of this policy; 2.) notified if an alternative dispute resolution method will be offered and, if it occurs, of the outcome of any such attempt; and 3.) notified in writing of the results of the complaint investigation. All notification letters shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. A school administrator may seek waiver of confidentiality rights of the accused in order to inform the complainant of any disciplinary action taken in cases where the school determined that harassment or other misconduct occurred.

B. Investigation: Unless special circumstances are present and documented, such as reports to the Department for Children and Families (“DCF”) or the police, the school administrator shall, no later than one school day after the filing of a complaint with a designated employee, initiate or cause to be initiated, an investigation of the allegations. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation. No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator. The report shall include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes harassment. When the initial determination concludes that an accused student has engaged in harassment, the school administrator shall use his or her discretion to decide the appropriate disciplinary and/or remedial action. In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies.

All levels of internal review of the investigator’s initial determination, and the issuance of a final decision, shall, unless special circumstances are present and documented by the District, be completed within 30 calendar days after the review is requested.

C. Action on a substantiated complaint: If, after investigation, the school finds that the alleged conduct occurred and that it constitutes harassment, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the harassment and prevent any recurrence of harassment. Such action may include warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee.

D. Alternative dispute resolution: At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation, for resolving complaints. The following should be considered before pursuing alternative dispute resolution methods: (1) the nature of the accusations, (2) the age of the complainant and the accused individual, (3) the agreement of the complainant, and (4) other relevant factors such as any disability of the target or accused individual, safety issues, the relationship between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual. If an alternative dispute resolution is either not appropriate or is unsuccessful, the school administrator shall initiate or cause to be initiated an investigation of the allegations in accordance with the timelines established in this policy.

E. Appeal: A person determined to be in violation of this policy and subjected to disciplinary action under it may appeal the determination and/or the disciplinary action(s) taken in the same manner as other disciplinary actions, in accordance with the District’s discipline policy, applicable statutes, or collective bargaining agreements.

F. Independent Review: A complainant may request an independent review if s/he: 1.) believes that the school did not correctly analyze the complaint and failed to conduct an investigation of the incident because the school believed the alleged conduct did not constitute possible harassment, 2.) is dissatisfied with the final determination following an investigation as to whether harassment occurred, or 3.) believes that although a final determination was made that harassment occurred, the school’s response was inadequate to correct the problem. The complainant shall make such a request in writing to the superintendent of schools/head of school. Upon such request, the superintendent/head of school shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 565(f), and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant and relevant school officials and a review of the written materials from the school’s investigation. Upon completion of the independent
review, the reviewer shall advise the complainant and school officials in writing: 1.) as to the sufficiency of the school’s investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and 2.) of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Commissioner of Education. 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. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the District. The District may request an independent review at any stage of the process.

G. Retaliation: It is unlawful for any person to retaliate against a person who has filed a complaint of harassment or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. A person may violate this anti-retaliation provision regardless of whether the underlying complaint of harassment is substantiated.

V. Confidentiality and Record Keeping
A. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the District’s obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.

B. The Superintendent or school administrator shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the District in a confidential file accessible only to authorized persons. 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.

VI. 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 harassment complaint is made in an independent school about conduct by a licensed educator that might be grounds under the State Board of Education rules for licensing action, the head of school is encouraged to report the alleged conduct to the Commissioner.

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

VII. Dissemination of Information, Training, and Data Reporting
A. Dissemination of Information. Annually, prior to the commencement of curricular and cocurricular 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 District that sets forth the comprehensive rules, procedures and standards of conduct for the 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)
I. POLICY

The school board determines that possession and/or use of a weapon by any individual on school grounds is detrimental to the welfare and safety of the students and school personnel. The board intends to comply with the federal Gun Free Schools Act of 1994, and Act No. 35 of the 1995 session of the Vermont General Assembly requiring school districts to provide for the possible expulsion of students who bring weapons to school. The board further intends to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules. Further, it is a goal of the district to maintain reasonably high levels of safety for all persons on school grounds, to engender a sense of security for all persons on school grounds, and to minimize injury as a result of violent behavior.

I. CONDUCT PROHIBITED

Possession and/or use of any weapon or facsimile of any weapon in any school building or on school grounds or property is strictly prohibited. It is a violation of this policy for any person to make, issue, or communicate by any means the threat that a weapon has been, or will be placed or used on school grounds or property. This policy is in effect before, during and after school, as well as at any school-sponsored activity. This policy does not apply to any law enforcement officer while engaged in law enforcement duties, or to weapons or facsimiles of weapons used in school-approved functions or ceremonies.

III. DEFINITIONS

1. A. For the purposes of this policy, the terms “weapon” and “school grounds or property” and “expelled” shall have the following meanings:

   (1) “Weapon” means a firearm as defined in Section 921 of the Federal Gun-Free Schools Act. The following is an illustrative, but not exclusive, list of weapons:

   a. any device (including a starter gun) that will, or may readily be converted to, expel a projectile by the action of an explosive;
   b. the frame or receiver of any weapon described above;
c. any firearm muffler or firearm silencer;
d. any explosive, incendiary or poison gas:
   (i) bomb;
   (ii) grenade;
   (iii) rocket having a propellant charge of more than four ounces;
   (iv) missile having an explosive or incendiary charge of more than one quarter ounce;
   (v) mine;
   (vi) firework; or
   (vii) similar device,
   unless under the supervision of a teacher and used as part of the curriculum.
e. any device that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter;
f. any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled;
g. a hoax device, defined as any device so designed, assembled, fabricated or manufactured as to convey the physical appearance of an explosive or incendiary bomb, or the physical appearance of the devices enumerated in subdivisions (a)-(f) of division 1. of this section, that is lacking an explosive or incendiary charge.

1.B “Weapon” also includes firearms; “Weapon” also includes shotguns and rifles to be used solely for sporting, recreational, or cultural purposes.

1.C “Weapon” also includes ammunition, dirk knives, bowie knives, daggers, swords, long knives, daggers, pocketknives, jackknives, penknives, hunting knives, hatchets, axes, spears, stun guns and any other electrical weapons, tear gas, pepper spray or any other chemical weapon, and other devices, instruments, materials, or substances, whether animate or inanimate, that in the manner they are used, or are intended to be used, are known to be capable of producing bodily injury, when not specifically required and authorized for a course of instruction.

1.D “Weapon” also includes any implement not normally construed to be a weapon and not defined as such under A., B., and C. above, but that is used as a weapon or someone threatens to use as a weapon.

2. “School grounds or property” means: facilities, buildings, fields, and grounds areas; vehicles owned, leased or used by the district to transport students to and from school or school activities; parking lots (including vehicles in the parking lots) or any other setting that is under the permanent or temporary supervision and/or control of the school district.

3. “Expelled” means the termination of educational services to a student for a period of at least twelve (12) consecutive months. At the discretion of the board and administration, an expelled student may be afforded limited educational services at a site other than school during the period of expulsion under this policy.

IV. SANCTIONS

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

1. The student, individual and/or staff member who is in possession of a weapon shall be referred to a law enforcement agency.

2. The weapon shall be confiscated.

3. The student and/or staff member may be suspended until a school board hearing can be conducted, following due process procedures as required by law.

4. The school board shall hold an expulsion hearing for any student who brings to school grounds a weapon as defined under 1.A(1); 1.A(1)(a)-(d)(i)-(v); 1.A(1)(e)-(f); and 1.B.

5. The administration shall take administrative action, that may include a recommendation to the board for expulsion, against any student who brings to school grounds a weapon as defined under 1.A(1)(d)(vi)-(vii); 1.A(1)(g); 1.C.; and 1.D.

6. A student found by the board after hearing to have violated the provisions of sections 1.A(1); 1.A(1)(a)-(d)(i)-(v); 1.A(1)(e)-(f); or 1.B of this policy shall be expelled for at least one (1) calendar year. The board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to:
   a. The student was unaware that he/she had brought a weapon to school;
   b. The student did not intend to use the weapon to threaten or endanger others;
   c. The student is disabled, and the misconduct is related to the disability;
   d. The student does not present an ongoing threat to others; or
   e. A lengthy expulsion would not serve the best interests of the student.

7. An employee who brings a weapon to school grounds will be subject to disciplinary action up to, and including, termination of employment, in accordance with applicable employee policies, employment contracts, and requirements of law.

8. Other individuals who bring weapons to school grounds will be removed immediately, and shall be reported to a law enforcement agency.

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

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

Date Warned: November 23, 2001
Date Adopted: December 3, 2001

TITLE: Policy on the Prevention of Bullying of Students

The Windham Southeast Supervisory Union recognizes that all students should have a safe, orderly, civil, and positive learning environment. Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the severity, will warrant corrective action and/or discipline. Behaviors that do not rise to the level of bullying may still be subject to intervention and/or discipline under another section of the discipline plan or policy.

For the purpose of this policy, “bullying” is defined as 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. either:
   - occurs during the school day on school property, on a school bus or at a school-sponsored activity; or
   - 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.

Examples of bullying include:

- Name-calling and verbal taunts
- Physical threats or actual physical harm
- Off-campus text messages or social media posts that ridicule or intimidate to the extent that the targeted student is not able to fully access the school’s programs.

In order to be bullying, incidents such as the ones described above must be repeated over time, directed at a particular student, and intended to ridicule, humiliate or intimidate.

In some cases, acts of bullying may constitute unlawful harassment, where the conduct is based on or motivated by a student’s or student’s family member’s actual or perceived: race, creed, color, national origin, sex, sexual orientation, gender identity, marital status, disability.

Any allegations of harassment will be addressed under the Windham Southeast Supervisory Union’s policy on the Prevention of Harassment of Students (F23).

I. Reporting of Bullying Complaints
The principal of each school in the Windham Southeast supervisory Union will annually designate two employees to receive complaints of bullying and harassments. The names and contact information for those designated employees can be found attached to this policy, in parent/student handbooks, and posted in the individual schools.

For the purpose of this policy, “school employee” means any person employed directly by or retained through a contract with the Supervisory Union, an agent of the school, a school board member, a student teacher, an intern, or a school volunteer. “Agent of the School” includes supervisory union staff.
A. **Student reporting:** any student who believes that s/he has been bullied under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute bullying, is encouraged to report the conduct to a designated employee or to any other school employee.

B. **School employee reporting:** Any school employee who witnesses conduct that s/he reasonably believes might constitute bullying shall take reasonable action to stop the conduct and to prevent its recurrence and shall immediately report it to a designated employee. Any school employee who directly receives information about conduct that might constitute bullying shall immediately report it to a designated employee.

C. **Parent reporting:** Any parent or legal guardian/custodian who witnesses conduct that s/he reasonably believes might constitute bullying or who reasonably believes his/her child or ward is being bullied should promptly report the conduct to a designated employee or any school employee.

D. **Documentation of the report:** If the complaint is oral, the designated employee shall reduce the complaint to writing, including the time, place, and nature of the alleged conduct, and the identity of the complainant, alleged perpetrator(s), and any witnesses.

E. **False complaint:** Any person who knowingly makes a false accusation regarding bullying may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint or bullying when the person has a good faith belief that bullying occurred or is occurring.

F. **Confidentiality and record keeping:** The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the District’s obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.

II. **Response to a Bullying Complaint**

For the purposes of this policy “school administrator” means a superintendent, principal, technical center director, or his/her designee.

A. **Notification:** Upon receipt of a complaint of bullying the designated employee will immediately notify the school administrator of the complaint. If either the complainant or the accused individual is under the age of 18, his or her parent(s) or guardian(s) shall be promptly notified that a complaint of bullying has been filed and be provided with a copy of this policy.

B. **Investigation:** Unless special circumstances are present and documented, such as reports to the Department for Children and Families (DCF) or the police, school vacations, or other witness absence/unavailability, the school administrator shall:

- No later than one school day after the filing of the complaint with a designated employee initiate or cause to be initiated, an investigation of the allegations. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator.

- No later than five school days from filing of the complaint with the designated employee, the investigator shall submit a written determination to the school administrator. The report shall include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes bullying.

C. **Consequences for Violations of This Policy**

- If, after investigation, the school finds that the alleged conduct occurred and that it constitutes bullying, the school may take prompt and appropriate disciplinary action and shall take remedial action reasonably calculated to stop the bullying and prevent any recurrence of bullying. Examples of remedial action include: mediation between the parties, education and counseling for the bully, and safety planning.

- Violators of the bullying policy shall – based on relevant surrounding facts and circumstances, including but not limited to a consideration of prior instances of similar behavior and the student’s overall disciplinary history – be subject to the following potential discipline and/or remedial action(s):
  - Awareness/Education/Counseling
  - Acts of restitution;
  - In-school suspension
  - Out of school suspension; or,
  - Expulsion
- Safety Planning
- A safety plan shall be developed in all instances where a student has been the target of bullying that results in physical harm and/or the student is known to be expressing suicidal ideation as a result of bullying. A safety plan shall not be considered a substitute for in-school procedures and policies that apply to students experiencing mental health crises.
- A safety plan should be considered in instances where the targeted student is known to have difficulty accessing the educational programs at the school as a result of bullying.
- A safety plan may include such measures as checking in with the target and his/her parents on a regular basis, identifying a safe in-school person for the target to seek out when s/he feels threatened, informing teachers to pay particular attention to interactions/dynamics between identified students and rearranging the schedule of the perpetrator, and providing additional supervision in areas ordinarily subject to lesser supervision (e.g., lunchroom, playground).

D. Parental Notification: Upon completion of the investigation, the school administrator will notify the parent(s) or guardian of the complainant and accused individual(s) of the outcome of the investigation. In cases where the school determines that bullying has occurred, a school administrator may seek a waiver of the confidentiality rights of the perpetrator(s) in order to inform the complainant of any specific disciplinary action taken.

E. Appeal of Discipline Decisions: A person determined to be in violation of this policy and subjected to disciplinary action under it may appeal the determination and/or the disciplinary action(s) taken in the same manner or other disciplinary actions, in accordance with the District's disciplinary policy, applicable statutes, or collective bargaining agreements.

III. Reporting to Other Agencies

A. Reports to Department of Children and Families: 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.

B. Reports to law enforcement: Information obtained and documented by school administration regarding the school’s response to notice of student conduct that may constitute bullying may constitute an “educational record” regarding the student or student(s) involved as defined by the Family Education Rights and Privacy Act. Accordingly, such information may not be disclosed to local law enforcement without prior parent approval except in response to a lawfully issued subpoena, or in connection with an emergency if disclosure is necessary to protect the health or safety of the student or other individuals.

- Nothing in this policy shall preclude persons from reporting incidents and/or conduct witnessed first-hand that may be considered to be a criminal act to law enforcement officials. Such conduct includes but is not limited to: physical attacks resulting in bodily harm, sexual assault, and simple assault.

C. Continuing Policy to Investigate: Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this policy to pursue and complete an investigation upon receipt of notice of conduct which may constitute bullying.

IV. Dissemination of Information, Training, and Data Reporting

A. Notice to parents and employees: Annually, prior to the commencement of curricular and co-curricular activities, the Supervisory Union shall provide notice to custodial parents or guardians, staff members, and contracted employees of its prohibition against bullying, the procedures concerning reporting and investigating bullying and the possible disciplinary consequences for bullying.

B. Notice to students: The Superintendent shall develop and initiate age-appropriate programs to annually inform students about the substance of the policy and procedures in order to help prevent bullying. Such notice shall inform students and parents that bullying that does not occur during the school day, on school property, on a school bus, or at a school-sponsored event still may be subject to disciplinary action, pursuant to 16 V.S.A. §§ 11(9)(32) and 1162 (9)(3), if the misconduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs.

Notice to parents and students shall state that any student who knowingly makes false accusations regarding bullying may be subject to disciplinary action.

C. Training: The superintendent shall implement training for school staff within the context of an annual professional development program. Such training shall be designed to enable staff to prevent, recognize, and respond to bullying.

D. Data Reporting: The Windham Southeast Supervisory Union delegates the responsibility of data collection to the building principals. S/he shall collect data on the number of reported incidents of bullying and the number of
It is the policy of the Brattleboro Union High School District #6 to use electronic resources including the Internet to support and enrich the curriculum. The Board believes that the benefit to students from access to electronic information resources and opportunities for collaboration far exceed the disadvantages.

**General Information**

The Board supports access to rich information resources by students and staff as well as the development of staff instructional skills to analyze, evaluate and incorporate electronic resources within the curriculum. This policy complies with the statutory requirements of the Children’s Internet Protection Act (CIPA) and promotes the safe, ethical, responsible, and legal use of District electronic resources including the Internet to support the effective use of these resources for educational purposes. CIPA requires the installation and use of filtering software or services on all computers with access to the Internet to prevent access to visual depictions of obscenity, child pornography or other materials harmful to minors. Access to District electronic resources including the Internet will be available to students and staff who

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**APPENDIX A**

**Designated Employees**

The following employees of the have been designated by the Windham Southeast Supervisory Union to receive bullying complaints pursuant to this policy and 16 V.S.A. §570c(7):

- **Non-Discrimination Coordinator**
  - Kate Margaitis, Dean of Students
  - Brattleboro Union High School
  - 802-451-3412

- **Academy School**
  - Andy Paciulli, Principal
  - Judith Cleveland Palmeri, Counselor
  - 254-3743

- **Green Street School**
  - Mark Speno, Principal
  - Tracy Binet-Perrin, Counselor
  - 254-3737

- **Oak Grove School**
  - Jen McKusick, Principal
  - Kathryn Mason, Counselor
  - 254-3740

- **Dummerston School**
  - Jo Carol Ratti, Principal
  - Elizabeth Motta, Counselor
  - 254-2733

- **Guilford Central School**
  - John Gagnon, Principal
  - Chantelle Albin, Counselor
  - 254-2271

- **WSESU Programs**
  - Marisa Duncan-Holley, Director of SPED
  - Shelley Wilson, SPED Coordinator

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**BUHS DISTRICT #6**

**Code G13**

**TITLE: ELECTRONIC INFORMATION ACCEPTABLE USE POLICY**

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agree to act in a considerate and responsible manner and abide by the requirements of this policy. Violation of this policy and the procedures developed in accordance with this policy may result in disciplinary action or referral to local, state or federal law enforcement officials.

**Administrative Responsibilities**

The Superintendent or designee will coordinate and oversee the use of District electronic resources including the Internet. The Principal or designee will serve as the building-level coordinator for use of the electronic resources including the Internet and will develop building-level procedures necessary to implement this policy. The procedures will include provision for educators to receive proper training, guidelines for the supervision of students using the system, monitoring the use of the system, and overseeing management of the “acceptable use procedures” agreement process. The District will stipulate in any agreement or contract that Internet service providers will not collect, analyze, and/or sell individual or anonymous student use data for the purpose of commercial advertising and marketing research activities. The collection and analysis of student use data strictly for the purpose of educational evaluation is acceptable, provided that student confidentiality standards are maintained. The Principal or designee will conduct an annual analysis of the effectiveness of the selected filtering product or service and make recommendations to the Superintendent and Board regarding current and future use of the product or service.

**Staff Responsibilities**

School staff members are responsible for assuring that students are instructed and supervised in a manner that is appropriate to the age of the students and circumstances regarding the safe, ethical, legal, and responsible use of electronic resources including the Internet. The Principal or designee will develop and disseminate staff supervision guidelines for their respective schools. Student Internet usage and related electronic records are confidential and should be treated like all other student records.

**User Responsibilities**

Students will not post personal contact information about themselves or other people and agree to follow communication safety requirements outlined in administrative procedures when using electronic communications including the Internet.

Users will respect the rights of copyright owners and will not plagiarize works they find on the District electronic network including the Internet by presenting them as their own.

Users should not expect that any files and records of their online activity created on the District’s system are private. Users will be fully and regularly informed about the District’s supervision and monitoring activities and the limitations on their privacy.

Students and staff may not access materials for any purpose that the District deems to be potentially harmful, inappropriate, illegal, and non-educational. This includes materials that are obscene or child pornography.

**Limitation/Disclaimer of Liability**

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

**Due Process**

In the event there is an allegation that a user has violated this policy, a student will be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary policy. Staff member infractions will be dealt with in accordance with contractual agreements. Notice of violations of this policy shall be forwarded to the Principal to evaluate compliance with this policy and the appropriate implementation procedures. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to illegal activities conducted through the use of the District’s electronic resources including the Internet.

**TITe IX**

BAMS is in compliance with the implementation of Title IX of the Educational Amendments of 1972, which states, “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance.” Please refer to Board Policy F23 for additional information.