



**Underhill Central School
Student & Family Handbook**

2021-2022

**Jenn Cote, Principal
6 Irish Settlement Road
Underhill, VT 05489
802-899-4676**

**Brewster-Pierce ✧ Jericho Elementary ✧ Richmond Elementary
Smilie Memorial ✧ Underhill Central
Browns River Middle School ✧ Camels Hump Middle School
Mount Mansfield Union High School**

August 2021

Dear Students and Families,

A warm welcome to all students and especially Kindergarten students - the graduating class of 2035! Underhill Central School is committed to providing all young scholars opportunities to grow and succeed. We embrace individuality, diversity, and equity. Our school is a safe and thriving community, where everyone develops the characteristics to be lifelong learners. At the heart of student success is a solid family and school partnership.

This handbook provides important information for our families. The required policies and procedures outlined in this handbook provide the foundation for a positive educational experience.

Sincerely,

Jenn Cote

Important District Policy/Guideline Links

[MMUUSD 2021-22 Opening Planning](#)

[MMUUSD 21-22 School Calendar](#) *Delayed Start Dates Listed Here*

[MMUUSD ATTENDANCE](#)

[MMUUSD ATTENDANCE -GUIDELINES](#)

[MMUUSD ANIMALS IN SCHOOL](#)

[MMUUSD STUDENT BEHAVIOR POLICY](#)

[MMUUSD STUDENT BEHAVIOR GUIDELINES](#)

[MMUUSD WEAPONS/FIREARMS POLICY](#)

[MMUUSD USE OF RESTRAINT and SECLUSION POLICY](#)

[MMUUSD Prevention of Harassment, Hazing and Bullying of Students Policy](#)

[MMUUSD Prevention of Harassment, Hazing and Bullying of Students Guidelines](#)

[MMUUSD HOMEWORK -POLICY](#)

[MMUUSD HOMEWORK GUIDELINES](#)

[MMUUSD SCHOOL CHOICE - Policy](#)

[SCHOOL CHOICE GUIDELINES](#)

[MMUUSD Student Data Privacy Practices](#)

[MMUUSD TECHNOLOGY USE POLICY](#)

[MMUUSD TECHNOLOGY USE -GUIDELINES](#)

[MMUUSD TRANSPORTATION POLICY](#)

[MMUUSD TRANSPORTATION GUIDELINES](#)

[MMUUSD PUBLIC VISITING SCHOOLS](#)

[MMUUSD USE OF SCHOOL FACILITY](#)

[MMUUSD SCHOOL VOLUNTEER POLICY](#)

Vermont Agency of Education:

[State of Vermont Policy & Law](#) Transgender and Gender nonconforming students [Seclusion & Restraint Report Required](#)

[Vt AOE Rules & Practices Rule 4500 Restraint and Seclusion](#)

[Teacher Qualification Search \(per 20 U.S.C. Section 6311 Federal Statute\)](#) <https://goo.gl/nPLQ1y>

Handbook Table of Contents

Please scroll through this handbook to find each area in alphabetical order.

SCHOOL DAY INFORMATION

School	Start	Dismissal	Bus & Parent Morning Drop off
Underhill Central	7:50 AM	2:25 Bus Pick UP 2:30 Parent Pick Up	7:30-7:50 AM

****Students should not be dropped off at school prior to the scheduled morning drop off time.***

Arrival - Parent Drop Off

The parent drop off window is 7:30-7:50. Families will stop in their car at the sidewalk in front of the main office entrance. A staff member will greet your child and family. Students will go directly to their classrooms using the main office entrance.

Arrival - Bus Drop Off

Students will enter the building through the library entrance and head directly to their classrooms.

Dismissal

Students being picked up by a family member will be dismissed at 2:30. Parents/Guardians will wait outside and ask for their child to be dismissed from the classroom. The staff member will radio the classroom teacher to send the student out to meet their parents/guardians.

Students who ride the bus will be dismissed at 2:25.

Attendance - School Office phone number - 899-4676

Call OR email Connie Arceneaux and classroom teacher by 8 AM on the day of absence. Below is Connie's email address:

connie.arceneaux@mmuusd.org

Consistent and regular attendance is paramount to student development and success. Please schedule appointments after school hours or during vacation weeks whenever possible. On time arrival provides a student with the most positive start to the day.

If your child will be absent or tardy, please call or email the school office and teacher by 8 AM. Feel free to call and leave a phone message at anytime after school hours. School staff will begin calling families at 8:15 AM, if we have not received a call or email from the family. Our first priority is your child's safety. If a child is not at school and contact with family members has been unsuccessful, the principal may call the state police. Students are marked absent until they arrive and check in at the school office.

Appointments During School Hours

In advance of the appointment please call, email, or send in a note to the school secretary and classroom teacher

1. List the name of the person designated to pick-up your child for this appointment.
2. Time to be picked up and an approximate time of their return.
3. The person picking up the child should call the main office and wait outside. We will make every effort to have the child ready at the requested time. An adult will walk the student outside to meet the person picking them up.

Extended absence (trips or planned absence) families shall inform the school administrative assistant, principal and classroom teacher in advance, by phone, email, in person or with a note. As much as possible, please keep in mind the school calendar and assessment schedules when planning family vacations.

Vermont Truancy Guidelines state that the school designee will contact home when a student is absent at the following points REGARDLESS of reasons (in other words we have to send them even if we understand and know the reasons)

- 10 days or equivalent: telephone and letter to parents. This letter will indicate the dates of the absences, and that the student is considered truant under V.C.S. Title 16, 1126. The letter will offer service to the family and may request that an Act 264 or appropriate intervention team meeting be held to address the attendance concern.
- 20 days or equivalent: scheduled meeting with parents/guardian. The school may request that an Act 264 or appropriate intervention team meeting be held to address the attendance concern.
- 30 days or equivalent: scheduled meeting with parent and notification to the State's Attorney if absences are unexcused.

AFTER SCHOOL CHILD CARE

School	Contact Information
Underhill Central	Greater Burlington YMCA (802) 862-8993 www.gbymca.org/

AFTER-SCHOOL DISMISSAL PLANS- Change of Bus Riding Plan

1. Notify the school office **prior to 1:30 PM** on the day to change regular dismissal plans.
2. If your child is taking a different bus, include the name of where they are going and a full address of where they are to be dropped off. Include the bus # if known.

Behavior Expectations & Norms for UCS

District Policy

Video Cameras (*click this link for the MMMUSD policy*)

The exterior entrances, parking lot, and playground are monitored by cameras.

Building a Caring Community

Underhill Central School staff recognizes the importance of building community and proactively teaching the skills for children to become responsible citizens. UCS staff are trained in the Responsive Classroom® approach to teaching that consists of practical strategies for integrating social and academic learning throughout the school day. We believe there is a specific set of social skills that children need to learn and practice in order to be successful academically and socially: cooperation, assertion, responsibility, empathy, and self-control (C.A.R.E.S). Developmentally appropriate instruction, modeling and adult coaching is necessary for students to practice and grow both socially, emotionally and

academically. To be successful citizens our students will need to be adept at both leadership and problem solving. In addition to Responsive Classroom, mindfulness is taught to all students and classroom teachers monitor and communicate attributes of learning.

The six components of the Responsive Classroom® approach are:

- Morning Meeting: A daily time designed to build a positive learning climate, reinforce academic information and practice social skills.
- Classroom Organization: Promotes student independence, responsibility and cooperation. Student created-displays of learning as well as space for the whole class, small group and individual instruction provides for the diverse developmental levels and learning styles of students.
- Rules and Logical Consequences: Guide students to think for themselves and act in caring and responsible ways. School and classroom rules form the cornerstone for respect, safety and responsibility. Students participate in a biennial rules congress to write the school rules.
- Academic Choice: Integrates instructional best practices with content to encourage independence. All instruction is structured by the teacher, and designed to encourage self-motivation and engagement.
- Guided Discovery: A format for introducing learning materials, areas of the room and curriculum content that is both “guided” and deliberate. The purpose of guided discovery is to establish routines, extend knowledge, solve problems and review procedures.
- School & Family Partnership: A mutual and evolving process of communication, volunteering and reporting to the school community. Students benefit from a strong school and family partnership.

Building Attributes for Learning

The district elementary schools teach and report each trimester on important attributes to be a success and engaged student:

- Communicates with clarity, purpose, and confidence participating in discussions across all content areas.
- Accepts challenges using a variety of strategies
- Works Independently with stamina engagement, and focus
- Perseveres to make and achieve goals for learning.
- Respectful Citizen: Respects the rights, opinions, and ideas of others using strategies for conflict resolution.
- Takes responsibility for choices, following directions, and expectations
- Cooperates positively in small or large groups
- Demonstrates self-control

Mind-Up Curriculum

Teachers implement the Mind-Up curriculum to teach the brain-learning concepts to students. Students practice and apply how to activate thinking, focus, engagement, challenges and promote an optimistic outlook through daily, integrated lessons and activities

Student Responsibilities:

It is the responsibility of each student to contribute to a safe and productive learning environment in the school by demonstrating respect and consideration for fellow students and adults. This includes complying with all policies, procedures and rules of conduct of the School District and individual classrooms.

Types of Behavior:

Examples of MINOR Behaviors	Examples of MAJOR
<p>Disrespect (<i>calling out, name calling, teasing, growling, hissing, rude tone, walking away from an adult</i>)</p> <p>Defiance/Non compliance (<i>refusing to do work or follow the whole group plan</i>)</p> <p>Disruption (<i>takes attention away from the speaker by yelling, hiding, getting up out of seat</i>)</p> <p>Property Misuse (<i>destroying school materials, ripping up handouts, throwing computer on the ground, writing/drawing on property</i>)</p>	<p>Multiple offenses (<u>more than 2 MINOR offenses in a day</u>)</p> <p>Continues to escalate after adult reminders/support</p> <p>Removal of all other students from classroom due to safety</p> <p>Physical Contact (hitting, kicking, pushing)</p> <p>Unsafe to self or others</p> <p>Not able to be redirected within a 20 minute time period</p>

If the Behavior is MINOR:

- Friendly reminder of expected behavior
- Replacement skill modeled
- If behavior continues a second time, adult will
 - Show curiosity and empathy (“I need more information from you about what you need right now”)
 - Validate feelings, connect feelings to behavior
 - Make a plan to repair and re-enter learning environment
- **If the MINOR behavior happens a third time (multiple offenses), a member of the Student Support Team will be called to process with the student 1:1**

If the Behavior is MAJOR:

- Parents will be notified immediately via a phone call
- A member of the Student Support Team will process with the student
- If needed, repair work will take place
- Teaching and learning will take place 1:1 out of the classroom for the remainder of the day *OR* parents will be asked to pick up the student. This decision will be made by the administrator.
- If the parents are asked to pick up the student, a reentrance meeting will take place the next day with the school team, student and a family member(s)

If there are multiple minor or major offenses within four weeks, the school team along with the family will have a meeting to evaluate the situation and discuss additional support and safety measures within the general education environment.

BICYCLES

If you wish to have your child ride a bike to school, he/she needs a written note/email from a parent or guardian. Students will be expected to follow safe bike riding expectations including:

- Wearing a helmet/ Keeping helmet in classroom
- Locking bike on rack in front of school

BIRTHDAYS

Each classroom has its own way of recognizing birthdays. Please let the teacher know if you do not want your child's birthday celebrated.

- Due to various food allergies in all elementary buildings, **please do not send in school special food treats for birthdays.**
- All birthday or other party invitations need to be sent from home or via email (please do not deliver invitations to the classroom for distribution). This is to avoid any hurt feelings.
- All students riding a bus to a party must have a note signed by parent/guardian, giving permission to ride the bus to a specific location -911 address and name of family where your child will be dropped off.
- All students being picked up by a parent for a party must have a note signed by parent/guardian giving permissions for pick-up by another parent.
- Please refrain from calling the school office to make last minute party plans.

BUILDING USE

The public use of facilities is allowed after school hours in accordance with the District's facility use process. Those utilizing indoor spaces must wear a mask. Building use is on a first come, first served basis. A nominal building use fee may be assessed to the user depending on the activity.

BUS TRANSPORTATION

General Bus Rules

1. Be Safe
2. Be Respectful
3. Be Responsible

Please read these important expectations with your child.

[Bus Transportation Guidelines](#)

CIVIL RIGHTS

There are three civil rights provisions that affect our school community.

1. Title VI of the Civil Rights Act of 1964, prohibits discrimination on the basis of race, color or national origin.
2. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs or activities.
3. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of a disability.

CLOTHING & ATTIRE for SCHOOL

Students are expected to dress appropriately for learning and the weather. Clothing shall cover undergarments. The principal shall make decisions regarding appropriateness of clothing.

A parent may be contacted if there is a concern. Please keep in mind the following guidelines:

- shoes or boots for active play.
- sneakers are required for Physical Education classes.
- wording on clothing must be acceptable for young children to read.
- jackets, hats, snow pants, boots, mittens/gloves for winter outside play
- Shirts must cover the tummy - no crop tops please

COMMUNICATION

AlertNow Communication to Families

ALL MMUUSD schools have implemented an emergency alert system to improve communication to families. This system allows us to contact families and employees simultaneously by phone and email. AlertNow will be implemented for inclement weather cancellations, early dismissals, or other emergencies. Each school year families are sent an email requesting parents to update contact information online. Please make sure to update information regularly.

Home-School Communications

We believe consistent school to home communication will support families, students and staff. Teachers and staff will contact families by phone or email to share information. Unless we are otherwise informed, school personnel will afford the same educational rights to both custodial and non-custodial parents. If your situation limits the rights of the non-custodial parent, please provide the office with a copy of the court order for our files.

School notices are emailed weekly, please request a paper copy if you prefer not to receive this information electronically.

Find the following information on the district or school website:

- Food Service Menu
- Food Service PrePay Link
- Important Notices
- Classroom Blogs and Library links
- Calendars
- School Board Policies & Guidelines

Notes to School Staff - please include the following details

- Date and sign all notes sent to school.
- Include your full name, your child's full name, and their teacher's name.

Permission notes are required from the parent/guardian for:

- Tardiness
- Medication
- Change in bus route or bus stop
- Planned early dismissal

CHILD PROTECTION

MMUUSD schools are committed to the wellbeing of all children. Each school will work with families and designated agencies for this purpose. We have a legal obligation under Vermont law to report suspected abuse or neglect of any student to the State of Vermont Department of Children and Families. In addition, MMUUSD schools follow the provision of Vermont's Act 1 to prevent, identify, and report sexual abuse. From the Agency of Education for Vermont: *Any mandated reporter who reasonably suspects abuse or neglect of a child shall report in accordance with the provisions of Section 4914 of this Title within 24 hours of the time information regarding the suspected abuse or neglect was first received or observed (33 V.S.A. § 4913(c)).*

CLASSROOM PLACEMENT

Classroom placement is accomplished through a team approach including teachers, special education staff, guidance counselors and principals. There are many factors that are carefully considered in the process, including, but not limited

to: Parent Input Forms, academic mix, personalities and learning styles, peer relationships, and class size. Your input is important to us! You will receive the Parent Input Form in the spring to be returned prior to the placement meeting. The placement team will utilize all information to ensure that your child will succeed. If you have a concern about your child's placement, there is an appeal process. Please contact the school principal.

CONTACT TRACING

Role of the Health Department

Contact tracing is a strategy used to determine the source of an infection and how it is spreading. Finding people who are close contacts to a person who has tested positive for COVID-19, and therefore are at higher risk of becoming infected themselves, can help prevent further spread of the virus. A contact tracing team from the Vermont Department of Health calls anyone who has tested positive for COVID-19. They ask the patient questions about their activities within a certain timeframe – to help identify anyone they have had close contact with (close contact means being closer than 6 feet apart, for a long time, while the person was infectious). Those contacts might include family members, classmates or coworkers.

Role of Schools

Take measures so that persons exposed can be more easily traced:

- Use assigned seating for each class.
- Take attendance for every class and include all staff who were in the classroom.
- Use sign-in sheets for in-person meetings to document attendees.
- Keep accurate records of any persons, other than students and staff, that enter the building, their reason for being there, names of the people they came within 6 feet of and the locations in the building they visit.
- Provide the name and contact number for the COVID Coordinator or school or leadership when a family has a positive COVID-19 case to the family so they can notify the coordinator during off-hours and share with the contact tracing team.
- Staff should keep a daily list of other people they are in close contact with.

CURRICULUM

Curriculum in our school curricula, students develop skills and conceptual understanding in literacy, mathematics, science, social studies, Spanish, guidance, health, art, music and physical education. Our school curriculum follows a design developed by teachers and administrators district wide and aligns Common Core Standards, Next Generation Science Standards and Vermont Standards and Grade Level Expectations. Our goal is to ensure all students have comparable preparation to be successful in both middle school and high school.

For additional information about the district curriculum visit <https://www.mmuusd.org/family-curriculum> .

All children participate in physical education classes twice weekly, and music, art, Spanish, guidance and library once a week. The enrichment program includes all students. The classroom curriculum is supported and extended through whole class enrichment projects. Small group and one-on-one enrichment opportunities are also scheduled and further challenge students identified by the classroom teacher. Children in need of support to assist them in their learning may have scheduled time with our special educators, an educational resource instructor, Title I teacher and/or a speech/language pathologist. Teaching assistants may also work with a student to meet their needs. Every effort is made to provide instruction within the classroom setting, but some instruction may take place in another location.

DESIGNATED EMPLOYEES

Designated employees receive complaints of bullying, harassment or hazing at each school including guidance counselors, school nurses and administrators. Please contact a designated employee to make a complaint.

[Designated Employees](#)

Underhill Central -899-4676

Jenn Cote, Principal

Tara McMahon, RN

Jennifer Caron, Guidance

EDUCATIONAL SUPPORT TEAM (EST) District Policy

Vermont Statutes, Title 16, requires school districts to develop, provide and maintain an Educational Support System (ESS) for children who require additional assistance in order to succeed in the general education environment. *“Support includes prevention intervention and pre-school services including a range of support and remedial services including instructional, behavioral interventions and accommodations.”*

The Educational Support System is supported by the Educational Support Team (EST).

This team is composed of the school principal, guidance counselor, special educator, classroom teachers, nurse, and other professionals as needed. The purpose of this team is to provide classroom teachers with strategies, accommodations and interventions to promote student success.

Referral Process:

1. When a teacher has academic or behavioral concerns about a student who is not currently on an IEP or a 504 plan, using the electronic Instructional Support Team Form (IST) form document conversations with parents, guidance counselor and principal. If an email is sent to parents, upload the email to the notes section. This begins the 6-8 week data monitor process see # 2 below. The EST Team will be notified that this data monitoring has begun.
2. Monitor progress and results at Tier 1- universal instruction for six to eight weeks not longer than one trimester. Document progress in the IST Form notes section. Decide what staff may provide additional Tier 1 support in the classroom for small group instruction (staff might include classroom teacher, PE teacher for motor skills, SLP, Special Educator or Intervention teacher)
3. After 6-8 weeks of monitoring student progress the Instructional Support Team (classroom teacher, principal, any other staff providing support) reviews all data results to determine if an EST meeting is needed. If determined “YES,” the principal shall select the next available EST meeting. Identify the staff members to attend the EST meeting.
4. The teacher shall notify the parent an EST meeting has been scheduled. Explain to the parent they will be invited to attend, however, attendance is not required. They will receive a letter from the Principal with a form to provide their important parent perspectives prior to the meeting.
5. At the EST meeting the team will determine if a formal EST PLAN is required.
 - If “YES” an EST Plan for instructional intervention and accommodations will be written by the EST team. A copy will be sent home to families
 - If “NO” the EST team will provide recommendations. The classroom teacher will notify the family.

[VT Agency of Education EST](#)

EMERGENCY PLANS

- The nature of the emergency will determine to a large extent the need for immediate or delayed evacuation. Fire, bomb threat, boiler explosion, etc., will require an immediate evacuation of the building. All personnel will leave the school and walk to the designated areas.

- Loss of water, power, or other similar emergencies that do not require immediate evacuation, the principal will take time to assess the situation and more thoroughly determine a prudent course of action.
- Every effort will be made for buses to transport students home or to the location identified on the Emergency Closing form. In the event that roads are blocked alternate bus routes will be used. If this is not possible, the bus will return to school and each parent will be contacted.

[School Emergency Response Action Guide](#)

ENGLISH LANGUAGE LEARNERS

Parents of students who are of limited English proficiency will be notified not later than 30 days after the beginning of the school year that their child has been identified as possibly in need of services. The MMUUSD ELL consultant will conduct an evaluation to determine the need for and type of services warranted.

FAMILY EDUCATIONAL RIGHTS

FERPA (Family Educational Rights and Privacy Act)

Parents have the right to:

- Inspect and review their children’s records.
- Seek amendment of the record if it is inaccurate or misleading.
- Consent to disclosure of personally identifiable student information except as provided in 34 C.F.R. Sec. 99.31.
- File a complaint with the United States Department of Education if they believe the FERPA Act has been violated.

If you wish to review your child’s records, please call the school principal to set up an appointment. If you wish to amend your child’s records, please make a request in writing to the school principal.

FIELD TRIP [District Policy](#)

Field trips are an important extension of the school curriculum. Classroom trips reinforce concepts and provide students with a “real world” perspective of their learning. Permission slips signed by a parent/guardian allow students to participate in field trips.

- Students are required to follow school rules on field trips and the directions of adults providing supervision.
- **Students may not ride in private cars.** A parent may request to drive their child to a field trip. *Please contact the school principal to make these arrangements prior to the field trip.*
- Please inform the classroom teacher or principal when a fee for a field trip presents a financial hardship for your family.

FOOD SERVICE

Breakfast, Snack & Lunch

Free snack and lunch will be provided to students who choose to receive food from school. The U.S. Department of Agriculture will continue to reimburse schools and childcare centers for free meals to all students regardless of their income through the 21-22 school year.

Breakfast...Child....\$ 2.00	Lunch...Child \$ 3.25	Lunch...Adult \$5.00
Breakfast... Adult \$3.00	Snack.....\$.50-1.00	Milk.....\$.75

Payment for Food Services

- Credit card - online through the prepay system found on the school website.

- Food service payment is a debit system. Please supply enough money on your child's account for regular purchases. Negative balance notices are sent home weekly. Schools shall not extend credit on food service accounts.
- Contact the school principal if extenuating financial circumstances prevent you from supplying a bag lunch, or depositing money on your child's food service account.
- Following 3 days of negative balance (or negative \$25.00 on the account) the principal will call parents. If you do not want your child to debit their account please notify the school administrative assistant or principal in writing (email).

Packing a lunch or snack from home:

- The growing minds and bodies of students require well balanced nutritional foods.
- Allergen free tables are available to students. **Please contact the school office and nurse if your child has a food allergy. For this reason, parents may not bring in take out food or homemade treats to serve all members of a classroom for celebrations.**
- **Classrooms are nut free. Students must have nut free snacks to eat in the classroom at school.** Healthy snacks are recommended. As a precaution for students with food allergies, snacks must be packed in a separate container from lunches. **Teachers and the nurse reserve the right to read labels and to provide a nut free snack as a replacement.**
- **The Federal Free and Reduced Meals Program** is available for eligible families. Forms are available on the website or contact the school office. Forms must be filled out annually to be eligible every year.

FUNDRAISING

Fundraising authorization and coordination within school are the responsibility of the building administrator. The district recognizes that the community can be overburdened by excessive fundraising efforts. The Superintendent of Schools and/or the school board will review any questions arising over the appropriateness of a request of fundraising in the school.

HARASSMENT, HAZING, AND BULLYING PREVENTION

MMUUSD students are expected to conduct themselves in a respectful manner so as to ensure a positive learning environment free from bullying, harassment or hazing. Such acts are unlawful and will not be tolerated. [School Board Policy - HHB](#)

[State of Vermont Policy & Law](#) Transgender and Gender Nonconforming students best practices are outlined by the Agency of Education

- 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 students; and
 - C. either:
 - a. occurs during the school day on school property, on a school bus or at a school-sponsored activity; or
 - b. 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.
- 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, gender identity, marital status, sex, sexual orientation, or disability
 - that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.
- Hazing means:
 - Any act committed by a person, whether individually or with others, and including any incident conducted by electronic means, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with any school or program operated by MMUUSD
 - Is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the students.
 - Hazing may occur on or off school grounds.

HEALTH and SAFETY GUIDELINES

When your child is ill and will not be attending school please contact the school office and the school nurse.

[Health & Nutrition Policy](#)

A healthy, safe school environment supports student learning. The school nurse maintains student immunization and health records and provides yearly screening for vision and hearing. Parents will be notified if the services of a physician are advisable.

Allergies

If your child has known allergies, please contact the school nurse. The school will take precautions to provide your child with a safe learning environment. In each school there are a few students with life-threatening food allergies to peanuts and peanut products, to tree nuts (such as pecans, walnuts, hazelnuts, almonds, brazil nuts, etc.) and tree nut products, and/or to milk and dairy products. We are informing you so that we can ensure a safe and worry-free year for these students and their parents, as well as for the staff here at school.

It is important for everyone to keep in mind that children with food allergies need only to ingest a small amount of the food/food oils to which they are allergic to potentially cause a life-threatening anaphylactic reaction. This can happen not only through direct ingestion, but also through cross contamination from another child's food or hands or from food preparation surfaces and equipment. Foods that you may not suspect may contain traces of the food allergen or may be manufactured on equipment that processes these foods. **For this reason, we will take precautionary steps school wide to accommodate for student allergies. Store-bought baked goods are generally not food allergy safe and home baked goods may have cross contamination. For this reason please do not send special food celebration treats into your child's classroom.** Each cafeteria will have tables designated as "Nut Free" and "Peanut/Tree Nut Table," where those students with obvious peanut and tree nut items will sit. The cafeteria lunch supervisor will oversee the seating of students and will also ensure that all children do not share or touch each other's foods. All hot lunch and main dish options served in the cafeteria are nut safe.

The MMUUSD district policy is "No Eating on School Busses" – contamination from food on busses is a concern for students with food allergies.

Cleaning

Our schools will continue to be cleaned daily. Students and staff may be required to clean their spaces and materials during the school day. Should COVID-19 necessitate school closure, the MMUUSD Facility team will review and implement appropriate strategies for safe re-occupancy.

Concussion Guidelines

All school nurses are educated in the recognition and treatment of concussions. All students who have concussion symptoms following a blow to the head or body shall be removed from play/activity immediately. The student may not return to play/activity without being evaluated by a healthcare provider and receive a written "return to play" clearance from the provider. The written clearance shall be placed in the student's confidential health file and recommendations will be communicated to teachers as needed.

Daily Health Screenings

- We are asking caregivers to do a health check each morning to determine if students have a fever or symptoms associated with COVID-19. To view a list of symptoms, please go [HERE](#). Please do not send your student to school if they are exhibiting COVID-19 symptoms or have been exposed to COVID-19.
- Students and staff members who are sick need to stay home.
- If you have any questions, please contact your school nurse or administrator.

Facial Coverings

MMUUSD schools serving students under 12 years of age (i.e., Smilie, Richmond Elementary, Brewster Pierce, Jericho Elementary, Underhill Central School, UID Preschool, Camels Hump and Browns River) :

- Universal masking will be required indoors for all students and adults.
- Masks may be removed for some instructional or operational purposes.
- Masks will not be required outdoors for vaccinated and unvaccinated students and adults.
- At this time, only children 12 and up are eligible to be vaccinated. Therefore, masking will likely stay in place at MMUUSD's elementary and middle schools until the health conditions change and/or a vaccination becomes available for children under the age of 12.
- Federal regulations require individuals to wear a mask while riding in school buses, school vans and drivers education cars regardless of their vaccination status. [CDC Requirement](#)
- Face masks will not be required outside for vaccinated and unvaccinated students or adults.

The following stipulations are for students and staff, where applicable:

- **All students and staff must wear facial coverings while in the building**
- We are asking all families to send students with 3 clean, labeled masks daily. Masks will be changed during the day if they become soiled or wet.
- The district will provide donated cloth facial covering for families and staff who do not have their own.
- The district will also have a supply of disposable masks available for anyone who does not have a cloth facial covering.
- Exceptions can be made for medical or behavioral reasons, Please be in touch with the school nurse if your child will need an exception.
- Staff will also have face shields available for use when they are providing instruction where students will need to see their mouth. When instruction is complete, cloth facial coverings should be put back on. Face shields should not be used in place of cloth facial coverings.

- Signage will be posted about how to wear cloth facial coverings and how to safely remove and store the coverings.
- All staff will be responsible for instructing students in mask wearing.
- ***One way masks with a valve are not allowed at this time.***

Hand Washing

Hand washing is of utmost importance in decreasing the risk of transmission of allergens and disease. Students and adults wash hands before and after meals school-wide. If your child has eaten any peanut or tree nut product for breakfast, it would be helpful if he or she would wash his/her hand afterwards. If you are volunteering in the classroom, please be sure to wash your hands and dry them with a paper towel when you arrive.

- Students and staff will be frequently reminded about the importance of proper handwashing. We will place hand sanitizer throughout the building and ensure all our bathrooms are properly stocked with hygiene supplies. Signs will be placed throughout the building to reinforce good hygiene practices.

Illness/Communicable Disease

Parents will be notified if their child becomes ill at school. If no contact can be made, the nurse and principal will determine a course of action. A student will be sent home or asked to stay home from school when illness is acute or contagious. Please consult the school nurse to develop a return to school plan after an illness.

Immunizations

Vermont State Immunization Law mandates that all students K-12 have proof of immunization.

Medication Procedure

Whenever possible, medication is best given at home. When necessary, the school nurse or other appropriately trained personnel will administer any required medications. All medications administered at school must have written parental permission, brought to school by an adult, in the original container. In the case of prescription medications, a physician's order in addition to the parent's signature is required. All prescription medication must be in a pharmacy-labeled container and brought to school by an adult. Please do not send cough drops or throat lozenges to school. All medications must be kept in the Health Office.

Screening

Vision and hearing screening are provided for students according to Vermont State mandates (grades K, 1, and 3) every fall, or per request of a teacher or parent at any other time. If you have concerns about your child being screened, please contact the school nurse. Referrals for further evaluation by a child's physician are made as appropriate.

Social Distancing

Specific physical distancing of students is not required at this time. Should there be a change in AOE/VDH recommendations, schools are prepared to implement physical distancing protocols particularly with younger unvaccinated students.

Surveillance Testing

This fall, the Vermont Department of Health is offering no-cost, voluntary COVID-19 surveillance testing to unvaccinated students and staff in Vermont schools. MMUUSD will participate in this testing to support in-person learning and co-curricular activities and monitor for the presence of COVID-19 among the largest unvaccinated population in our state.

When Someone is Sick

- Any individual who shows any signs or symptoms of illness should stay home. Parents are encouraged to contact their school nurse if their child is home ill with any symptoms suggestive of COVID-19. Individuals should not return to school unless they are cleared through the school nurse.
- Students and employees with any of the following symptoms of COVID-19 should remain home.
 - Cough, Fatigue, Fever or chills, Headache
 - Known close contact with a person who has been diagnosed with COVID-1,
 - Measured temperature of 100.4 degrees Fahrenheit or greater,
 - Nausea or vomiting
 - New loss of taste or smell
 - Shortness of breath or difficulty breathing, or Sore throat
- Any unvaccinated student or employee who begins to exhibit COVID-19 like symptoms must report to the school nurse immediately.
- The school nurse will assess the student and call a family member when it is appropriate to request that the child be picked up immediately.
- If an unvaccinated student or employee has symptoms of COVID-19 and has had a test, they should rest at home and not come to school until they receive their results.

If Someone Tests positive for COVID-19

MMUUSD will follow all Vermont Department of Health guidelines for notification of students and staff when there is a positive case of COVID-19 in school. We are not yet sure to what degree the Vermont Department of Health will require reporting or contact tracing.

Quarantining

- If a student is required to quarantine, they will be able to continue to access their learning remotely, if physically able. If a student is required to quarantine, these days will not be counted as absences.
- If a classroom or multiple classrooms are required to quarantine due to COVID-19 infections, impacted students will continue to access their learning remotely during the quarantine period.

Vaccination

- Vermonters ages 12 and older are eligible to receive a free COVID-19 vaccine. We encourage and recommend all eligible Vermonters to get vaccinated.
- Vaccination appointments are widely available for walk-ins 12 years old and older. Please go [HERE](#) for additional information from the health department or contact your healthcare provider.
- We anticipate that MMU High School will host three vaccine clinics this Fall. The expected dates are 8/18, 9/8 and 9/29.
- It will be helpful for families to share their student's COVID-19 vaccination status for contact tracing and quarantining purposes in the event of a positive COVID-19 case in school.
- MMUUSD schools will ask families and caregivers to voluntarily share their student's vaccination status. At this time, the COVID-19 vaccination is not designated as a required immunization for school age children/students.

Homework

[HW policy](#)

[HW Guidelines](#)

Elementary school homework is designed to support learning in the classroom and provide practice at home. This is an opportunity for families to be involved with their child's learning.

Please contact your child's classroom teacher for details and specific information. The attached policy and guidelines are followed by each elementary school.

INFORMATION TECHNOLOGY

[District Policy](#)

Students may access the school district's electronic resources and the Internet in an appropriate manner. Students are expected to follow the rules of personal conduct outlined in the student handbook, abide by state and federal laws in the use of the district's electronic resources and the Internet, and comply with the individual responsibilities listed in the Acceptable Use Procedures of Computers and Internet for Students document.

[Document for Acceptable Use](#)

[Publication of student work](#)

[Bring Your Own Device](#)

MANDATED REPORTING

As educators and mandated reports, it is our duty to protect students from abuse and neglect. Act 60 of 2015 provides that any mandated reporter who reasonably suspects abuse or neglect of a child shall report in accordance with the provisions of Section 4914 of this Title within 24 hours of the time information regarding the suspected abuse or neglect was first received or observed. [Vermont Agency of Human Resources Mandated Reporters of Child Abuse/Neglect](#)

NEW AMERICANS

According to the directives from the Agency of Education all students shall feel safe and supported in MMU USD schools.

Vermont Agency of Education: *Under Federal law, undocumented children and young adults have the same right to attend public primary and secondary schools as do U.S. citizens and permanent residents (Plyler vs. Doe, 457 U.S. 202 (1982)). And, under state law, all Vermont children, including undocumented children are required to attend school until the mandated age of 16.*

Public schools may not:

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

[Vermont Government Information](#)

[Vermont Government Information - Spanish](#)

NOTICE OF THE REHABILITATION / ACT OF 1973: SECTION 504

No otherwise qualified handicapped individual in the MMUUSD shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the District. If any person believes that the MMUUSD or its employees has inadequately applied

the principles and or regulations of: (1) Title VII of the Civil Rights Act of 1963; or (2) Section 504 of the Rehabilitation Act of 1973, he or she may bring forward a complaint to a Designated Coordinators. The Designated Coordinators are as follows:

John R. Alberghini, Ed.D., Superintendent
Address: 10 River Road Jericho, VT 05465
Phone: 802-434-2128
Email: john.alberghini@mmuusd.org

Rebecca Thibault, Director of Human Resources
Address: 10 River Road Jericho, VT 05465
Phone: 802-434-2128
Email: rebecca.thibault@mmuusd.org

[Public Complaints Administrative Procedures](#)

[Notice of Non-Discrimination Administrative Procedures](#)

NOTICES TO PARENTS UNDER ELEMENTARY AND SECONDARY EDUCATION ACT

Local education agencies are required to communicate with parents in a variety of circumstances. Schools are required to give parents many different kinds of information and notices in a uniform and understandable format and, to the extent practicable, in a language that the parents can understand.

[Department of Education Parental Notification](#)

NOTICES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT

The Federal Education Law requires notice to parents in a variety of ways outlined in

[Individuals with Disabilities Education Act](#)

PARENT/FAMILY PARTICIPATION - SCHOOL VOLUNTEERS

Visitors will be restricted from entering buildings until the 80% vaccination rate is achieved. Thereafter, all visitors will be required to wear a mask while in the building during school hours.

PETS / ANIMALS At SCHOOL

[District Policy-Animals](#)

MMUUSD schools follow the recommendation of the Vermont Department of Health regarding animals in school or on school grounds during school hours. NO ANIMALS of any kind (dead or alive, or skins, or bones) are allowed in or at the school. Students that wish to share the excitement of a new family pet may bring in pictures.

Exceptions:

- Service dogs, law enforcement dogs, service animals.
- Fish in an aquarium.
- Speciality science presentations by certified speakers, such as VINS.

PROTECTION OF PUPIL RIGHTS ACT

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

[MMUUSD Pupil Privacy Rights](#)

RECESS

Outdoor activity is important to learning. Students in each elementary school have a minimum of 30 minutes daily of free play or cooperative games, supervised by staff. Classroom teachers often schedule additional recess, outdoor learning activities, garden activities, snowshoeing, skiing, nature walks and celebration fun runs. Outside physical activity is our goal. When rainy, snowy or cold weather days are predicted, please send clothing for outside play. This should include boots, mittens/gloves, snow pants, hat, and a warm coat. In the event of severe wind chill or heavy rain students will have social play in an indoor location.

- Face masks will not be required outside for vaccinated and unvaccinated students or adults.
- All playground equipment and outdoor activities will be accessible to students without physical distancing requirements.
- Students will be encouraged to wash their hands before and after recess.

RESTRAINT AND SECLUSION

[Vermont Agency of Education Series 4500](#) Click this link for the rules and guidelines for restraint and seclusion written by the Vermont Agency of Education

In rare situations where there is an immediate concern for student safety, trained school staff may restrain or seclude a student in a manner that follows MMUUSD policy and Vermont State law. With the exception of certified law enforcement officers, persons who impose a restraint or seclusion must report this to the school administrator no later than the end of the school day, and the school administrator must report certain types of restraints or seclusions to the superintendent. The rules require notice to parents within 24 hours of each use of restraint or seclusion, and afford an opportunity for parents to participate in a review of any such incident. In certain instances the superintendent must report to the Vermont Secretary of Education.

SCHOOL CHOICE [MMUUSD School Choice, Grades K-8](#)

It is the policy of the Mount Mansfield Modified Union School District to offer parents/guardians school choice within the district. The choice of school venue will be guided by the needs of students, parents and the district and will adhere to the MMUUSD Articles of Agreement and follow a district process and guidelines which will be limited by transportation feasibility and classroom space availability.

SCHOOL CLOSINGS OR DELAYS

Occasionally MMUUSD schools are required to cancel a school day, delay its opening, or close early. On days when the roads may not be safe for school busses, the Transportation Supervisor contacts road crews in our five towns and our Superintendent, John Alberghini. When the town road crews report conditions are not safe for school bus travel, Mr. Alberghini cancels school or delays the opening for the day. When school is closed or delayed:

- News Media and building Administrators are contacted by 5:45 a.m.
- The Alert Now Emergency Notification System is activated.
- Announcements of school closings will be posted on local television and radio stations as well as each school website.
- Early school closings will normally be announced by 11:00 a.m.
- After school programs and events are cancelled when an early closing has been determined.

Beginning each school year, please fill out the **Emergency Closing Form** regarding your child's plan in the event of early closings. We request this information be specific to each day of the week including the name and address of daycare providers.

SECTION 504

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

[Vermont Agency Of Education Section 504 Manual](#)

SOCIAL-EMOTIONAL HEALTH of STUDENTS

A focus of our programming is to provide social and emotional learning support. Underhill Central School will work with families, students and community partners to assess needs of students. In addition, schools will use their Educational Support Team structure to identify students who need support.

The teaching community at UCS has established the following guiding principles to address social and emotional learning (SEL) as we welcome students back to school:

- Meet every student where they are
- Build and maintain a healthy community of student, staff and families
- Establish connection with peers and teachers
- Review expectations and norm setting
- Ensure students maintain healthy roles in the classroom
- Ensure consistent communication and language, as much as possible, across classrooms

TITLE IX GRIEVANCE PROCEDURES AND DISSEMINATION OF POLICY

34 C.F.R. §§106.9(b) and 106.9(a)(1) provide that recipients of federal funding publish their grievance procedures with respect to discrimination on the basis of sex and that each recipient "implement specific and continuing steps to notify.... students and parents of elementary and secondary school students....that it does not discriminate on the basis of sex in the educational program or activity which it operates, and that it is required by Title IX....not to discriminate in such a manner." The latter section requires publication of this notice in a variety of ways, including in bulletins, catalogs, or application forms.