

OXBOW

HIGH SCHOOL

2019 - 2020 Parent & Student Handbook

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Mission

We are a family of empathetic, inquisitive, and socially responsible learners who positively impact our world.

School Spirit

Colors: Purple and White

School Wide Expectations for Student Learning

Students at Oxbow High School will successfully demonstrate:

Clear and Effective Communication
Creative and Practical Problem-Solving
Informed and Integrative Thinking
Responsible and Involved Citizenship
Self-Direction

Each Oxbow student is responsible for his/her learning in terms of these expectations:

Academic

Reads Analytically
Writes Effectively
Speaks Effectively
Uses Problem Solving Skills
Expresses Oneself through the Arts
Understands Culture
Uses Technology to Facilitate Learning
Demonstrates the ability to engage in activities and make choices that support a healthy and safe lifestyle

Social and

Personal

Responsibility

Engages cooperatively in learning and task completion
Shares knowledge, skills, and responsibilities
Employs active and communication skills
Demonstrates respect and acceptance of others
Works toward common

goals

Assumes responsibility for thoughts, words and actions

Demonstrates a willingness to collaborate

Civic

Participates as an active and productive member of the community.

Demonstrates the rights and responsibilities of a democratic society.

Staff Directory

To email any staff, use this format:

first initial last name@oxbowhs.org (jwheeler@oxbowhs.org)

*Employees designated to take reports of hazing, harassment and bullying

Name	Title	Extension
Main Office		
*Jean Wheeler	Principal	ext. 140
*Robin Wozny	Assistant Principal	ext. 140
Derek Cipriano	Athletics/Extracurricular Activities Director	ext. 152
Teresa Cromack	Director of Facilities	ext. 154
Vickie Darby	Receptionist/Attendance	ext. 140
Sherri Smith	Bookkeeper	ext. 152
Student Services		
*Kathy Garone	School Counselor - for students with last name beginning with A-L	ext. 211
*Lomond Richardson	School Counselor - for students with last name beginning with M-Z	ext. 205
Bernadette Smith	Student Services Secretary	ext. 145
School Nurse		
Phyllis Shea	Nurse	ext. 148
Special Education Services		
Bernice Mills	Coordinator	ext. 158
Jessica Gregoropoulos	Secretary	ext. 191
Amanda Bugbee	Special Educator	ext. 210
Ramona Gallant	Special Educator	ext. 331
Amy McQuade	Special Educator	ext. ____
Liz Mott	Special Educator	ext. 151

Teaching Staff		
Art/Music: Hannah Calley, Art Cindy Hall, Music	Library/Media Specialist: Jennifer Williams, Librarian/Media Specialist Barbara Joslyn, Library/Media Center	Social Studies: Andrew Chobanian Andrew Fisher Valerie Gieselman
Driver Education:	Mathematics: Carolyn Bruckner Daniel Lemay Marsha Sutherland Dan Thomas	World Languages: Sarah McKelvey, Spanish _____, French
English: Ben Arendsee Sharon Harkay Matthew Madan Ted Pogocar	Science: Vicky Carson Lisa Jones Cassie Saikin Patti Valley	
Computer Technology		
Steve Dutilly	IT Specialist	Ext. 179
Maintenance/Custodial		
Randy Hebb	David Lingwood	Kim Longmoore
Steve Longmoore	Lindsay Tabor	
Paraeducators		
Deborah Buttacavoli Cynthia Clemence Mary Coffrin Diane Evans John Fields Robert Gilson	Nadja Harris Kim Hirschman Zachary Lang John (Jack) Palmer Erica Pierson Leeanna Roy	Amy Sherman Karen Smith Ellionna Swaan Marcia Tomlinson Rose Wood
Oxbow Unified Union School District Board		
Riverbend Career and Technical Center		802-222-5212
Orange East Supervisory Union		802-222-5216

Important Dates for 2019-2020

Date	Event
Aug. 19	7-Up Day (orientation for 7th graders only)
Aug. 23	New Student Orientation (for new students, not 7th graders)
Aug. 28	First Day of school
Sept. 2	No School, Labor Day
Sept. 27	Progress reports mailed home
Oct. 14	No school, Columbus Day
Nov. 1	Marking Period 1 ends - report cards
Nov. 7	Parent/Teacher Conferences
Nov. 8	No school, teacher in-service
Nov. 27- Nov. 29	No school, Thanksgiving break
Dec. 6	Progress reports mailed home
Dec. 23 - Jan. 1	No school, holiday break
Jan. 17	Marking period 2/Semester 1 ends- report cards
Jan. 20	No school, teacher in-service
Feb. 14	Winter Carnival
Feb. 17 - Feb. 21	No school, February break
Feb. 25	Progress reports
Mar. 3	No school, Town Meeting
Mar. 20	No school, teacher in-service
Mar. 27	Marking period 3 ends - report cards

Apr. 14	Exhibit Night - Project-based learning
Apr. 17	No school - teacher in-service
Apr. 20 - Apr. 24	No school - April vacation
May 8	Progress Reports
May 25	No school - Memorial Day
June 4	8th Grade Honors Night (tentative)
June 5	High School Graduation (tentative)
June 9	Anticipated last day (no snow days)

Calendars were sent in summer mailings, are available on our website (oxbowhighschool.org) and are available at the main office.

2019 - 2020 Bell Schedule

Cafeteria open for breakfast	7:15 - 7:45
Locker Time	7:45 - 7:55
Period 1	7:55-8:39
Period 2	8:43-9:27
Period 3	9:31 - 10:15
Period 4	10:19-11:03
Lunch & Callback	11:03-11:33 (7-8 lunch/9-12 CB) 11:33-12:03 (9-12 lunch/7-8 CB)
Period 5	12:03-12:47
Period 6	12:51-1:35
Period 7	1:39-2:23
Departure	2:25

School Closing and Delay

If school is cancelled, delayed, or closed during the day, students and parents will be notified by a robocall. This call will go to the **FIRST CONTACT NUMBER** listed on your child's biographical data profile. When school is closed during the school day, students are expected to leave school upon release. All extra-curricular activities will be cancelled when school is cancelled or released early due to inclement weather.

All school cancellations will be announced on the following radio and television stations:

WYKR	101.3 FM
WXXK	100.5 FM
WTSL	92.3 FM
WCAX	CHANNEL 3
WPTZ	CHANNEL 5

In addition, all cancellations, delays and closures will also be announced at www.oxbowhs.org and on our Facebook page. When school is delayed two hours, the school day will begin at 9:55 AM and end at 2:25 PM. with a modified schedule.

School Meals Information

All school meals information can be found at www.oxbowhs.org, under the tab – About. This information is included in the summer packet. Please stop by the main office or call 802-222-5214 for a hardcopy or assistance filling out the application.

ACADEMIC INFORMATION

Beginning with the class of 2020, Oxbow High School students will be assessed using proficiency-based graduation requirements in addition to letter grades and credits. Oxbow High School has adopted the State of Vermont's Transferable Skills. For more information, please contact your child's school counselor or go to:

<http://education.vermont.gov/student-learning/proficiency-based-learning/transferable-skills>

Graduation Requirements

The following is a summary of graduation requirements. The credits listed are minimum requirements. For a complete list of graduation requirements, please visit our website at www.oxbowhs.org or contact your child's school counselor.

ENGLISH	4 credits
MATHEMATICS	3 credits
SCIENCE	1 credit Life Science / 2 credits Science
SOCIAL STUDIES	1 credit US History ½ credit Senior Seminar ½ credit American Government 2 credits Social Studies
FINE ART	1 credit in Music or Art
PHYSICAL EDUCATION	1 credit
HEALTH	½ credit
ELECTIVES	6 credits to total 23

A fulltime Oxbow High School student must be enrolled in a minimum of five (5) credit bearing classes; or, enrolled in a flexible plan consistent with their personal learning plan.

Students may earn credit toward graduation through successful study in an approved River Bend Career and Technical Center program. Students who successfully complete and meet all proficiencies in courses taken at River Bend Career Technical Center may use these credits toward graduation requirements.

Early Graduation

The Oxbow philosophy is committed to the total development of each student. To that end, we offer a great variety of experiences that include social, physical, technical and academic options. It is the policy of Oxbow High School that students are encouraged to use every opportunity available during their years at Oxbow to their advantage.

Students who wish to graduate before the class with which they started in the ninth grade must have their request approved by the principal in the tenth grade year. When a request is submitted, a committee consisting of three teachers who have personal

knowledge of the student, a counselor, the parents, and any others with pertinent information about the child will be convened. This committee will make a recommendation to the principal.

Transfer and Home Study Students

Any student transferring from another school or entering from a home study program is eligible to receive an Oxbow High School diploma after successfully completing a minimum of one semester as a full time Oxbow High School student, as defined above; and, providing evidence of the necessary credit distribution with their transfer credits to satisfy graduation requirements.

Independent Study

Students must have an approved independent study contract (available from the Student Services office) before enrolling in an independent study class. They must have at least a 2.50 GPA and must be registered for at least 5 other daily classes. The teacher supervising the independent study must be qualified to teach the independent study course discipline. Credit will be awarded by using this formula: 55 hours of study = $\frac{1}{2}$ credit. Independent study teachers must meet with their student at least weekly for credit to be awarded. Independent study courses will be so noted on the transcript.

Classes Taken Outside of Oxbow

(not including River Bend Career and Technical Center)

Students enrolled at Oxbow High School may complete courses outside of Oxbow, through another accredited institution, with prior approval, in order to repeat or replace a class that was failed or explore elective content that is not available at the school. These credits will be included on the student's transcript. Please note that the costs associated with the completion of some types of outside credit will be the responsibility of the student and parents or guardians.

Students should pick up the prior approval form from the Student Services office, complete all required information and return the form to their school counselor at least 15 days prior to the start of the class. It is the responsibility of the student to deliver the grade report or other necessary documentation to Student Services (Guidance) after completion of the class when credit will be applied to the transcript.

Dual Enrollment

Rising juniors and seniors are eligible to apply for a voucher from the State of Vermont to enroll in a college course at one of several Vermont colleges. Students must meet with their school counselor prior to applying for the voucher and follow the procedure as outlined on the Extended Learning Opportunity form. It is the responsibility of the student to deliver the grade report or other necessary documentation to Student Services (guidance) after completion of the class when credit will be applied to the transcript.

Running Start

Oxbow offers a limited number of courses as Dual Enrollment through a partnership with the New Hampshire State College system. For these courses, students who complete all required assignments with a passing grade for the college earn both Oxbow credit and college credit. Students interested in this option should contact the student services office.

Online Learning

Oxbow students have access to a wide range of online courses. These courses are taught by Vermont teachers from other schools using a traditional school calendar. Classes meet for either one semester or a full year. Students may choose to earn college credit through the Community College of Vermont (CCV) for some of the online courses for a fee. Students must meet with their school counselor prior to signing up for an online course and follow the procedure as outlined on the Extended Learning Opportunity form. Upon successful completion of the course and a VTVLC transcript is received, the appropriate credit will be applied to the student's high school transcript.

Dartmouth College Classes

Juniors and seniors who have exhausted all possible Oxbow classes within their area of interest can be recommended to take a class through the Dartmouth College Special Community Student High School Program. There is an application and recommendation process that must be followed with firm deadlines as specified by Dartmouth College. Students interested in this option should see their school counselor.

Course Withdrawal

With parental permission, a student may elect to drop any Oxbow course during the first nine weeks of the semester. Courses dropped after the first nine weeks will result in a "WF" (Withdrawal-Fail). Students may not drop a class if it will result in a course load of fewer than 5 full-time classes that award credit per semester or when dropping the course is not consistent with the student's personal learning plan.

High School Grade Classification

Students will be classified by grade according to the number of credits they have earned. These credits are aligned with proficiency standards.

To be classified as a **10th grader**, a student must have earned 5.5 credits and have successfully completed one credit in English and one credit in Mathematics by the end of the 9th grade year.

To be classified as an **11th grader**, a student must have earned 11 credits and have successfully completed one credit in English and one credit in Mathematics at the end of the 10th grade year.

To be classified as a **12th grader**, a student must have earned 17 credits at the end of the 11th grade year. If a student is retained in grade 11 and earns the requisite number of credits to be promoted to grade 12 after the first semester, the student will be promoted only if they have the possibility of completing all credits required to graduate at the end of that school year.

Senior Privileges

Each year, the senior class leadership and Principal determine criteria for senior privileges. This may include, but not be limited to, being able to leave campus during unsupported study hall and lunch.

GRADE REPORTING SYSTEM

Parent and Student Access to Online Grading

***** CURRENTLY UNDER CONSTRUCTION*****

Oxbow offers parents and students the ability to access grade book information, including current averages and missed assignments. Oxbow High School is in the process of changing student management systems. An addendum to this Parent/Student Handbook will be distributed once the new system is up and running.

Report Cards and Progress Reports

A report card will be issued to each student every quarterly marking period. A progress report will be issued to each student half way through each quarterly marking period.

For questions or concerns about grades, contact should be made with individual teachers or core teams. If your concerns or questions are not addressed, you may call the school counselor and/or the Principal to set up a meeting. Grades can only be adjusted up to two weeks after the end of the marking period.

Incomplete Grades

A grade of incomplete is to be recorded only in instances of significant emergency, such as extended illness. The student with an incomplete grade on the report card has two weeks from the close of the marking period to make up the work, except in cases of extreme circumstances. If the incomplete is not made up on time, the teacher will submit the grade of record two weeks from the close of the marking period.

Grades

The following letter grades will be assigned to the given percentages:

Grade	Percentage	Grade	Percentage
A+	97-100	C	73-76
A	93-96	C-	70-72
A-	90-92	D+	68-69
B+	87-89	D	66-67
B	83-86	D-	65
B-	80-82	F	Below 65
C+	77-79		

Class Rank/Grade Point Average

Students who are projected to satisfy all of their graduation requirements at Oxbow High School will be ranked with their class. Students not satisfying at least 4 full-time semesters as an enrolled student at Oxbow before graduating, such as transfer student, home-study students, etc, will not be ranked. Student Services shall estimate informal ranks and grade point averages of unranked students at their request for the purpose of college admission, scholarships, or as needed.

Honor Roll

Each marking period students are recognized for their academic achievements.

Principal's Honor Roll - Student earns an "A" in all grade bearing courses

Honor Roll - Student earns a "B" or better in all grade bearing courses.

Valedictorian/Salutatorian

The senior with the highest ranking, as determined by GPA at the end of the first semester of their senior year, will be named as the Valedictorian. The student with the second highest ranking will be named as the Salutatorian. The principal will announce who the Valedictorian and Salutatorian for that year's senior class within 3 weeks of the end of the second quarter. This determination will be for graduation ceremony purposes only, and may not reflect the final outcome of the class ranking at the end of the school year.

University of Vermont's Green and Gold Scholarship

The eligibility criteria and nomination process for this scholarship are set by UVM.

Oxbow will nominate one student at the end of the junior year (August deadline) based on academic excellence. The sole criteria for determining academic excellence will be a student's GPA at the end of the junior year. The student with the highest GPA will be the nominee.

Oxbow Community Scholarship for Excellence

This Oxbow community-based program awards scholarships annually to graduating students to encourage post-secondary education. These funds are raised by donations from school staff, community groups, individuals and businesses in the area. Students in grades 9 – 12 may earn points toward these scholarships by getting good grades and attendance, taking challenging courses, performing community service, and by their parents participating in school activities such as college fairs and the PTO programs. There is an open enrollment period at the beginning of each school year for students to sign up for the program. Students need only to enroll once to be considered for scholarships, but must report annually on their grades and activities. Each year deadlines are announced for the submitting of enrollment and reporting forms. These deadlines usually occur in October, except for the final report from seniors which takes place in May. For more information, please contact the Oxbow Guidance Office.

POLICIES AND PROCEDURES

All policies governed by the Oxbow Unified Union School District can be found on our website (oxbowhighschool.org) under the tab labeled “Board.” For a paper copy, please contact our main office at 802-222-5214.

The following are procedures most pertinent to daily functions.

Attendance

Attendance Law, Policy & Philosophy:

Vermont State Law requires school attendance through age 16 and the Union High School District No. 30 - Oxbow High School Board has a policy describing how we address attendance. The full policy (Code: F25) can be found on our website under the School Board tab, then click on Board Policies. We believe that attending all classes and class activities (including field trips, concerts, and musical performances) is important to completing a successful high school program and is crucial in receiving a quality education. It is our belief that our policy and protocols will help families and students improve attendance and learning.

An **ABSENCE** is defined as any period in which the student is not present for more than 20 minutes. A school-sponsored absence, such as an athletic event, class trip, or extra-curricular activity does **NOT** count as an absence. **All** other absences **DO** count as absences.

As a parent or guardian, it is your responsibility to contact the school when your child is going to be absent or tardy. You may report your child's absence by:

- calling 802-222-5214 - please report the date and reason for the absence or tardy. State your name and give a telephone number where you can be reached for any questions. This call must come in from a phone number listed in the student's record. Absences of 5 or more consecutive days may require additional documentation.
- sending a note to school with your child when you anticipate an absence (medical appointment...) that states the date and reason for the absence, with a signature of a legal parent or guardian. Absences of 5 or more consecutive days may require additional documentation.

Each day, once period one is underway, a robocall will go out to the first contact on our system when your child is absent, unless you have contacted the school to report your child's absence.

Oxbow understands that absences are inevitable at times, and has created a list of expected reasons a student may be absent from school.

- Illness or medical appointment.

- Pre-approved absence for educational purposes, such as a college visit.
- Pre-approved absence for a family trip.
- Observance of a religious holiday.
- Death in the family or other family emergency.
- Required attendance by military recruiter.
- Department of Motor Vehicle appointments.
- Scheduled court appearance.
- Situations beyond the student's control - at administrative discretion.

However, Oxbow believes that a student's success in high school is directly related to their attendance. Therefore, we have established the following procedures. **Please be aware that excessive absences may result in your child losing credit in courses.**

Attendance procedures

Attendance is taken at the first bell each morning - which is 7:55 AM on normal school days (9:55 AM when there is a 2-hour delay). In addition, attendance is taken within the first five minutes of each class period.

Tardy to school: Any student arriving after 7:55 AM must report to the Main Office at the time of their arrival to sign in and receive a tardy slip for the class period in progress. They will be considered tardy for the school day. Parents, guardians and the student's school counselor will be notified of chronic tardiness.

Tardy to class: Any student who is present at the first bell (typically 7:55 AM), but is late for a class during the school day, is subject to consequences by the teacher or staff person. A student who misses more than 20 minutes of a class will be considered absent. The teacher or staff person will refer all chronic tardiness to the student's school counselor.

Early dismissal: Any student who must leave school during the school day (7:55 AM - 2:25 PM) must have a signed note from a parent/guardian giving permission for the student to sign out and leave campus. The note/call must state the date and time the student needs to leave and plans to return (if applicable), the reason for the dismissal, a phone number where the parent or guardian can be reached during the dismissal period and a signature (notes only).

We realize there are times when a parent/guardian may need to call the office during the school day to have a student released early for an appointment. Oxbow will honor a phone call from a parent/guardian in extenuating circumstances providing the call comes in from a phone number listed in the student's records.

Interventions

A series of interventions will take place when a student's absences begin to get excessive.

5 days - When a student is absent 5 times from at least one class in a semester,

a letter will be sent home; the student will be required to meet with the school counselor and the core team to create an improvement plan for success.

8 days - When a student is absent 8 times from at least one class in a semester, a letter will be sent home; the student AND the parents/guardians will be required to meet with the school counselor, the behavior coach, and the core team.

11+ days - When a student is absent 11 times from at least one class in a semester, the student may lose credit in that class. The student will be required to meet with his/her school counselor to start the process of an appeal, if appropriate. **ALL APPEAL LETTERS MUST BE SUBMITTED TO THE PRINCIPAL WITHIN 5 SCHOOL DAYS OF THIS MEETING.**

At any point in this process, if the parents, the core team, the behavior coach or the school counselor do not feel that the interventions are working, they may refer the student to the education support team (EST). Additional interventions to develop an action plan and provide support, including, but not limited to additional parent/guardian contact, EST meetings with core team, school counselor, parents/guardians and student, will be implemented.

If all attempts to improve attendance fail, a report will be made to the local authorities serving as truant officers. Additional reports may be made to the judiciary and family court.

Code of Conduct

Union School District #30

Oxbow High School expects good citizenship from all members of the school community. Individual responsibility and mutual respect are essential to a productive school community. True discipline is self discipline. Self discipline is a learned behavior. One of the major functions of Oxbow High School is to help students progress from dependence upon imposed discipline to independence and the development of personal responsibility as a function of citizenship. Personal responsibility requires that students be given appropriate opportunities and guidance to exercise responsibility and to learn how to take responsibility for their own actions, behaviors and education. This essential understanding is one of the fundamental elements in the mission statements of both schools.

We believe that there are three guiding values in the Code of Conduct: BE RESPECTFUL, WORK HARD, AND BE KIND TO OTHERS. These three values encompass all that is expected of students and staff as they strive for excellence. Furthermore, these three values should guide all interactions of students and staff on a daily basis. The administration and staff of Oxbow High School will use these values to teach the skills that are a part of becoming a good community member and citizen as

they implement and use this code of conduct. All students should strive to meet these expectations in the code of conduct. If they embrace the fundamental aspect of this code they will meet success in the academic and social arenas of these schools.

When students act irresponsibly the school has the responsibility to impose appropriate guidance and/or discipline upon them. Union School District #30 believes that all reasonable effort must be made to prevent discipline problems through the effective use of education and communication. A student who engages in any behavior that disrupts the safe and orderly environment of the school will be subject to disciplinary action. Discipline problems will be handled with consistency and consequences will be dealt with a view to the education and or rehabilitation of the student so that they may learn productively from the situation.

The following is a non-inclusive list of major infractions:

Fighting/Assault – Actions involving serious physical contact where injury may occur. (ex. Hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)

Bullying – Student delivers disrespectful messages (verbal or with gestures) to another person

that includes threats and intimidation, obscene gestures, pictures, or written notes. (see below the line chart for further descriptions)

Harassment – Means an incident of verbal, written, visual, or physical conduct based 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.

Hazing – any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, or holding office in, or maintain membership in any organization which is affiliated with an educational institution: and, which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student; or endangering the mental or physical health of a student.

Abusive Language, Profanity – Verbal messages that include swearing, name calling or use of words in an inappropriate way

Disruption – Behavior causing an interruption in a class or activity. Disruption includes a sustained loud talk, yelling, or screaming, noise with materials; horseplay or rough housing; and/ or sustained out-of- seat behavior.

Defiance/Disrespect/ Insubordination/Non-compliance – Refusal to follow directions, talking back and or socially rude interactions

Unauthorized Area/Leaving School Grounds – Student is in an area that is outside of school boundaries (as defined by the school)

Cutting class/Unexcused absence from an individual class – Leaving class without permission, unexcused absence, and being in an unauthorized area during an assigned class period.

Lying/Cheating – Student delivers message that is untrue and/or deliberately violates rules. **Property Damage** – Student participates in an activity that results in destruction or disfigurement of property.

Arson/Possession of Combustibles – Student plans and/or participates in malicious burning of property. Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, and lighter fluid.)

False Alarms – Students delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion

Weapons – Student is in possession of knives or guns, (real or look alike), or other objects readily capable of causing bodily harm.

Theft, Forgery – Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without person's permission.

Illegal substances/Tobacco – The use, possession, distribution or sale of any illegal substance and/or related equipment while on school grounds or attending a school activity elsewhere. **Technology Violation** – Student engages in inappropriate (as defined by school) use of cell phone, pager, music, video players, camera, and/or computer period.

Truancy – Refer to attendance policy.

Dress Code Violation – Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.

Inappropriate Display of Affection - Student engages in inappropriate (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult, either consensual or non-consensual.

Tardy - Student is late to class more than three times.

Other –Student engages in any other major problem behaviors that do not fall within the above categories.

The following is a non-inclusive list of minor offenses:

Dress Code – Student wears clothing that is near, but not within the dress code guidelines defined by the school.

Tardy – Student arrives to class after the bell, less than three times.

Public Display of Affection – Student engages in inappropriate (as defined by school) verbal and or physical gestures/contact, of a sexual nature to another student/adult either consensual or non- consensual.

Minor Property Damage/Misuse – Student engages in low-intensity misuse of property. **Inappropriate Language** -- Student engages in low intensity instance of inappropriate language. **Disruption** – Student engages in low intensity, but inappropriate disruption. **Defiance/Disrespect/Non-compliance** – Student engages in brief or low intensity failure to respond to adult requests.

Physical Contact/ Physical Aggression – Student engages in non-serious, but inappropriate physical contact.

Technology Violation - Student engages in non-serious but inappropriate use of cell phone, pager, music/video players, camera and computer as stated in the technology use agreement.

Other – Student engages in any other minor problem behaviors that do not fall within the above

Disciplinary Actions

The administration may assign the following consequences for any major or minor incident:

Recommendation for Expulsion/Removal – students may be recommended to the board of education for expulsion from school.

Referral to Law enforcement – in all cases, a student will be referred to law enforcement when their actions have broken the law. Students will be informed when law officials have been contacted.

Out of school suspension, ranging from 1-10 days – students may be removed from school for up to ten days. Students that are suspended from school may not be on campus and may not participate in extra-curricular activities and athletic events, including but not limited to: dances, proms, games, practices, and graduation.

In-school suspension from 1-10 days – students may be placed in an in-school suspension room for up to ten days. Students that are assigned to in-school suspension may not participate in extracurricular activities and athletic events and practices.

Loss of extracurricular privilege/leadership opportunities – students may lose extracurricular privileges and may have leadership roles revoked on a temporary or permanent basis. (Events might include but are not limited to: dances, proms, games, practices, and graduation.)

Loss of driving privilege – student's driving privilege may be revoked on a temporary or permanent basis.

Loss of off campus privileges – students that qualify for off-campus privileges may lose that privilege on a temporary or permanent basis.

After school detention – Student may be required to attend after school detention as assigned by the administration. Detention usually takes place from 2:30 PM to 3:15 PM.

Loss of bus transportation privileges – Students may lose bus transportation privileges for up to a year for incidents that take place on the busses.

Loss of course credit – Students may lose credit for a course.

Teachers may assign the following disciplinary actions for minor incidents:

- After school detention.
- Temporary removal from class.
- Change in seating arrangements.
- Referral to Administration.

Teacher and administration may assign supports for students struggling with behavior problems, these supports may include but are not limited to:

- Parent notification
- Conference with student

- Conference with parent and student
- Referral to Student Services
- Referral to student support system
- Referral to school social worker

DRESS CODE

Personal appearance is an expression of individuality. Oxbow High School wishes to allow for freedom of choice while recognizing the need for safety, good health and an atmosphere that is focused on learning. Part of the process of education is to help students acquire a sense of what is appropriate during the school day and at school-sponsored activities (both formal and informal).

Specifics:

- Clothing that disrupts, interferes with or detracts from the learning environment will not be tolerated. This includes, but is not limited to clothing that is:
 - Revealing, immodest or indecent,
 - advertises and/or displays alcohol, nicotine or tobacco products, marijuana, or illegal substances,
 - sexually suggestive, obscene, graphic or otherwise offensive,
 - vulgar, offensive or degrading to others.
- Shirts or tops must meet the waistband of the lower garment with no bare skin showing.
- Garments that are “see through” are not appropriate for school.
- Spaghetti straps, halter tops, bare backs, midriffs, or muscle shirts (with or without large arm holes) are not allowed.
- Clothing must fit appropriately to eliminate indecent exposure.
- Undergarments must not be visible.
- Pants must be restrained with a belt or be of appropriate fit.
- The length of skirt and short must meet or exceed the student’s fingertips when arms and hands are fully extended at the their side.
- Footwear must be worn at all times.

SUPPORT SYSTEMS

Educational Support System (EST)

It is the policy of the State, and therefore the policy of all schools within Orange East Supervisory Union, that each local school district develop and maintain, in consultation with parents, a comprehensive system of education that will result, to the extent appropriate, in all students succeeding in the general education environment. Oxbow

has developed an educational support system and educational support teams. Parents, teachers, and/or students may make a referral to the Principal when a student is at risk of failure or requires additional assistance in order to succeed in the general education environment. This system is designed to provide students with the support needed regardless of eligibility for categorical programs.

Special Education Services

Special education services are available to appropriately identified individuals between the ages of birth through twenty-one. Any individual wishing to take advantage of these services or desiring additional information may contact Alison Kidder, Director of Student Services at 802-222-5216 ext. 111.

Section 504

Any parent, teacher, administrator, or support staff member can make a referral to the EST for consideration of a 504 Evaluation if they suspect a child has a physical or mental disability that substantially limits one or more of the major life functions (self-care, breathing, walking, seeing, hearing, speaking, learning, performing manual tasks, and working). A parent who believes that his or her child would benefit from a 504 Evaluation should make an appointment with their School Counselor.

Section 504 Grievance Procedures - 34 C.F.R. SS104.7 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.

Evaluation and Planning Team

The purpose of this team is to perform or arrange for an initial comprehensive evaluation/re-evaluation of a student's needs and abilities and to determine eligibility for special education, placement, program planning, and accommodations. Further information may be obtained from our Student Services Department.

Child Protection Team

According to policy and law, it is required that all staff members report suspected child abuse and/or neglect. (Note: The law provides immunity to those who report abuse.) The Child Protection Team consists of the following people: School Nurse, School Counselor, Principal and/or Assistant Principal, School-based Clinician, and the person who reports a specific incident. The staff of Oxbow will report to the Child Protection Team all suicide threats of other concerns that represent a danger to any of our student. We take the position that all suicide threats are taken very seriously.

Health Services

A full-time school nurse is available to provide medical care for students who are injured or ill. The nurse has basic first aid supplies and over-the-counter medications, as well

as an infirmary where students can rest until they are able to go home.

Students who need to take medications during the day should bring them to the school nurse in the original container, with a note from the parent giving permission for the medication to be administered. In addition, if medication requires a prescription, the prescribing physician must provide the school nurse with written permission.

Resource List

Al-anon Family Group Headquarters 1-800-356-9996
Alcohol and Drug Hotline 1-800-821-4357
Alcoholics Anonymous 802-295-7611
Asthma and Allergy Foundation of America.. 1-800-7-ASTHMA
C.E.C. (Council for Exceptional Children) 1-703-620-3660
Clara Martin Center Substance Abuse 802-222-4477
Casey Family Services 802-649-1400
Family and Educational Support Team 802-828-3141
P.A.L. (Parents' Assistance Line) 211 (VT only)
NH Helpline (from NH phones) 1-800-852-3388
Planned Parenthood 1-800-230-PLAN
Prevent Child Abuse—Vermont 1-800-639-4014
24-Hour Teen Crisis Information & Rap Line 1-800-639-6095 (No hassle. No judgment. Just call.)
V.C.A.S. (Vt. Children's Aid Society) 802-655-0006
VT Department of Motor Vehicles 802-828-2000
VT Economic Services Division 1-800-287-0589
VT Legal Aid, Inc. 802-223-6377

ACADEMIC SUPPORT

An important component of being a middle school/high school student is increased autonomy. This allows individuals to make decisions for themselves during a time when adult and professional guidance is available. Students may obtain extra academic support in the following ways:

- Email the teacher.
- Short conferences before or after class.

- During Call Back*.
- After school.
- By setting up an appointment with the teacher.
- Wednesday Help Night.
- Peer tutoring/Guided Study.

Call Back

Call Back is a 30-minute period each day designed to provide systematic opportunities for students to access interventions, academic extension, advising, and supports during the school day. ALL students are required to attend Call Back unless they have an 80 percent in ALL of their classes as assessed every 4 weeks at progress report and report card time.

Student Services (Guidance)

The school counselors in Student Services at Oxbow help students use all available resources in order to maximize their potential for success in school and to help them reach their post-secondary goals. This involves planning curriculum, choosing co-curricular activities, advising about school and community resources, and college and career counseling. Each student is assigned to a School Counselor. School counselors will meet with students on a regular basis. If the need arises, every student should feel free to consult with his/her counselor by making an appointment with the Secretary in Student Services or by requesting time during Call Back.

http://www.vsac.org	Vermont Student Assistance Corporation home page. Student loans for college.
http://finaid.org	Everything you could ask for regarding financial aid.
http://www.fastweb.monster.com	A search engine to help locate financial aid, scholarships, and the school that meets your criteria as well as over 500 school applications.
http://www.state.vt.us/educ.htm	A listing of links to Vermont High Schools, Universities and Colleges. Also links to Vermont educational organizations.

http://www.petersons.com	A college guide with searchable sections.
http://www.collegenet.com	A general guide to colleges and universities. You can browse for schools based on factors such as geography, tuition, and enrollment.
http://www.collegeview.com	A free on-line college search with profiles of 3800 colleges and universities. Electronic applications, financial aid info, career planning tools and more.
http://www.applyweb.com	Lists schools in the U.S., Canada, Europe, and Mexico as well as online distance education opportunities. Lots of on-line applications.
http://www.memex-press.com/cc	Test prep. College textbooks. Computers. Study aids. Financial aid. Student resources.
http://www.ed.gov/NCES/ipeds	The IPEDS system is built around a series of interrelated surveys to collect institution-level data in such areas as enrollments, program completions, faculty, staff, and finances.
http://www.collegeboard.org	Information on the Scholastic Aptitude Test and much more.
http://www.mit.edu/people/cdmello/univ.html	A listing of colleges and universities.
http://www.srnexpress.com	A scholarship resource network providing scholarship searches of 8000 programs nationally from 1500 organizations.
http://www.bls.gov/oco/	How to find information about specific occupations.
http://www.ed.gov	The U.S. Government's Department of Education web site. Includes a link to file your FAFSA (Free Application for Federal Student

	Aid) on-line.
http://www.det.state.vt.us	State of Vermont Department of Employment and Training. Listings of jobs in Vermont. Features user-friendly guides on Federal grants, loans, and work study programs for financial aid applicants.

Media Center

The Oxbow Media Center is open to students, staff and residents of the communities served by the school from **7:45 a.m. to 4:00 p.m.**, and after hours by appointment. The Media Center contains a unique collection of periodicals and a good variety of other materials in print, non-print and audio visual format. Most printed materials may be borrowed or reserved. Computers are provided for student use in compliance with Oxbow High School's acceptable usage policy. Devices for recording, viewing and/or listening to audio visual materials are also available for on-campus use and for student checkout with a signed usage/liability agreement. Nothing is to be removed from the Media Center without proper authorization and approval.

Responsibilities for using the Media Center media center and its resources are as follows:

- Maintain a scholarly atmosphere.
- Handle all materials appropriately.
- Check out materials as needed and return them promptly.
- Report and pay for damage/loss of any materials.

Length of loan for Media Center materials are as follows:

- **Print and Audio Books**

Two (2) week checkout with one (1) additional two (2) week renewal available.

- **Teacher/Professional Books**

Overnight with one (1) renewal, unless otherwise approved by Media Center staff.

- **Periodicals**

On-campus use only, photocopies available upon request.

- **Videos**

Overnight with one (1) renewal, unless otherwise approved by Media Center staff.

Other Equipment and Materials:

Lending should be discussed with Media Center staff in advance of checkout and will be permitted on a case-by-case basis. Lending periods generally shall not exceed one (1) week, unless otherwise approved by Media Center staff.

Additional lending policies are as follows:

- Students with overdue books/materials will not be permitted to borrow additional resources until all outstanding checkouts have been returned/renewed. Habitual

lateness in returning Media Center materials may result in the application stricter lending rules on an individual basis.

- Audio visual resources/equipment are available for on-campus use by students while under the supervision of a teacher or staff member. Any unsupervised/off-campus use by any student is strictly prohibited without a usage/liability agreement signed by his or her parent/guardian on file in the Media Center.
- Resources are lent on a first-come-first-serve basis and should be reserved in advance with a member of the Media Center staff if it is known that they will be needed on or by a particular date.

Study Hall

Pursuant to Oxbow High School's ongoing desire to ensure that students achieve academic success, our study halls are structured in the following manner.

Students will:

- Bring assignments that will take at least forty-five minutes to complete.
- Be quiet and not converse with others.
- Be allowed to work in the Media Center only when they arrive with a pass signed by the person in charge of the Media Center.
- Be allowed to leave only for academic purposes and then only with a note signed by the teacher with whom he/she will be working.
- Remain in the Study Hall location.
- Arrive on time - twenty or more minutes late is considered an absence.

Personal electronic devices are not allowed in study halls. If a student needs access to a computer, they may sign one out of Media Center, or use a Chromebook from the cart in the study hall.

Failure to adhere to study hall rules will result in a referral to the main office for disciplinary actions.

TRANSPORTATION

Bicycles

Oxbow High School encourages students to pursue a healthy lifestyle. Walking or riding a bike to school is a rewarding activity when all safety procedures are followed. Bicycles are to be parked and locked to the bike rack in front of the building.

Buses

The daily transportation of Oxbow pupils is a privilege afforded by the school system in compliance with statutory requirements. To provide maximum safety, each eligible pupil

riding a school bus shall conform to the regulations as established by the Bus Company and sent to parents in the mail prior to the beginning of the school year. The school bus is an **extension of the classroom**, and discipline will be administered by the administration with assistance from the bus company. Students are encouraged to ride school buses in a safe and orderly manner.

The following is procedure for addressing misbehavior on the school bus or at school bus stops:

- If a student displays improper conduct on a bus, the driver will attempt to talk to the student about their behavior.
- If the student does not respond in a positive manner to the corrective action, the driver will fill out a Bus Incident Report and give this to the Behavior Coach or other school official.
- The school official will make the decision as to the consequence of the student. Students and parents must realize that riding a bus is a privilege and not a right. Students may be suspended from a bus for a specified period of time. Once suspended a student must meet with Behavior Coach or designee prior to returning to having bus privilege.

1st Offense: will result in a warning to the student and a report to their parents. It is expected that parents will help prevent a recurrence of the offense. A serious offense may result in the suspension of riding privileges.

2nd Offense: may result in the suspension of riding privileges, the length of time will depend on the seriousness of the infractions. A report will be made to the parents, to the Superintendent, and to the Transportation Contractor.

3rd Offense: will result in the suspension of riding privileges, the length of time to depend on the seriousness of the infraction. A report will be made to the parents, to the Superintendent, and to the Transportation Contractor.

If a pupil has been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of the pupil has a right to appeal within 10 days of the suspension to the authority that suspended the child's right.

Until the appeal is heard, or if the suspension of the pupil's right to ride the bus is upheld, it shall be the parent's or guardian's responsibility to provide transportation to and from the school for the period of the suspension.

Private Vehicles

Cars and motorcycles will only be admitted on the roads and parking areas of Oxbow High School. Horses, snowmobiles and other off-road conveyances will not be permitted. Students are to arrive at and depart from the rear parking lot. Student parking is in the front of the building. Vehicles are to be parked in painted stalls on a first come/first served basis. Any incident of dangerous driving (endangering others) will mean loss of the privilege of bringing a vehicle onto school grounds. Students are not

to be sitting in cars during school hours.

Students will park in the designated parking lot unless specific permission is given by the administration to park elsewhere. Students will observe the 15 MPH speed limit at all times and drive in a safe and courteous manner.

Student vehicles may be searched for contraband if an administrator has reasonable suspicion to believe that a school rule is being violated and/or an illegal activity is taking place.

ADDITIONAL INFORMATION

Textbooks, Technology and other equipment

If a textbook or other assigned equipment is lost or damaged beyond repair, the replacement value will be charged to the parent(s)/guardian(s). All hardbound textbooks are to be covered with a protective covering at all times.

After School Activities

Students waiting for the late bus should be in the front lobby or the Media Center. Students in after school academic support must be in the designated area.

Oxbow does not have an after school program, and there is no supervision after 4:00 PM. It is the parent's responsibility to make arrangements for students to be picked up by 4:00 PM. We encourage students who may have to wait for late practices, or late pick up to take the bus to Bradford Academy to participate in the after school program.

School rules apply after school. Violation of school rules after school will result in discipline according to this Parent and Student Handbook.

Assemblies

Students will enter the gymnasium or auditorium with an assigned teacher. In the gym, students will sit in their assigned areas and as close to the playing floor as possible. Complete attention should be given to any person(s) speaking or performing for the group. All students are expected to attend assemblies.

Concerts, Plays, etc.

Students attending concerts, plays and other public events should give complete attention to the event. With respect for the performers and the audience, unnecessary noise and movement is discouraged.

Courtyard

Under staff supervision the courtyard area may be used by students during lunch time, weather permitting. Lunch may be eaten in this area. It is the students' responsibility to keep the area clean.

Lockers

Lockers are the property of the school, and the school officials reserve the right to inspect a locker at any time. Students will be issued locks and assigned lockers from the Main Office. Each student will maintain their lock and locker for the duration of their enrollment. **Students' personal locks will not be permitted.** A student's assigned locker is their responsibility. If a locker is damaged or defaced in any way, the student will be subject to a minimum charge of \$25.00 to repair the locker.

Search and Seizure

School officials, with reasonable suspicion, may search a student's locker, person, possessions, and vehicle and seize any illegal materials. Such material may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given the opportunity to be present at the search. If, however, school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and/or safety of students in the school or the school environment, a student's locker may be searched without prior warning.

Telephones

Students are not permitted to use classroom and office telephones. There is a phone outside the Main Office from which students may make local calls that last less than five minutes. Personal calls to school will be accepted only in **emergency** situations.

Cell Phones and Other Personal Electronic Devices

The possession and/or use of cellphones and personal devices on the campus of Oxbow High School is a privilege not a right. **Students may not access Oxbow Wi-Fi using personal electronic devices, such as cell phones, iPads or laptops.**

Personal electronic devices will not be allowed in classes, library/media center, or study halls. During breaks between classes and during lunch, students may use their cell phones and/or personal electronic devices providing this use does not disrupt the environment or education of others. The use of cellphones in classes may only be used for educational purposes. The use of cellphones during emergency procedures is strictly prohibited. Oxbow Wi-Fi is not available for student use during the school day. Oxbow reserves the right to restrict Wi-Fi during the school day. Students found using Oxbow Wi-Fi will be disciplined.

Oxbow will be reviewing its personal electronics policy and procedures during the first marking period of the 2019-2020 school year. All confirmed changes will be sent as an addendum to all students and parents.

Visitors

All visitors must sign in at the Main Office. Former students who wish to visit a staff member can do so only after school hours, or if special arrangements have been made in advance and the Main Office has been notified.

Skateboards/Rollerblades/Wheeled Conveyances/E-Bikes

The use of skateboards, rollerblades, E-Bikes, and other wheeled conveyances (excluding bicycles) are not permitted on school property.

ATHLETICS/EXTRACURRICULAR ACTIVITIES

The Board of School Directors' statement of policy on extracurricular activities states, in part, "In short, extra-curricular activities are teaching-learning activities conducted in non-academic formats and they are 'different-but-equal' to academic classes in their educational value to students. Consequently, extracurricular activities are an integral part of the education program at Oxbow High School."

Class Organizations

Each class is to establish an executive committee which is composed of the class president, vice president, secretary, treasurer, and representatives from the class. The principle function of the executive committee is to act in the place of the class when it is impossible to have a class meeting. The executive committee is to prepare agendas for regular class meetings, make suggestions for class projects which carry out the class goals, and to assume other duties as assigned by the class. All purchases for class and club activities are to be done with a purchase order obtained from the Principal's bookkeeper, signed by the class sponsor, and approved by the Principal. Students are not authorized to charge items without a purchase order number.

Class Meetings

The first class meeting will be held during the early part of September. Future meetings will be arranged and will be announced. All students are to attend class meetings. No other activity will take place during this time.

Organizations

All meetings of extracurricular groups are to be scheduled by the activity president and the advisor. Groups that need a short meeting should make an attempt to schedule this meeting during lunch. Meetings that cannot be scheduled during lunch will be rotated through the different periods so that a student will not miss the same class consistently. Students must receive prior permission from their teachers to attend these meetings. Each student should be prepared to make a time commitment to any activity in which he or she is involved and is expected to keep up with regular school work.

Student Activities (Activities may vary)

For information about the activities below, contact the main office or the athletic/activities director.

National Honor Society	Student Council	Jazz Band	Yearbook	Chess Club
Environmental Club	Class Officers	Drama	GSA	Snowriders

Student Council

The Student Council exists for two purposes:

- To be the representatives of the student body in matters concerning the school.
- To provide leadership training for the elected member.

Student Council membership consists of:

- Class president(s).
- Two members elected from every class.
- Officers elected from the student body: President, Vice- President, Secretary and Treasurer.

Note: The council may vote to allow other students to join upon application.

Student Activities Fund

As a service to all classes and organizations, the office will maintain a school-operated bank. These accounts are handled by a bonded individual and are audited yearly. It is important that each club and activity select a treasurer who is competent to handle a parallel bookkeeping system. All purchase orders will go through the office and be signed by the Principal. Each student who pays dues or fees will be given a written receipt.

Fundraising

The school and the communities in the area can only absorb a certain amount of solicitation. It is imperative that no requests (for raffles or selling of goods and/or services) be made unless permission from the Principal has been given. Forms to request permission are available in the Main Office. A calendar of fundraising events will be kept in the Main Office in order to minimize conflicting events.

National Honor Society

The Oxbow Chapter of the National Honor Society was given its charter in 1986 and held its first induction ceremony in the spring of 1986. Membership in the National Honor Society represents the highest honor which can be bestowed on a high school student. The object of all chapters is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in the nation's students.

Students are selected for membership by a faculty council which is appointed by the

Principal. This council consists of five voting members and the honor society advisor.

When may I become a member? - In the spring of your junior year or fall of your senior year.

What must I do? - Fulfill the four criteria for membership:

- Scholarship - Have a 3.5 cumulative grade average from the beginning of grade 9.
- Character - Promptly meet individual responsibilities, demonstrate highest standards of honesty, reliability, fairness, tolerance and cooperation. (Character is not based on mere personality, nor on minor incidents, unless they are repeated so as to indicate a definite pattern of behavior.)
- Service - Use time, effort and talents in activities which help individuals, groups, the school and the community.
- Leadership - Take a constructive lead in the classroom and in other school and outside activities, be involved in positions of responsibility, and contribute and work towards developing constructive ideas which improve the school and community.

What Steps Do I Take For Membership? - At the designated time, a student who has the required scholastic average will be given an honor society information questionnaire. If the student desires to be considered for selection and feels he/she meets all the criteria, he/she will complete the information sheet and return it to the student services secretary or a member of the faculty council on or before the due date. The faculty council will then meet and make the selection of new members. These new members will be inducted into the Honor Society at a ceremony to which parents and friends are invited.

Athletic and Extracurricular Philosophy

At Oxbow High School we understand and appreciate the importance of athletic/extracurricular activities in the overall education of our students. Experiences teach values such as hard work, commitment, leadership, discipline, teamwork, and physical fitness, all within the framework of academic excellence. Participation contributes to the physical, emotional, and social health of our students, and promotes a sense of unity and cooperation among athletes, the student body and the larger school community.

Oxbow has a proud tradition measured by wins and championships, and winning is a natural goal. Our teams will compete to win, but emphasis will be placed on effort, improvement, respect for coaches, teammates, opponents, officials, and learning to win graciously and lose with dignity. Winning is emphasized more strongly at the varsity level, but never at the expense of healthy attitudes, values, and perspective. At sub-varsity levels (JV/MS), winning remains a goal, but skill development is the primary focus. Above all we want our student-athletes to have a rewarding and enjoyable experience.

Athletic and Extracurricular Eligibility Policy

Oxbow High School recognizes and promotes the priority of academics within our athletic and student activities program. While extracurricular are important parts of education, academic success remains the primary objective. Coaches and advisors support this position, and will make every effort to accommodate students' needs as they balance academics with extracurricular activities.

- Students must carry the equivalent of five credits to be eligible to participate.
- A transferring student's last semester grades from their previous school must comply with this policy.
- Athletes & extracurricular participants will be eligible for a season of activity if:
 - **High School** - student has NO failing grades from the marking period (quarter) prior to the season and NO failed courses during the season. Freshmen begin their first year with a clean slate. **High School exception: when the end of a marking period falls ten (10) school days or less after the beginning of an athletic season, students that have NO failing grades from the previous marking period shall become eligible to participate in athletics.**
 - **Middle School 7th & 8th Graders** - student has NO failing grades from the marking period (quarter) prior to the season. **Middle School exception** - a student MAY fail one course and continue eligibility only once during a school year. Subsequent failure will be considered "no pass, no play" for the remainder of that school year. Seventh graders begin the school year with a clean slate.
- Students who are declared academically ineligible will not receive postseason letters, awards, or certificates for that sport or activity.

THE ROLE OF PARENTS IN SCHOOL SPORTS / EXTRACURRICULAR ACTIVITIES

A very important goal of extracurricular participation should be to make the experience a positive one for the students, parents, and those who choose to watch our teams perform. To achieve that goal, we must all work together to support the following ideals:

- As a parent, I recognize it is vital to support the efforts and decisions of the coaches/advisors.
- As a parent, I recognize the importance of being a positive role model. Therefore, I agree to conduct myself in a manner consistent with the dictates of good sportsmanship at all contests. I agree to cheer in a positive fashion for outstanding play and will refrain from criticizing the efforts of officials, the players,

and the decisions made by the coaches/advisors.

- Attendance at practice is a priority for all team members. As a parent/guardian of a team member, I will make every attempt to assure that my child will be able to attend all practices and games.
- I will support and endorse the rules, policies, and procedures discussed in the rest of this handbook.

INSURANCE: All candidates for an athletic team are required to furnish proof of accident/health insurance before participating in tryouts, practices or competitions. Oxbow does not purchase insurance for its athletes, but the district does offer a school time insurance program. Forms will be handed out during the first week of school.

PHYSICAL EXAM: OHS requires a physical examination a minimum of every two years in order to participate in interscholastic athletics. Physical exams are at the expense of the individual, and a record of the physical must be on file in the nurse's office before a student is eligible to practice or compete. If the two year time limit expires during the season, the student will be denied participation until his/her physical is renewed.

TRAINING RULES: In order to promote in our students a healthy lifestyle, responsible behavior, and optimal team and individual performance, Oxbow High School maintains and enforces the training rules below. Our administrators, coaches and advisors are concerned with the health habits of our student/athletes, and we feel strongly that participation in athletics and/or activities, and the use of tobacco, alcohol, or illegal drugs are incompatible. For this reason, Oxbow High school maintains a "zero tolerance policy" with respect to training rules violations.

Our hope is that students and parents, when they sign the standards form to become part of a sport or activity, recognize the importance of their commitment, appreciate our intent to promote a healthy lifestyle and good choices, and that when students do violate our rules, they learn a difficult but valuable lesson about the consequences of making poor choices through the firm and consistent enforcement of our policy. The following are a set of standards that our students will follow while participating in athletics:

- The following are prohibited: possession or use of tobacco, possession or use of alcohol, possession or use of illegal drugs, or violation of the school weapons policy. **First offense- the student will be immediately dropped from the program for the remainder of the season. Second offense during the school year, the student will be suspended from participation in any sport or activity for one calendar year.**
- Hazing is a form of harassment and will not be tolerated in conjunction with the

OHS athletic program. Hazing is defined as “any activity expected of someone joining a group that humiliates, degrades, abuses, or endangers, regardless of the person’s willingness to participate.” **Consequences of hazing may range from individual suspension from participation in the OHS athletic/activities program for a period of time, to cancellation of an athletic schedule depending upon the magnitude of the incident and the number of students involved.**

- Students are encouraged to maintain a healthy diet, lifestyle, and exercise regimen. Use of illegal performance enhancing substances such as anabolic steroids, diuretics, HGH, etc. are prohibited and will result in dismissal from the team.
- All students must be in school the ENTIRE day of the athletic contest in order to participate. You must not be tardy to first period as this is part of your school day. The Athletic Director has the final decision based on extenuating circumstances.
- All students must travel to and from all games/scrimmages on school provided transportation. Exceptions must be requested by a parent directly to the coach/advisor, and must be approved by the coach/advisor. Parents may contact the Athletic Director when the coach/advisor is not available. Only a student’s parent(s) or guardians(s), or other reliable adult, may provide transportation, and **under no circumstances will a student be permitted to ride with another student, or drive him/herself to any athletic event.** While on the bus students are expected to adhere to the rules of the driver and Bus Company, and to pick up all trash before exiting the bus.
- Unexcused absences or tardiness on school days following athletic contests may result in a suspension from play/practice, or the team.
- If a student is serving a suspension (ISS/OSS), he/she may not participate or attend in any athletic practices or contests until the suspension is completed.

Oxbow High School

Policies on Prevention of Harassment, Hazing and Bullying of Students

A copy of the full policy (Code: F20) can be found at www.oxbowhs.org which will direct you to the OESU website policy page, or you may call (802)222-5214 to request a hard copy.

PURPOSE

The Union High School District #30 (OHS) is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect. It is the policy of OHS to prohibit all hazing, harassment and bullying as they have no place in OHS and will not be tolerated. Accordingly, OHS adopts the following procedures to prohibit hazing, harassment and bullying and will ensure the enforcement thereof.

DEFINITIONS

Hazing:

“Hazing” means any intentional, knowing or reckless act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with OHS; and which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.

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

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

Examples of hazing include:

- Any type of physical brutality such as whipping, beating, striking, branding, electrical shocks, placing a harmful substance on or in the body, or other similar activity; or
- Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or other activity that creates or

results in an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; or

- Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects a student to an unreasonable risk of harm; or
- Any activity that induces, causes, or requires a student to perform a duty or task, which involves the commission of a crime or an act of hazing.

Harassment:

“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 is a form of unlawful discrimination that will not be tolerated. It is the policy of OHS 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.

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

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

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

- (2) Racial harassment, which means conduct directed at the characteristics of a student’s or a student’s family member’s actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts

on manner of speech and negative references to cultural customs.

(3) Harassment of members of other protected categories, means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

Examples of harassment include:

- A person expresses his opinion about a person's race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity with the intent to make that person feel intimidated.
- A person tells a joke, or makes a negative statement, that references a person's race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity.

Bullying:

"Bullying" means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:

- Is repeated over time;
- Is intended to ridicule, humiliate, or intimidate the student; and
 - (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or
 - (ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.

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.*

Retaliation:

“Retaliation” is any adverse action by any person against a person who has filed a complaint of hazing, harassment or bullying or against a person who assists or participates in an investigation proceeding or hearing related to the complaint. It is unlawful for any person to retaliate against someone who has filed a complaint of hazing, harassment or bullying or against a person who assists or participates in an investigation proceeding or hearing related to the complaint. A person can violate this even if the original complaint was not found to be hazing, harassment or bullying.

Procedures for Reporting Hazing, Harassment or Bullying:

Anyone who believes that they, or another, have been subjected to an incident of hazing, harassment or bullying, or who have reason to believe that conduct that may constitute an incident of hazing, harassment or bullying might or did occur should report such belief to a designated employee listed below or to any staff member or school administrator. The initial report may be written or oral.

The Vermont Human Rights Commission and the federal Department of Education's Office of Civil Rights also receive complaints of harassment if the complainant reasonably believes that they have been subjected to, or are about to be subjected to, unlawful harassment based on the complainant's membership in a protected class pursuant to 9 V.S.A. §4500 et seq.

False complaint: Any person who knowingly makes a false accusation regarding hazing, harassment or 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 of hazing, harassment or bullying when the person has a good faith belief that hazing, harassment or bullying occurred or is occurring.

**Designated
Employees**

The following employees of Oxbow High School have been designated by the school to receive hazing, harassment and bullying complaints pursuant to this policy and 16 V.S.A. §565(c)(1).

Name: **Robin Wozny**

Title: Assistant Principal

Contact information: 222-5214 ext 149 / rwozny@oxbowhs.org

Name: **Lomond Richardson**

Title: School Counselor

Contact Information: 222-5214 ext 139 / lrichardson@oxbowhs.org

Name: **Kathy Garone**

Title: School Counselor

Contact Information: 222-5214 ext 154 / kgarone@oxbowhs.org

Response to a Hazing, Harassment or Bullying Complaint:

Staff members who have received a report of hazing, harassment or bullying from a person(s) or who otherwise have reason to believe that conduct that may constitute an incident of hazing, harassment or bullying might or did occur shall take prompt and appropriate remedial action to stop or prevent the conduct and shall report such report or belief to a designated employee or to the school administrator. If the report is made orally, the designated employee or the school administrator shall make a written record of the report. The designated employee(s) shall immediately inform the school administrator of any reports or complaints of hazing, harassment or bullying.

Notification:

Upon receipt of a complaint of hazing, harassment or 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 has been filed and be provided with a copy of this policy.

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.

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:

- a. 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.
- b. No later than five school days from the 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 hazing, harassment or bullying.

Consequences:

If, after investigation, the school finds that the alleged conduct occurred and that it constitutes hazing, harassment or bullying, the school may take prompt and appropriate disciplinary action and shall take remedial action reasonably calculated to stop the hazing, harassment or bullying and prevent any recurrence. Examples of remedial

action include:

mediation between the parties, education and counseling for the accused, and a safety planning.

Violators of the hazing, harassment and 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 awareness/education/counseling, acts of restitution, in-school or out of school suspension, or expulsion.

Safety Plan:

A safety plan shall be developed in all instances where a student has been the target of hazing, harassment or 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 hazing, harassment or 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 schedules, and providing additional supervision in areas ordinarily subject to lesser supervision (e.g., lunchroom, locker room...).

Confidentiality and Record Keeping:

- The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with OHS'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.
- 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 OHS 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.

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 as other disciplinary actions, in accordance with the District's disciplinary policy, applicable statutes, or collective bargaining agreements.

Independent Review: (Harassment only)

In student harassment complaints, the complainant and/or the parents of the

complainant are sometimes dissatisfied with the outcome. In such a case, the parents/guardians and/or student has the right to request an Independent review. The independent reviewer's job is not to conduct a second investigation. Rather, the independent reviewer is an objective third party who reviews the sufficiency of the school's response to a complaint of harassment while protecting the confidentiality of student information. The independent reviewer is not an advocate for either the parent/student or the school district. If anything, the independent reviewer is an advocate for the effectiveness of the harassment complaint process.

Either the person who makes a harassment complaint who has received a final determination, or the school district, may request an independent review of a school district response to a harassment complaint.

- Independent review is only available for student harassment complaints; this process is not available for employee harassment complaints, bullying complaints, or complaints regarding other misconduct.
- Requests for an independent review should go to the school superintendent.
- Parents must make their requests in writing.
- The school district is responsible for the cost of the independent review.

What does an independent reviewer do? The independent reviewer will review records and interview the complainant and school officials. As the independent reviewer deems appropriate, he/she may also interview others. Once finished with the review, the independent reviewer will advise the complainant and the school district as to the sufficiency of the school's investigation, findings and steps taken to correct any harassment found to have occurred. The independent reviewer will also advise the complainant of other options available if the complainant is still dissatisfied.

A student accused of harassment and dissatisfied with the complaint resolution should refer to the appeal provisions of the school district's discipline policy and procedures. A staff member accused of harassment should refer to the appeal provisions of the applicable statutes, collective bargaining agreements, and the school district's employee policy and procedures.

What other options are available to persons dissatisfied with the school district's response to a harassment complaint?

- Request mediation or other alternative dispute resolution from the school district.
- Consult with a private attorney.
- Consult with the Vermont Agency of Education at (802) 479-1030.
- Contact the Vermont Human Rights Commission or the Office of Civil Rights of the U.S. Department of Education at the following addresses:
 - Vermont Human Rights Commission 135 State Street Montpelier, VT 05633-6301 (800) 416-2010 or (802) 828-2480 (voice or tty)

- Director, Compliance Division Area II Office of Civil Rights U.S. Department of Education, Region I John W. McCormack Post Office & Courthouse, Rm. 222 Post Office Square Boston, MA 02109 (617) 223-9667

Reporting to Other Agencies:

- 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.
- 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.
- 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.

Reporting Incidents of Hazing, Harassment or Bullying to Law Enforcement Officials:

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

- Where there is a health or safety emergency;
- Where the information has been subpoenaed; or
- Where the records in question are created and maintained by a law enforcement unit established by the school.

If the information is obtained through means other than student records, the restrictions of FERPA may not apply. For example, reporting to law enforcement officials may be made pursuant to criminal statutes or 16 V.S.A. §140a-d.

Legal Reference(s):

16 V.S.A. §11(a)(30) (Definition of hazing)

16 V.S.A. §§140a-140d (Hazing)

16 V.S.A. §165(a)(1), (8) (School Quality Standards)

16 V.S.A. §166(e) (Approved and Recognized Independent Schools)

16 V.S.A. §565 (Powers of school boards)

20 U.S.C. §1232g (FERPA)

34 C.F.R. Part 99 (FERPA rules)

Cross Reference: Reporting Suspected Child Abuse or Neglect (F8) Harassment of Students (F20)

Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq.; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d;

Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§1681 et seq.; Family Education Rights Privacy Act; 20 U.S.C. 1232g;

Public Accommodations, 9 V.S.A. §§4500 et seq. ;

Education, Classifications and Definitions, 16 V.S.A. §11a (26); Education, Harassment, Notice and Response, 16

V.S.A. §14; Education, 16 V.S.A. §140(a)(1);

Education, 16 V.S.A. §166(e);

Education, Harassment and Hazing Prevention Policy, 16

V.S.A. §565; Education, Discipline, 16 V.S.A. §1161a;

Education, Suspension or Expulsion of Pupils, 16 V.S.A.

§1162; Child Abuse, 33 V.S.A. §§4911 et seq.;

Adult Protective Services, 33 V.S.A. §6901 et seq., all as they may be amended from time to time.

Washington v. Pierce, 179 VT 318 (2005)

SURVEILLANCE CAMERAS

Surveillance Camera Guidelines

Purpose

Oxbow High School is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the utilization of a surveillance camera system. The surveillance of public areas is intended to assist in protecting the safety and property of the school. Surveillance camera footage may be used in discipline investigations, and may serve as a source of evidence.

These guidelines address the school's safety and security needs while respecting individual privacy of those attending, working or visiting Oxbow High School. To ensure the protection of the individual privacy right and related state and federal laws, this statement formalized the process of installing surveillance equipment on school property. Additionally, these guidelines pertain to the viewing, retention, dissemination, and destruction of recordings.

Installation Procedures and Locations

The use of surveillance cameras is limited to those that do not violate a person's "reasonable expectation of privacy", as that term is defined by law. All surveillance cameras, including those in temporary locations or for active monitoring, will only be installed with the advance approval of the Facilities Director and Principal. Oxbow High School's use of surveillance cameras for monitoring or recording must be used in a professional, ethical, and legal manner consistent with all existing school policies.

Oxbow High School has limited camera positions and views of certain areas. Surveillance cameras do not view bathrooms, locker rooms, dressing/shower areas, offices, classrooms not used as a computer lab, or areas through windows. Surveillance cameras are installed and configured to prevent tampering with or duplicating recorded information. A full list of camera locations can be obtained by contacting the Principal at 802-222-5214.

Viewing

Only authorized personnel, as determined by the Principal, will be involved in, or have access to, surveillance monitoring. The existence of this policy does not imply or

guarantee that cameras will be monitored in real time 24 hours a day, seven days a week. However, Oxbow reserves the right to do so.

Requests for reviewing a video recording must be made in writing to the Superintendent or his/her designee and contain an explanation of why the request is being made. The Superintendent or his/her designee shall consider each request under the circumstances in which it is being made, including, but not limited to, whether one or more student's identities are discernable; whether it is the parent of a student or an eligible student who is identified in the recording who is making the request; whether student or other discipline is being contemplated and whether criminal activity is depicted. If the request is granted, such viewing must occur in the presence of the Oxbow's designated custodian of the recording. Under no circumstances will Oxbow's video recording be removed from the school premises, physically or by electronic transmission, unless in accordance with a court order and/or subpoena.

2019-2020 Annual Public Notices

NON-DISCRIMINATION

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

Any person having inquiries concerning Union High School District No. 30 compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Principal, Oxbow High School, 36 Oxbow Dr., Bradford, VT 05033 (802-222-5214).

This person has been designated by the Union High School District No. 30 to coordinate the district's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973. (Policy: Non-Discrimination GABA)

DIRECTORY INFORMATION RIGHT OF REFUSAL

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

- Student's name, address, date of birth, dates of enrollment.

- Parent(s) or legal custodian/guardian's name and address.
- Student's grade level classification.
- Student's participation in recognized school activities and sports.
- Student's diploma, certificates, awards and honors received.
- Disclosure may include personally identifiable information contained or reflected in photographs.

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

**You are an eligible student if you are at least 18 years of age or are attending an institution of post-secondary education.*

EQUAL EDUCATION OPPORTUNITIES

Oxbow High School will act in compliance with federal legislation (Title IX) assuring guarantees against discrimination on the basis of sex in any educational program and /or employment policies and practices. Appropriate measures will be taken within the context of Title IX guidelines and regulations to insure such compliance.

Oxbow High School, in compliance with Title IX, affirms:

- The right of all students to equal treatment (including aid, benefits, services, and application of rules and regulations) without regard to sex.
- The right of every student to access all courses without regard to sex.
- That no student will be excluded on the basis of sex from participation in, be denied the benefits of, or be subjected to discrimination in athletics and intramurals.
- The right of all students to equal treatment without regard to marital or parental status.
- The right of every student to counseling, counseling instruments, and counseling materials that are not gender biased.
- The right of all applicants for positions to equal treatment without regard to sex.

In the event that a student, parent, legal guardian or employee believes that there is basis for a grievance, that person should contact the Principal.

EDUCATIONAL RECORDS

STUDENT RECORD POLICY / FERPA

The Family Education Rights and Privacy Act (FERPA) protects the privacy and confidentiality of student records. Rights under the Act are guaranteed to parents of students under the age of eighteen. For students age eighteen or older, and for students who are emancipated minors, rights under the ACT are the student's rights.

Schools need information about individual pupils in order to help them. Some general information about students is needed to facilitate the routine operation of the school, and authorized school personnel have a responsibility to collect pertinent information and to disseminate it purposefully. All school personnel have the responsibility to respect the privacy of pupils and their families, and must collect use and release information judiciously and only with appropriate consent.

Maintenance, security and access to a pupil's file shall be provided as follows:

- To the parent, guardian or the student, in the presence of the student's teacher, administrator or counselor.
- To teachers, counselors and administrators who have direct responsibility for the records.
- Access shall not be provided to others except with consent of the parent (or the pupil who is 18 years old or over) or school authorities.
- Following graduation, only the permanent record information is to be maintained by Oxbow High School.
- Copies of FERPA are available from the Superintendent of Schools.

STATEMENT OF PARENTS RIGHTS REGARDING EDUCATIONAL RECORDS

Parents shall have the following rights relative to education records:

- To inspect and review educational records within 45 days after making a request, except that such records shall be available before IEP meetings or hearings related to the identification, evaluation or placement of a handicapped student.
- To obtain a copy of any education record at a cost not to exceed the copying costs of the school district.
- To seek the correction of any educational record through a request for amendment.
- To review a record of disclosure of personally identifiable information from the appropriate student record.
- To file complaints regarding violations of this policy or FERPA to the FERPA Office, Department of Education, 4512 Switzer Building, Washington, D.C., 20202 Telephone # (202)245-0233.
- To prevent disclosure of education records without prior consent except:
 - That the school district will assume that either parent(s)/guardian(s) or the high school student, even if under 18, may have access to academic records unless sufficient notice and authority to the contrary are provided.
 - To school officials with legitimate educational interests. "School Officials"

are those members of the district who act in the student's' educational interests within their limitation of their need to know, which may include faculty, administration, and staff people who manage student record information. "Legitimate educational interest" means the demonstrated need to know.

- Directory information for which no specific request to hold has been received.
- To officials of another school district to which the student whose educational records are at issue has applied or enrolled.
- To government officials and other authorities as provided by law.
- To appropriate individuals in health and safety emergencies.
- To appropriate individuals in connection with the application for and receipt of financial aid.
- To see a complete record of requests for disclosure of personally identifiable information.

WAIVER OF RIGHTS

A parent/guardian may waive rights granted under FERPA by providing written authorization to the school district.

Students who are applicants to post-secondary institutions may waive their rights to inspect and review confidential letters and confidential statements of recommendations by submitting to the school district a signed statement indicating the desire to waive. Any such authorization must be signed by the individual student whose rights are being waived regardless of age and also by parent(s)/guardian(s) of students who are under the age of eighteen.

INSPECTION AND REVIEW OF EDUCATIONAL RECORDS

The person wishing to gain access to education records shall contact the Superintendent's Office or the office of the custodian of the records and submit a written request for inspection. The individual receiving the request shall be responsible for making the appropriate records available, for providing responses to reasonable requests for explanation or interpretation of material contained in the educational records, as well as whatever copies are requested. A copy fee at the prevailing rate will be charged. The custodian of the records shall maintain a record of requests for access to educational records.

AMENDMENT TO EDUCATIONAL RECORDS

A parent/guardian may request the amendment of education records to insure that the record is not inaccurate, misleading, or otherwise in violation of the privacy or rights of the student. Such a request should be made to the custodian of the records. If the request does not result in a satisfactory agreement within a reasonable time, the parent/guardian shall have the right to a hearing on the issues as to whether or not the education record shall be amended. A request for a hearing shall be made in writing to

the Superintendent. A fair hearing shall be provided within fifteen working days of the receipt of the request.

If, as a result of the hearing, the request for amendment is denied, the parent/guardian shall be advised of his/her right to place a written statement giving reason for the request for amendment and providing whatever explanation the parent/guardian feels is appropriate to support that request in the student record. This statement will remain part of the education record for as long as the record is maintained.

STUDENT RIGHTS

The privileges and rights of all students shall be guaranteed without regard to race, religion, sex, creed, or national origin. All students have the right:

- To receive an education.
- To attend school in the district in which they reside or as assigned by the school board.
- To attend a school with a safe environment and attend classes free of distractions that will adversely affect their learning process.
- To be informed of the school rules and procedures by which the school is governed.
- To treatment that is fair, consistent, and appropriate to the action or the offense.
- of due process in disciplinary matters.
- To peaceably and responsibly advocate change of any law, policy, or regulation.

Students may present complaints to teachers or administrators. Opportunities shall be provided for students to exercise this right.

EIGHTEEN YEAR-OLD STUDENTS

Policy:

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

Permission:

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

Communications with Parents/Guardians:

Students who are 18 years old or older may request, via a school form, that communications to their parents or guardians be provided to them as well. The school will comply with these requests.

Students who are 18 years old or older may request, via a school form, that all

communications from the school be made to them and not to their parents. These requests will be granted only when the student's responsible parents or guardians agree in writing, or when the student shows that he or she is not a dependent student as defined in section 152 of the Internal Revenue Code 1954.