

School Handbook

600 Blair Park

Ste 250

Williston, VT 05495

802.871.7500

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# Introduction

Welcome to Two Roads Academy!

Thank you for taking the time to review our Handbook. We have developed this handbook to help guide our efforts to bringing a sense of community and purpose to our students’ education. We believe that the policies and procedures herein support building a safe and transformative learning environment so everyone can find the best avenue to success.

Many of these policies were developed under strict guidance from state and federal laws, and many were built on our philosophy that every student can succeed. Others were built from our experiences in our work with our students and in alignment with Vermont State and Federal Laws.

This handbook outlines the opportunities available to you and the behavioral expectations that make Two Roads Academy a uniquely student-centered school. It is your responsibility to explore these opportunities and to understand the behavioral expectations. Please take some time to read through this handbook. The best way we can support your growth and work together is to make sure we all have a common set of expectations. What is outlined in this handbook is what we expect for each member of our community. We appreciate your willingness to work to meet these expectations. If you have any questions, please feel free to ask any adult for clarification. We are here to support and guide your success.

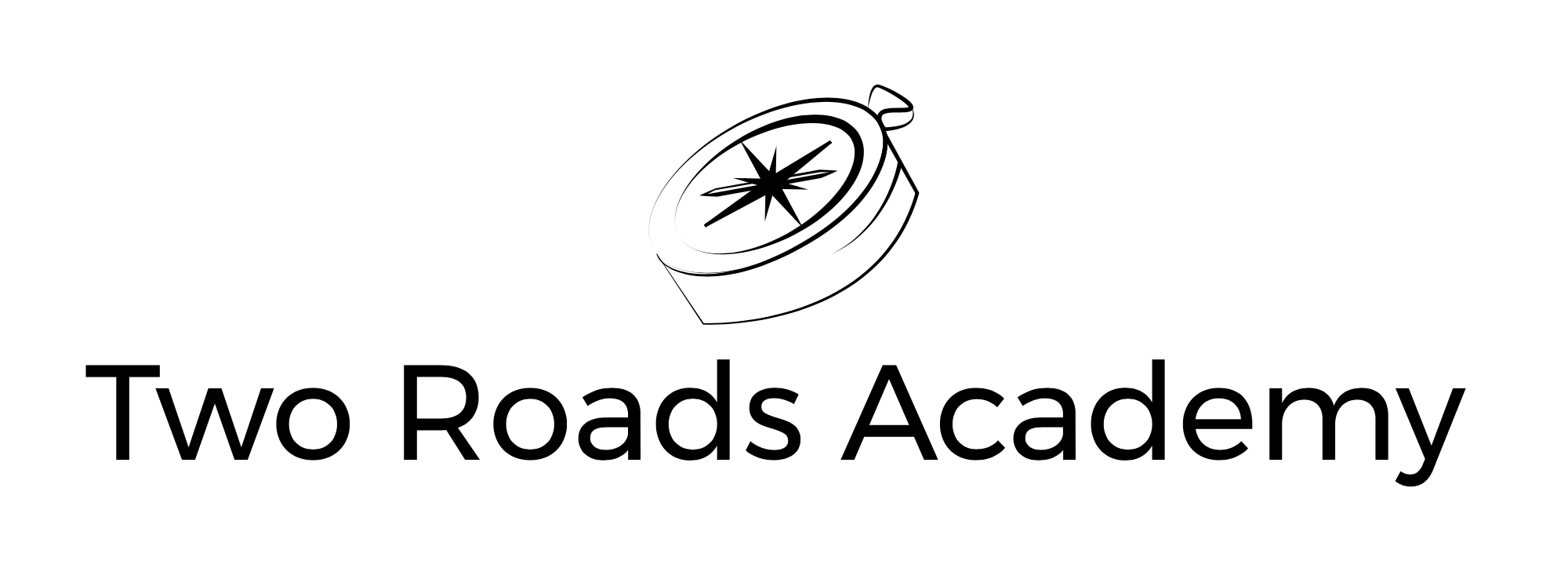
We look forward to working with you and are excited to witness and celebrate your accomplishments!

Best regards,

Allison Eaton

*Director*

Two Roads Academy



# Contact Page

Address:

600 Blair Park Rd

Suite 250

Williston, VT 05495

Main School Landline: 802-871-7500

Two Roads Cell Phone: 802-825-2233

Absence Reporting: 802-825-2233

Director:

Allison Eaton, M.A., L-BCBA

[allison@tworoadsacademy.org](mailto:allison@tworoadsacademy.org)

Director of Special Education:

Katherine Lee, M.Ed.

[klee@tworoadsacademy.org](mailto:klee@tworoadsacademy.org)

Outdoor Education Program Director

Mischa Tourin

[mischa@tworoadsacademy.org](mailto:mischa@tworoadsacademy.org)

School Website:

[www.tworoadsacademy.org](http://www.tworoadsacademy.org)

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# Academics

Two Roads Academy is an outplacement school dedicated to providing individualized, appropriately paced, and modified curriculum for students while still maintaining fidelity to [Vermont’s Flexible Pathways and ACT 77](https://legislature.vermont.gov/statutes/section/16/023/00941) requirements.

We will provide sending schools with proficiency based grading information to demonstrate the approach to proficiency for each student, based on [Vermont’s Transferable Skills](http://education.vermont.gov/student-learning/proficiency-based-learning/transferable-skills), [Next Generation Science Standards](https://www.nextgenscience.org), [National Core Arts Standards](http://www.nationalartsstandards.org), and [Common Core State standards](http://www.corestandards.org/read-the-standards/) as is relevant to the student’s course of study and personalized learning plan.

This information will be used by the sending school to determine credit accrual and graduation readiness in accordance with ACT 77.

Progress Reporting

Sending schools and parents can request an academic progress information meeting at any time, not to exceed twice per quarter. Students are encouraged to attend these meetings, to present their learning with the assistance of their teacher(s).

Progress will be reported out by Two Roads Academy each quarter to both parents and sending schools.

Dual Enrollment

According to [Vermont State Law](https://legislature.vermont.gov/statutes/section/16/023/00944), as applicable, students will be offered the chance to participate in college courses for credit. Two Roads staff will accompany student to the college classes to support as indicated in the student’s IEP and/or Behavior Support Plan.

# Attendance

At Two Roads Academy, we are committed to helping students change their approach to learning, behaviors around their education, and engagement in both their progress and society in general. This process takes time and consistency. We cannot do so without consistent attendance.

Consistent attendance is a prerequisite for assuring students meet their goals for learning, social emotional growth, and progress toward graduation. Per state law, families and sending schools will be notified when a student has reached 5 cumulative absences *regardless of the reason*; letters are then sent at 10, 15, and 20 absences. At 10 or more absences (whether excused or unexcused), family meetings must take place with School Director and Therapist. At 20 absences, the student will be referred to DCF, the Williston Community Justice Center, and the State’s Attorney for Truancy (persuant to Vermont State Law, Title 16, subsection 1127).

Attendance reporting will occur monthly, or weekly when attendance is a concern, from Two Roads Academy to the student’s sending school.

In the event of illness or a planned absence, a legal guardian must call the school cell phone at 802-825-2233 between the hours of 7:00am and 9:00am to report the absence. More than three (3) consecutive days of illness will require a doctor’s note to prevent continued absences from being marked as unexcused. Doctor’s notes describing medical necessity must be received within 3 days of the third consecutive absence for the absence to become excused.

Student safety is a priority for us. If we do not hear from a parent or guardian and a child is absent, we will call the phone numbers we have on record to be sure that the student is safe. If we cannot reach a parent/guardian, a well child check will be completed by the local police department.

### School Hours

School Hours are between 8:00 am and 2:30pm. All students are expected to be present at those times unless otherwise arranged by contract with the sending school. Appointments require a legal guardian to call the school, to allow for time away and/or early dismissal.

### Illness

If a student falls ill during the school day, they will be assessed by our staff, administered any necessary first aid and invited to rest for up to an hour.

If the student is vomiting or has a fever, the legal guardian will be contacted and they will be sent home. In the case of illness, an approved adult will be allowed to pick the student up only after verbal permission and presentation of ID upon arrival.

Students must be fever free for 24 hours before returning to school. This means that if a student has a fever, it must be gone without the use of medication to suppress it, for 24 hours before he/she can come back to school.

### Transportation

It is the responsibility of the sending school to ensure the effective and safe transportation of a student is in place. Students who are absent and/or truant due to the inability of the school or family to ensure or follow through with transport of the student to school will be referred to DCF and/or the State’s attorney after two (2) days of refusal to be transported.

### Special Activity Days

From time to time, Two Roads Academy will offer a special activity day to all students. This may be a community activity or an individualized activity. If a student’s attendance has been inconsistent leading up to the special activity, it will be up to the discretion of the student’s Special Educator and the School Director whether or not the student may participate in the activity.

### Adult Students

Students who are 18 years of age, who have NOT been deemed by the court to be a ward or under the continued guardianship of another adult may choose to assume full responsibility for their schooling by completing the appropriate forms and returning them to the School Director and the appropriate administrator at their sending school. In these cases, students assume the responsibility for their attendance and follow the school’s guidelines for absences from school. In the case of a conflict over an absence, the school reserves the right to make final decisions regarding excused and unexcused absences.

Students who request “18-year-old papers” from the Director receive the following letter of explanation: *According to the laws of the State of Vermont, you have requested to assume total responsibility for all of your actions at Two Roads Academy and receive all communications from the school. As per school policy, you are permitted to sign your own permission slips for participation in field trips or other school activities, may call in your own absence and sign late notes, but parents/guardians 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 school policy.*

Students who are 18 years old or older may request in a manner designated by the superintendent of their sending district AND the Director of Two Roads Academy that communications to their parent/guardian be provided to them as well. In addition, students who are 18 years old may request in a manner designated by the superintendent of their sending district AND the Director of Two Roads Academy that all communications from the school be made to them and not to their parent/guardian. These requests will be granted by the superintendent of their sending district AND the Director of Two Roads Academy (or his or her designee) only when the student’s responsible parent/guardian agrees in writing or when the students shows that he or she is not a dependent student as defined in section 152 of the Internal Revenue Code of 1954.

In keeping this in mind, Two Roads Academy reminds students of the following things:

1. Attendance is now your responsibility. ALL absences MUST be called in on the day of the absence, according to Two Roads Academy’s attendance policy (between 7:30 a.m. and 9:30 a.m.).

2. Any early dismissal notice must also be given to the Director between 7:30 a.m. and 9:30 a.m.

3. The sending school rules may require that you will not receive credit due to poor grades in the event of an unexcused absence(s). This could mean you might not graduate.

# Expectations for Student Behavior

Two Roads Academy is an outplacement school for students whose behaviors have been unmanageable and unresponsive to prior attempts at behavior change by their sending school and/or previous outplacement schools. As such, we expect a certain degree of challenging behaviors from students.

Each student who presents with challenging behaviors will have either a Behavior Support Plan or specific Guidelines to Working With developed by the school’s Board Certified Behavior Analyst, and implemented by the support staff. Individualized and specific expectations for student behavior and directions for staff will be outlined in that plan.

### Community Expectations

Two Roads Academy will maintain and hold students accountable for meeting the community expectations across all environments during the school day.

These expectations will be developed and routinely revised by the school community and posted around the school. Current versions of Community Expectations will be attached to this Handbook and sent home each time they are revised.

### Conflict Resolution

Our population of students is most often struggling with deficits in the area of functional social emotional regulation and interpersonal skills.

Two Roads Academy instructs and coaches students and staff in Acceptance and Commitment Training as an approach to social emotional learning, self regulation, self awareness, management of conflict (both internal and external). This approach, in conjunction with restorative practice and positive behavior supports, is designed to help students mediate their challenging emotions and impulses and to understand and resolve the impacts of their behaviors.

### Severe Behaviors

Any behavior that is illegal according to Vermont State Law will be responded to as outlined in the Discipline section of this Handbook.

### Due Process

For behaviors that break the Expectations for Student Behavior and do not fall under the Criminal Behavior Definitions as outlined in the Discipline section of this Handbook:

1. Notification of violation.
2. School Staff response according to Behavior Plan/Guidelines as applicable.
3. Opportunity to participate in restorative practice (which includes opportunity to express their own perspective, hear others’ perspective, understand impact to the community, and create a plan for future).

For behaviors that fall under the purview of [Vermont State Criminal Law](https://legislature.vermont.gov/statutes/title/13) See Discipline Section.

### Food and Snacks

Students are free to bring healthy snacks to consume at any time of the day.

Two Roads Academy has policies (in the Community Expectations) around many types of consumables including, but not limited to: energy drinks, caffeinated drinks, soda, candy. Students who bring in items that are not allowed at school will have the item confiscated and returned to them when they leave that day. Continued violation of this policy (at Director’s discretion) will result in removal and disposal of said items, and a meeting with the family.

### Video and/or Electronic Games

Unless part of a student project or special activity, playing video games or electronic games is not allowed during school.

### Gambling

Gambling is not allowed at school. The penalty for gambling at school is one warning, followed by suspension. This includes use of money, chips or the equivalent during the playing of a game.

### Fire Starting Devices

These items are only allowed as part of the Outdoor Education Curriculum under the supervision of the adults running that curriculum. As such, students will never be asked to bring in their own. Any item that could be used to start fire that is in a student’s possession will be confiscated.

### Leaving Campus Unaccompanied

Any student who leaves the school area (which ends at the school doors, not the doors to the building) without an accompanying adult will be considered to be bolting and the police will be called.

### Extended Day and/or Overnight Travel

In the case of school trips - all school rules and policies apply, *in addition to* any additional rules and policies of the Outdoor Education Program.

### Electronic Devices

The use of electronic devices (including cell phones, iPods, mp3 or mp4 players, handheld internet accessing devices and all other electronic devices) is not allowed.

All students will be asked to leave all devices at home or turn them over to staff for safekeeping (locked in a cabinet in the staff office) until the end of the day. Refusal to do so will result in being sent home (transportation at the Parent/Guardian expense) and student being marked unexcused absent for that day. Repeated violation of this policy may result in any or all of the following: referral to the Community Justice Center, referral to States Attorney pursuant to 16 V.S.A. § 1126, requirement of parenting classes for legal guardian, or Suspension.

### Soliciting Money and/or Favors

Our student population is characterized by developmental delay due to many different disabilities and circumstances. This policy is more strict than most, designed to protect those with these disabilities from becoming victims of abuse, bullying, and manipulation.

Students at times are pressured by others to give them money. It is not acceptable for students to ask others for money, to suggest they are deprived of money, food, or security in the presence of a student with higher level of financial security, and students should not give any money when approached or as a result of hearing that another student is struggling. Students that solicit money or favors (as described in this paragraph, including conversations evoking sympathy with poverty or familial stress) will have their parent/guardian notified and may be sent home if they choose to continue to engage with others in this way.

### Community Dress Expectations

Two Roads Academy expects its members to come to school dressed appropriately for being in a public space, community and work environment. This means that:

* shirts and foot covering must be worn at all times
* no article of clothing can advocate or endorse the use of alcohol, drugs, weapons, inappropriate language, hate speech, symbols of hate, prejudice, or exclusion of protected classes, derogatory language, or anything illegal
* no undergarments should be visible, including bra straps and underwear.

If a student is dressed inappropriately, the student will be asked to adhere to the expectations by putting on clothing that is appropriate. If the student does not have clothing of his/her own, s/he will be given an appropriate article of clothing for the remainder of the day. The student will not have choice in what that article of clothing looks like. Multiple violations may result in a parent/guardian meeting.

Certain areas or activities during school might require particular dress for safety reasons; teachers and facilitators of these activities will share expectations with students in advance.

### Helmets and Protective Gear

Helmets must be worn during any activity involving wheels (except riding in a car, bus, or van) skiing or snowboarding, outdoor rock climbing, white water kayaking, or rafting.

No exceptions will be made. If a student fails to bring their helmet they will be provided one from the school.

### Emergency Drills

Preparedness is an essential part of safety in any facility. There are various types of emergencies that may arise. Some require you to exit the building; others may require you to stay in your classroom or move to a safer classroom. Your teacher/support staff will give you instructions based on the type of emergency. You are expected to follow your teacher’s instructions and cooperate with any adult during emergencies. In any emergency drill, we ask that you follow instructions quickly and quietly. If you have questions about why a drill is set up the way it is, please wait until the drill is over to questions or challenge the policy.

There will be emergency drills at Two Roads Academy. It is important for personal safety to take note of the posted exit routes in each classroom. If you do not understand the exit route, ask your teacher or support staff. If the emergency requires you to evacuate the building, walk quickly and quietly, out and away from the building. Do not stop along the way, nor try to access personal items prior to leaving the building. Do not stand in or near a fire lane once outside. Please stay with your support staff for attendance and safety purposes. Your cooperation could one day save your life or the life of someone else.

# Policies

**These are the policies of Two Roads Academy as of August 2018, publication date of this handbook. Policies and procedures are subject to change. Revisions to Policy will be announced to parents, sending schools, and students and made available through internet links to the revised Handbook or printed copies if requested in writing to** [**katie@tworoadsacademy.org**](mailto:katie@tworoadsacademy.org) **.**

## Student Conduct and Discipline

Two Roads Academy is committed to using positive behavior supports and best practices in instruction to prevent challenging behavior in the classroom or other learning environments. These include but are not limited to: embedded therapeutic approach to behavior change, classroom reinforcement systems, behavior specific praise, schoolwide reinforcement systems, individualized behavior plans, formative assessment, high levels of opportunities to respond, differentiated instruction, personalized instruction, environmental manipulation, antecedent management systems, and best practices in Applied Behavior Analysis and Education.

All students are expected to be on a progressive path to managing their social emotional challenges. Every student will have individualized social-emotional and behavioral learning goals and adult support to assist in achieving those goals.

Along the path to success, there may be times when students struggle to maintain and participate in a safe learning environment. Our discipline policies will address the consequences in place if that should happen.

## Discipline

Two Roads Academy is committed to addressing discipline for severe behaviors with three priorities:

* Safety of students and Staff
* Restorative Practices and Community Justice
* Family involvement, accountability, and responsibility

### Criminal Behavior

It is important in the work of education that students are given every opportunity to learn how to inhibit impulses and behave in accordance with the rules of society in which they live. Two Roads Academy works with each student to help them develop a social emotional skill set that will benefit them in their roles in any given community, as well as help build stronger relationships within that community.

We also know that many students who arrive at Two Roads Academy have not yet learned these skills and may be currently involved in the criminal justice system. This awareness has led us to partner with local agencies whose goals for students are similar to ours, while still maintaining a system of accountability that reflects the reality of our society and the hope that all people can learn to become functional and beneficial parts of their community.

If a student commits a crime at school that does not cause immediate jeopardy to themselves or others, we will refer the student to the Williston Community Justice Center and engage in a partnership of restorative justice as deemed appropriate by that organization. More information on their practices can be found at this website: <http://cjnvt.org/center/williston-community-justice-center/>

If a student commits a crime that causes immediate jeopardy to themselves or others, we will call 911 and engage the Williston Police Department directly.

We offer two tools here in the Handbook to help outline our response to both criminal behavior and behavior that may not be illegal but may fall into a category requiring a disciplinary response.

The following rubric is an outline of our discipline policies for severe behavior. This discipline rubric includes the consequences as outlined in Vermont State Laws for any behavior that is addressed by those laws.

|  |  |  |  |
| --- | --- | --- | --- |
| Behavior | First Instance | Second Instance | Third Instance |
| Extensive Insulting Language  Defined as repeated use of obscenities and derogatory language throughout a day, targeted toward students or staff, that occurs regardless of level of escalation of student. Must have been addressed by student’s individualized behavior plan prior to this rubric taking effect. | Defined and Individualized according to Behavior Plan written for student.  Outline of consequences for any further instances. | Referral to Williston CJC. Restorative practice within the school.  Potential removal of privileges. Review of teaching process regarding insults.  Extra session to focus on perspective taking (with Director or Therapist). | As determined by Williston CJC contract agreed to by student and parent/guardian. Potential citation to court if CJC contract is violated. |
| Threats  Verbal issuances that communicate intent to harm or have another harm a person, animal, building, group, property, etc. Includes oblique references interpreted by others as threatening. | Restorative Practice at school. Suspension of school privileges. Communication with team to outline the description of and severity of threats and upcoming consequences for repeated offense. | Referral to Community Justice Center.  Report filed with Williston PD, and citation according to Vermont State Law. | As determined by the Community Justice process from the second instance.  Including, but not limited to another report filed with the Williston PD and citation according to Vermont State Law |
| Physical Assault  Also known as physical aggression. | Williston PD will be called to respond.  Citation or arrest according to Vermont State Law.  Subsequent referral to Community Justice Center as indicated by Williston PD.  Student may return to school after first meeting with CJC.  Removal of privileges at school until Community Justice process is completed to the satisfaction of that organization.  Continued restorative practices at school. Safety Plan created in collaboration with Williston PD | Williston PD will be called to respond.  Citation or arrest according to Vermont State Law.  Suspension or expulsion. |  |
| Bullying/Harassment  As defined by Vermont State Law  16 V.S.A. § 11 and including any bullying or harassment of adults or staff at Two Roads Academy. | Removal of privileges earned until the following process is complete.  Team Meeting (with student and parent or guardian present) to outline next steps.  Restorative circle at Two Roads if all parties feel safe in this practice.  Report filed and citation according to Vermont State Law. | Referral to Community Justice Center.  Report filed with Williston PD, and citation according to Vermont State Law.  Removal of privileges at school until Community Justice process is completed to the satisfaction of that organization.  Continued restorative practices at school. | As determined by the Community Justice process from the second instance.  Including, but not limited to another report filed with the Williston PD and citation according to Vermont State Law. |
| Theft  Taking an item that belongs to another person without permission to do so. Possession of the item is considered theft, regardless of promise to return it. | Removal of privileges earned until the following process is complete.  Team Meeting (with student and parent or guardian present) to outline next steps.  Referral to Williston CJC as indicated in Criminal Behavior Flow Charts.  Report filed and citation according to Vermont State Law | Referral to Community Justice Center.  Report filed with Williston PD, and citation according to Vermont State Law.  Removal of privileges at school until Community Justice process is completed to the satisfaction of that organization.  Continued restorative practices and increased supervision, possibly including random searches of person and property at school. |  |
| Retaliation  The action of harming or attempting to harm another because of perceived insult or harm to oneself. | Referral to Community Justice Center.  Report filed with Williston PD, and citation according to Vermont State Law.  Restorative practice at school. | As determined by the Community Justice process from the first instance.  Including, but not limited to another report filed with the Williston PD and citation according to Vermont State Law. |  |
| Stalking or Cyber-stalking  13 V.S.A. § 1061  (4) "Stalk" means to engage purposefully in a course of conduct directed at a specific person that the person engaging in the conduct knows or should know would cause a reasonable person to fear for his or her safety or the safety of another or would cause a reasonable person substantial emotional distress. | Referral to Community Justice Center.  Report filed with Williston PD, and citation according to Vermont State Law.  Removal of privileges at school until Community Justice process is completed to the satisfaction of that organization.  Continued restorative practices at school. | As determined by the Community Justice process from the first instance.  Including, but not limited to another report filed with the Williston PD and citation according to Vermont State Law. |  |
| Weapon creation, possession:  Any instance of possessing an item that could be used as a weapon, and brandishing or talking about that item in a way that demonstrates intent to intimidate or harm. Use, manipulation, or misappropriation of any item that could cause harm to others. | See Criminal Behavior Flow Charts.  Suspension.  Team meeting with parent or guardian and sending school.  Report filed with Williston PD.  Citation and/or arrest as determined appropriate by Williston PD.  Safety Plan created in collaboration with Williston PD prior to student returning to school. | Expulsion.  Report filed with Williston PD.  Citation and/or arrest as determined appropriate by Williston PD. |  |

### Criminal Behavior Categories and Response Flow Charts

This section offers visual representations of the path of responding when a student has committed a crime. The Williston Police Department has defined and categorized criminal acts in order to offer families and students an understanding of what constitutes criminal behavior as well as the consequences for criminal behavior.

Categorization and Definitions as created by the Williston Police Department

Low Level Crime

Bullying/ Harassment – CJC will seek approval from PD

Sexting – CJC will seek approval form PD

Internet issues / Cyber-Civility issues – school related

Verbal Assault

Theft - without desired financial restitution

911 Hang ups

Disorderly Conduct – disruption of the educational process / restorative process for others

Vandalism – without desired financial restitution

Child Truancy

Possession of Marijuana

Medium Level Crimes

Report of vandalism / property damage – seeking financial restitution

Theft – restitution in desired

Report of Sexual / physical assaults

Drug Possession other than marijuana

Distribution / sale of drug / controlled substance

Revenge Porn

Running away from school / school based function

Assaults - physical, objects, bodily fluids (human or animal)

Disorderly Conduct – with object ie: throwing chairs, intimidation with weapon or threat of

\*\*\* Safety plan will be developed within 1 week \*\*\*

High Level Crime

School Violence

School Threats

Physical Assault with a weapon – gun, knife, bomb – bomb like item, sharp objects

Physical Threats with a weapon – gun, knife, bomb-bomb like item, sharp object

Sexual assaults

Restraint / physical restraint of another

Hostage

Intruder

Arson / fire

Imminent danger to self / other

Safety Plan will be required to return to school

WHEN IN DOUBT CALL 878-6611 (Williston Police Non-Emergency Line)

Williston Community Justice Center – 764-1151 (Office) 318-6805 (Cristalee’s Cell)

Low Level Crime

Low Level Crime Committed

Direct Referral to CJC

Two Roads Academy

In-School Process

According to TRA Handbook and Restorative Justice Process

Medium Level Crime

Medium Level Crime Committed

Decision Point: Determined by Police Department

Citation to Court

Direct Referral to Williston Police Department

TRA communicates with Parent/Guardian & Sending School

Includes Police Incident #

PD Referral to Community Justice Center for Panel Process

Collaborative agreement between Education, Therapy, Police Department and CJC as needed

Within 48 Hours

Communication with LEA

Safety Plan Created & Shared with PD and CJC

Student Returns to School

High Level Crime

Decision Point: Determined by Police Department

Decision Point: Determined by Police Department

High Level Crime Committed

Call 911

Citation to Court

PD Referral to Community Justice Center and Probation

TRA communicates with Parent/Guardian & Sending School

Collaboration between Education, Therapy, Police Department and CJC

Safety Plan Created & Approved by PD

Student Returns to School

Communication with LEA

Within 48 Hours

Change in Educational Placement: IEP Team Meeting Required

Decision Point: Determined by Police Department

## Tobacco Prohibition

### Policy Overview

It is the policy of Two Roads Academy to provide a tobacco free environment for students, employees, and guests.

### Guidelines

The use of tobacco, tobacco or nicotine products or nicotine delivery systems on school grounds or during School sponsored or sanctioned activities is a violation of state law and is hereby prohibited. This ban extends to any student, employee, or visitor to the school and applies at all times, regardless of whether school is in session or not.

The Director is responsible for informing students and employees of this policy, posting signs on school property, and providing notice in bulletins, programs, and announcements related to school events to visitors and those who are invited to attend school activities.

Students who violate this policy will be disciplined under the school's disciplinary policy and procedures. Students in the possession of tobacco products, vaping products, and related materials will have this property confiscated by appropriate school personnel and may be referred to law enforcement authorities. *Students who distribute tobacco or vaping products on school grounds may be subject to additional disciplinary action.*

Employees who violate this policy will be subject to disciplinary action following applicable employee policies and employment contracts.

Others who use tobacco or vape on school grounds will be informed of this policy and asked to comply. A person failing to comply will be asked to leave school grounds. A person who refuses to comply or to leave school grounds when requested to do so shall be referred to local law enforcement authorities.

For purposes of this policy, "school grounds" means any property and facilities owned or leased by the school and used at any time for school related activities, including but not limited to school buildings, areas adjacent to school buildings, athletic fields, and parking lots *including private vehicles located therein*. This ban extends to all school-owned and operated vehicles, employee vehicles, and community settings during school hours.

## Search, Seizure, and Interrogation of Students by School Personnel

It is the policy of Two Roads Academy (hereinafter referenced as “the School”), in order to provide a safe and orderly school environment, to authorize school personnel to examine all school property and to carry out searches or to seize property of students while on school property or at school related events under the guidelines provided in this policy.

### Scope and General Policies

This policy applies to searches of students’ persons, possessions, including but not limited to electronic devices, desks, lockers and vehicles by school administration. Desks, lockers, textbooks, technological devices and other materials, equipment or supplies loaned by the school to students remain the property of the school, and may be inspected and searched by school employees without reasonable suspicion and without notice to or the consent of the student.

Searches of students’ persons and/or students’ personal property may be conducted only upon reasonable suspicion that the search will uncover evidence that a student has violated a school rule or policy, or has violated the law, including possession of contraband. Searches will be conducted within the law, meet the requirements of the state and federal constitutions, and in the least invasive manner possible.

If there is a clear and imminent danger to the health and safety of school individuals, or clear and imminent risk of danger to school property (such as a bomb scare), general searches of school property may be allowed under closely supervised conditions that respect individual rights.

Copies of this policy will be distributed to students when they enroll in school, and will be included in the student handbook given to students and parents at the beginning of each school year. This policy is meant to explain the legal rights of the School, but is not meant to limit them in any way.

### Reasonable Suspicion

In determining whether “reasonable suspicion” exists, an administrator or faculty member shall consider all relevant information, including the following:

1. The timeliness of the information that gives rise to the suspicion;
2. Whether a plausible alternative explanation exists;
3. Whether any other information exists that independently supports or detracts from the probable reliability of the new information; and
4. If the information was provided by an informant:

Whether the information was directly gathered by the informant, such as by visual observation or overheard conversation, or was indirectly provided by another person to the informant; and

Whether the informant has been shown to be or should be considered a reliable source.

### Definitions

As used in this policy:

**“Contraband”** means weapons, drugs, and other illegal substances, or other objects which are evidence of a violation of state or federal law or school policy.

**“School property search”** means the search of desks, lockers, textbooks, technological and imaging devices, and other materials, equipment or supplies loaned by the school to a student, including use of personal devices which access school network resources as outlined in the G3 Responsible Computer, Network and Internet Use.

**“Possessions search”** means a search of the student’s pockets, bags, purses and other movable possessions performed by requiring a student to empty those items or allow review of contents of an item including but not limited to photos, texts or other electronic files and communications on an imaging device or a computer.

**“Vehicle search”** means a search of a student’s vehicle.

**“Person search”** means a search of a student’s person and may require the student to loosen or remove outer clothing, consistent with item D under of Types of and Conditions for Searches below.

**“Student”** means a student of the member school district or of another school who is participating in school district activities or is otherwise on school property.

### Persons Who May Perform Searches

1. Searches shall normally be conducted by trained school personnel. However, when an administrator is not reasonably available or cannot perform a search within a reasonable time, such as on a field trip, a designated member of the faculty or local law enforcement may perform a search.
2. Searches and seizures by law enforcement officials shall be as outlined in: Searches, Seizures, and Interrogation of Students by Law Enforcement Personnel or Other Non-School Personnel.

### Types of and Conditions for Searches

The extent of each search shall be directly related to the basis of the search.

1. School administrators may inspect and search school property including but not limited to lockers and/or other school property and network resources accessed by or assigned to the student or used by the student without reasonable suspicion and without notice to or the consent of the student
2. Search of a student’s possessions shall normally be conducted by requiring the student to empty his/her pockets, bag(s), purse (s), and other movable possessions or to allow review of items including but not limited to photos, texts, or other files or communications stored in or on technological devices, provided that there is reasonable suspicion to believe that the contraband is located in the place searched. The person conducting the search may pat down or otherwise search the student’s clothing, may personally examine the purse, bag, backpack or technological device to ensure that all items have been removed or shown and may search the items removed from the purse, bag, or backpack as necessary and appropriate. A search of a student’s possessions shall be witnessed by a second person who is an administrator or by a member of the faculty or staff when on a trip.
3. A vehicle search shall be made only when there is reasonable suspicion to believe that contraband is located in the vehicle; and the vehicle is either on school grounds or the vehicle is being used to transport students to or from a school sponsored event. A vehicle search shall be witnessed by a second person who is an administrator or by a member of the faculty or staff when on a trip.

A vehicle search shall normally be conducted by examination of the unlocked spaces of a vehicle. A student may be required to open locked spaces in a vehicle to permit examination of the contents therein upon reasonable suspicion to believe contraband is present within the locked space. If a student refuses to open a locked space, the vehicle may be detained on school grounds until police can be summoned and a warrant obtained.

In circumstances where there is reasonable suspicion to support the search of a student’s person, and the search requires the student to disrobe, in whole or in part, the search shall be conducted by a trained third party. Strip searches by school personnel are prohibited. A search of a student’s person shall be:

1. Conducted by a person of the same gender as the student, and
2. Witnessed by a third person who is an adult of the same gender as the student, and
3. To the degree that circumstances allow, conducted in a manner that maximizes the student’s interest in modesty and privacy.

### Actions Following Search

Any suspected contraband found during a search shall be confiscated. Any suspected illegal substances or other items evidencing a crime found shall be turned over to law enforcement officials.

The principal or designee shall notify the student’s parent(s) or guardian(s) that a search has been conducted and that evidence has been provided to the police.

### Questioning of Students

School employees may detain students to question them where they have reasonable grounds to suspect that it will assist them in gathering evidence or information regarding possible violations of policy or school behavior expectations. The Administration may act on information related to violations of school rules received from outside law enforcement personnel. School officials are not required to notify parents of questioning of students.

*Legal Reference(s):*

*New Jersey v. T.L.O., 469 U.S. 325, 105 S. Ct. 733 (1985)*

*Vernonia School District v. Acton, 515 U.S. 646, 115 S. Ct. 2386 (1995)*

*Board of Education v. Earls, 122 S. Ct. 2559 (2002)*

*Doe v. Little Rock School District, 380 F.3d 349 (8th Cir. 2004)*

*Phaneuf v. Fraikin, No. 04-4783 (2d Cir. May 19, 2006)*

*Wofford v. Evans*, 390 F.3d 318 *(4th Cir. 2004)*

*Shuman v. Penn Manor School Dist., 422 F.3d 141 (3d Cir. 2005)*

*In re Randy G., 110 Cal. Rptr. 2d 516 (Cal. 2001)*

*Mislin v. City of Tonawanda Sch. Dist., 2007 WL 952048, \*10 (W.D.N.Y. 2007)*

*Bisignano v. Harrison Cent. Sch. Dist., 113 F. Supp. 2d 591, 596-97 (S.D.N.Y. 2000).*

## Restraint and Seclusion

It is the practice of Two Roads Academy to follow all rules outlined in Vermont State Board of Education [Rule Series 4500](http://education.vermont.gov/sites/aoe/files/documents/edu-state-board-rules-series-4500.pdf) regarding Restraint and Seclusion. Furthermore, it is the philosophy and practice at Two Roads Academy to avoid restraint and seclusion unless imminent danger for the safety of students or staff is present. Physical aggression will be consequated by contact with law enforcement and/or the Community Justice Center.

**Restraints**

The school may restrain a student only when he/she is in danger of hurting him/herself or others, or for property destruction and only as long as necessary to keep everyone safe. Restraints cannot be used for disrespectful behavior. The school must choose a restraint that is safe and that considers your child’s age, size, ability to understand and communicate, and personal history. School staff that use restraints must be trained in a program approved by the state.

Schools cannot use chemical, medication, or mechanical means to restrain your child unless it is under professional guidance for medical or mobility safety.

Trained school personnel are allowed to use prone physical restraints, which means holding a student down on his/her stomach, and supine restraints, which means holding a student down on his/her back. However, since these restraints are more restrictive, they should only be used as a very last resort.

**Seclusion**

Schools may confine a student alone in a room only when he/she is in danger of hurting him/herself or others or to prevent property destruction, and only as long as necessary. The room must be large enough for your child to move around safely. It must be well lit, of comfortable temperature, and free of dangerous objects. An adult must watch your child while he/she is in the room.

**Documentation and Reporting:**

The school must monitor your child after a restraint or seclusion has ended. School staff not involved in the restraint/seclusion must conduct a physical/medical assessment and document any injuries.

A school administrator must inform you, either verbally or electronically, of any incident of restraint/seclusion as soon as possible, but definitely by the end of the school day. Within 24 hours, the school must provide a written account to the parent with the following information:

· the time, date and description of the restraint/seclusion,

· contact information of a school staff who can provide further information, and

· the date and time of a review session, which will occur within 4 school days of the incident, including notice that the parents have the opportunity to participate in this session.

Additionally, you will be invited to a processing meeting in which the use of the restraint or seclusion will be reviewed.

**Complaints and Investigations**

You may file a complaint regarding the restraint or seclusion of your child to a school administrator. The school then has 30 days to investigate and issue a written report. If you are not satisfied with the report, you may direct the complaint to the Superintendent of the school district.

## Substance Use Policy - Mandatory

## **Policy Statement**

It is the policy of Two Roads Academy that no student shall knowingly possess, use, transfer, or be under the influence of,any drug, alcohol, or other regulated substance at school or at any school-sponsored activity. This includes the consumption of what are known as ‘Energy Drinks’.

It is further the policy of the School to make appropriate referrals in cases of substance use. School personnel will work in a coordinated manner to establish prevention, treatment, and support opportunities. The Director, with the approval of the Special Educator and Case Manager(s) and/or Outplacement Coordinator, may determine the applicability of this policy.

## **Prohibited Conduct**

It is a violation of this policy for any student to knowingly do any of the following on school property, adjacent to school property, or at any school-sponsored activity:

1. Be under the influence of any Substance (defined below);
2. Possess, use, purchase, procure, sell, give, supply, or otherwise transfer any Substance or Paraphernalia (defined below) or any product or item believed or represented to be a Substance or Paraphernalia;
3. Attempt to commit conduct identified in # 2 above; or
4. Conspire with another person to commit conduct identified in # 2 above.

When school personnel have sufficient information as a result of observation, witness statements, or referral to reasonably suspect that a violation of this policy has occurred, the student(s) will be expected to cooperate fully with the School staff. This may include, but is not limited to, removal of shoes and socks, and emptying of pockets, pocketbooks, and backpacks. In such situations, the Director also reserves the right to inspect students’ lockers and cars parked on school premises. Such actions shall conform to the Vermont State policy on searches. Failure on the part of the student to provide complete cooperation will constitute a violation of this policy. The Director reserves the right to contact a law enforcement agency in the event that the student fails to cooperate.

It shall be a further violation of this policy for anyone to retaliate in any way against any person who has participated or cooperated in the investigation of a violation of this policy. Retaliation includes, but is not limited to, verbal and physical threats, intimidation, assault and/or battery or an attempt to do any of the foregoing. Retaliation is a serious matter and it will constitute the basis for separate disciplinary action up to and including the expulsion of the student.

**Violations of this policy are cumulative in nature during a student’s total years of enrollment at the school.**

In all reported instances of a violation of this policy, the parent or legal guardian will be notified by the school principal, or other appropriate personnel. The parent or legal guardian will be requested to transport the student home. In no event will the student be permitted to leave the school without an escort.

## **Definitions**

***Substance*** includes any illegal, controlled, or over-the-counter drug, and alcohol products including energy drinks, e-cigarettes and vaping products.

***Drug*** includes any narcotic, hallucinogenic, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal regulation or statute.

***Drug*** also includes any prescription or non-prescription drug, medicine, or other chemical including, but not limited to, pain relievers, stimulants, nicotine, diet pills, cough medicines and syrups, cold medicines, laxatives, stomach and digestive remedies, depressants, or sleeping pills, not taken in accordance with the provisions of school policy regarding the dispensing of medication.

*Substance* also includes any abusable glue or aerosol paint, as defined by state or federal law, or any other chemical substance including, but not limited to, lighter fluid and reproduction fluid, for inhalation;

***Paraphernalia*** includes any handmade or commercial device or implement that assists, or is used for, the intake of a Substance or drug. Examples include rolling paper, pipes, needles, e-cigarettes, Juuls, and manipulated lab equipment.

***Substance use*** is the possession, use, or being under the influence of any Substance.

***Substance abuse*** is the ingestion of Substances in such a way that it interferes with a person’s ability to perform physically, intellectually, emotionally, or socially.

## **Educational Program**

The administration shall work with appropriate staff members to develop and conduct an alcohol and drug use educational program on a sequential basis from early childhood through grade 12 as required by Vermont law.The program shall be consistent with the Vermont Alcohol and Drug Education Curriculum Plan. If the School is a recipient of federal Safe and Drug Free Schools and Communities Actfunds, the ACT will be considered in the development of the alcohol and drug use educational program.

## **Cooperative Agreements and Services**

In dealing with substance use cases, every effort will be made to promote responsible decision-making by the student involved and other students who are aware of another student’s substance use. The focus will be to encourage or require appropriate medical and/or psychological intervention by trained professionals. The Director shall be responsible for providing information to students and parents or guardians about outside agencies that provide substance use prevention services and to encourage the use of their services and programs when appropriate.

The School has established a therapy program for each student. Students, under the age of eighteen (18) who have been enrolled at Two Roads Academy and who are at risk of or currently using/abusing substances will be required to engage with the therapist on that topic. Additionally, parents and/or guardians may be required to attend parenting sessions or substance use screening and consultation.

**Referral and Consent**

Parental consent is not required for student participation in therapy programs conducted within the school. Such groups may be conducted only by trained professionals contracted by the school to perform such service.

Further, parental consent is not required for referral to an outside substance use treatment program when a student who is twelve years of age or older is suspected of substance dependency, verified to have that dependency by a physician, and gives his or her own consent for treatment. See 18 VSA § 4226.

**Notification**

The Director shall ensure that parents and students are given copies of the standards of conduct and disciplinary sanctions contained in this policy, and are notified that compliance with the standards of conduct is mandatory. Notice to students will, at a minimum, be provided through inclusion of these standards and sanctions in the student handbook distributed to all students at the beginning of each school year or when a student enrolls in the school.

## **Prescription Drugs**

The administration and use of prescription medicines within the school will be handled in accordance with the School’s policy on medication.

**Consequences for Violations of Policy**

Students who are experiencing problems with alcohol and drugs are in need of assistance. A twofold approach, rehabilitation and discipline, provides an opportunity for both assistance and intervention to the individual student.

The Administration, in consultation with other appropriate sending school personnel and community resources, shall develop a plan that includes both of these consequences. All disciplinary measures in accordance with this policy will comply with due process requirements and, where appropriate, will be consistent with the rights of students with disabilities as reflected in the school’s discipline policy.

**Rehabilitative Action**

The rehabilitative action component requires the involvement of a substance use counseling program that provides evaluations and related services on an ability to pay fee scale and has the prior approval of the school administration. The student and the parent shall sign a release permitting the outside agency to provide information to the school administration regarding the evaluation and participation in the prescribed program. Additionally, the school will be provided with a copy of written recommendations prepared by the outside agency prescribing a plan for the student. Demonstrated proof of successful participation or planned participation will be a condition of continued attendance or reinstatement, if continued attendance or reinstatement is permitted under the consequences by the administration. A meeting with parents, the student, Two Roads Therapist, and the Director will be held to review the above-mentioned plan. Following the completion of the plan and recommendations, an evaluation shall be conducted to determine if further assessment or counseling is required. Counseling sessions or other treatment resulting from intervention and/or referral is the financial responsibility of the student and their parent(s) or legal guardian.

**Disciplinary Action**

**Possession or Under the Influence**

Possessing any Substance or Paraphernalia (or any product or item believed to be or represented as such), or being under the influence of any Substance, in violation of this policy:

**Sale or Distribution**

Selling, supplying, giving, or otherwise transferring any Substance or Paraphernalia (or any product or item believed to be or represented as such), or attempting or conspiring to do the same, in violation of this policy:

**Purchase or Procurement**

Purchasing or procuring any Substance or Paraphernalia (or any product or item believed to be or represented as such), or attempting or conspiring to do the same, in violation of this policy:

**First Offense**

1. The school will notify appropriate law enforcement agencies.
2. Student will begin substance abuse program as indicated in Rehabilitative Action section above.
3. Student may return to school after commencement of rehabilitation program, with adjustments to behavior support plan and privileges as determined by school administration.

**Second and Subsequent Offenses**

1. The school will notify appropriate law enforcement agencies.
2. Student will be suspended until step 3.
3. School will meet with team (parents/guardians, sending school officials, therapist, student, Community Justice Center, etc) to determine next steps.

**Co-Curricular Activities**

Students who violate this policy while they are participating or engaged in one of their sending school’s co-curricular activities, are subject to additional disciplinary actions as defined by sending school procedures or guidelines. Such disciplinary action shall be within the discretion, subject to review by the principal, or the coach or adult advisor.

**Observations and Referrals**

The school administration will intervene when there is reasonable cause to believe that a student has violated the terms of this policy.

School personnel who observe abnormal or erratic behavior of a student, which may be associated with being under the influence or substance use, will notify the school Administration.

In some instances, school personnel may observe over a period of time changes in the academic, social, or personal behavior of a student that may be related to substance use even though the student has not committed any known violation of this substance use policy. School personnel are encouraged to observe student behavior, which may signal a need for a referral to, and assessment by, a student assistance counselor or other appropriate school personnel. Staff members are not asked to label or diagnose student behavior, but rather to become aware and sensitive to problematic student behavior related to possible substance use.

When a student recognizes that he/she has a problem with substance use and chooses to address this problem, the School will cooperate as fully as possible with this student. Provided that no known violation of school policy has occurred, a student who is self-referred will receive assistance and support with this problem. The school will seek to create a climate by which a student may seek and receive education, referral, and/or counseling relating to the substance use problem. This will be provided without consequence provided the following conditions exist:

1. There is no imminent or apparent threat of harm to self or others;
2. The student has been referred or self-referred, and not caught in violation of school policies or the law;
3. A commitment is made to abstain from further substance use and to cooperate with a counseling plan;
4. The student and his/her parent(s) or legal guardian assumes the cost of assessment and counseling.

## 

## School Sponsored Activities

It is the policy of the Two Roads Academy to encourage student access to their sending school’s student activities program and interscholastic athletic program which can complement educational programs. All school-sponsored activities will be under the ultimate control of the sending school district and students must comply with all policies and procedures of their sending school and the rules and guidelines of the Vermont Principals Association as noted in the sending school handbook and policies.

## 

## Weapons

##### **Policy Statement**

Two Roads Academy is concerned with, and interested in, protecting the health, safety, and welfare of students, employees and visitors. Two Roads Academy recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety by individuals possessing weapons. It is further the intent of Two Roads Academy to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.

##### **Conduct Prohibited**

Possession and/or use of any dangerous or deadly weapon or facsimile (see “hoax device” defined in 3 g. below) of any dangerous or deadly weapon in any school building on school grounds or property are strictly prohibited. It is a violation of this policy for any person to make, issue, or communicate by any means, a threat that a dangerous or deadly weapon has been, or will be, placed or used on school grounds or property. This policy is in effect before, during, and after school, as well as at any school-sponsored activity. This policy **does not** apply to a law enforcement officer while engaged in law enforcement duties, or to weapons or facsimiles of weapons used in school-approved functions or ceremonies.

## **Definitions**

A. “**Dangerous or deadly weapon**” means:

1. Any knife, dagger, switchblade, or folding knife, including a pocket knife and pen knife, shall be considered a dangerous or deadly weapon if it is used, threatened to be used, or possessed in a threatening manner, or with the intent to cause harm to any person.
2. Any other weapon, device, instrument, material, or substance, whether animate or inanimate, which in the manner it is used or is intended to be used, is known to be capable of producing death or serious bodily injury.
3. Weapons as defined in Section 921 of the Federal Gun-Free Schools Act,
4. including the following:  
   1. For purposes of application and enforcement of this policy, a B-B gun, pellet gun, or similar device is considered a weapon;
   2. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled.
   3. A hoax device, defined as any device so designed, assembled, fabricated, or manufactured as to convey the physical appearance of an explosive or incendiary bomb, or the physical appearance of any of the devices enumerated in subdivisions (a)-(f) of Division 1 of this section, which is lacking an explosive or incendiary charge.
   4. Any weapon (including a starter pistol) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, or by gas or air;
   5. The frame or receiver of any weapon described above;
   6. Any firearm muffler or firearm silencer;
   7. Any destructive device, including explosives, incendiaries, or poison gas, including but not limited to
      1. Bomb
      2. Grenade
      3. Rocket having a propellant charge of more than four ounces
      4. Missile having an explosive or incendiary charge of more than one-quarter ounce
      5. Mine
      6. Any Similar device
      7. Unless under the supervision of a teacher and used as part of the curriculum.

B. “**School grounds or property**” means: facilities, buildings, geographic areas vehicles owned, leased, or used by Two Roads Academy or its parent company, parking lots (including vehicles in the parking lots), or any other setting, which is under the permanent or temporary supervision and/or control of Two Roads Academy or its parent company*.*

**Sanctions**

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

1. The student, individual and/or staff member, who is in possession of a “dangerous or deadly weapon,” shall be referred to a law enforcement agency.
2. The “dangerous or deadly weapon” will be confiscated.
3. The student and/or staff member may be suspended until a referral to the Community Justice Center is complete. (Following due process procedures, as set forth in the School Policy for Student Conduct and Discipline, and in Employee Handbooks for classified staff.)
4. Two Roads Academy will work in conjunction with the Community Justice Center to maintain community safety and student safety as they determine appropriate.

**Reports to the State**

As required by state law, the Director shall annually provide the Secretary of Education with descriptions of the circumstances surrounding expulsions imposed under this policy, the number of students expelled, and the type of weapons involved.

**Aiding Other Students**

A student who in any way encourages another student to bring weapons to school also endangers the safety of others. Two Roads Academy expressly prohibits any such action. No student shall knowingly or willfully cause, encourage, or aid any other student to possess, handle, or transmit any of the weapons or facsimiles of weapons listed above. No student shall knowingly or willfully cause, encourage, or aid any other student to make, issue, or otherwise communicate by any means, a threat that a dangerous or deadly weapon has been, or will be, placed or used on school grounds or property. A student found to have violated this provision of the policy by causing, encouraging, aiding, etc. another student, shall be considered to have directly violated the policy themselves and will be subject to the rules and procedures herein.

## 

## Prevention of Harassment, Hazing, and Bullying

**Statement of Policy**

Two Roads Academy (hereinafter “School”) is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

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

It is also the policy of the School to prohibit the unlawful hazing and bullying of students. Conduct which constitutes hazing or bullying may be subject to civil penalties.

The School shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person – subject to the jurisdiction of the School and Community Justice Center – who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, or hazing as defined herein, otherwise violates one or more of the School’s disciplinary policies or the School’s Expectations for Student Behavior.

**Implementation**

The Director or his/her designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy.
2. Annually, select one or more designated employees to receive complaints of hazing, bullying and/or harassment publicize their availability in any publication of the School that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
   1. Designate an Equity Coordinator to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may also be assigned to one or two of the Designated Employees.
   2. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying.
   3. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the School shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization’s permission to operate or exist within the District’s purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

**Constitutionally Protected Speech**

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

**Definitions**

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

**“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:

1. Is repeated over time Is intended to ridicule, humiliate, or intimidate the student

and

1. 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
2. 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.

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

**“Complainant”** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or bullying.

**“Designated employee”** means an employee who has been designated by the school to receive complaints of hazing, harassment and bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees are identified in Appendix A of this policy.

**“Employee”** includes any person employed directly by or retained through a contract with the School or its parent company, an agent of the school, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes supervisory union staff.

**“Equity Coordinator”** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race-based discrimination) for the District and for coordinating the district’s compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the District’s *Preventing and Responding to Harassment of Students* and *Harassment of Employees* policies. This role may also be assigned to Designated Employees.

**“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 of effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

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

1. Sexual harassment, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations when one or both of the following occur:
   1. Submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education, academic status, or progress; or
   2. Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.
   3. 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.

**“Hazing”** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student:

1. in connection with pledging, being initiated into affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution;
2. 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.
3. Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals, provided that:
   1. The goals are approved by the educational institution; and
   2. The activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution and normal and customary for similar programs at other educational institutions.

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

1. Is registered in or in attendance at an educational institution;
2. Has been accepted for admission at the educational institution where the hazing incident occurs; or
3. Intends to attend an educational institution during any of its regular sessions after an official academic break.

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

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

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

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

**“School Administrator”** means a superintendent, principal or his/her designee assistant principal/technical center director or his/her designee and/or the District’s Equity Coordinator.

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

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## Responsible Computer, Network, and Internet Use

**Policy**

It is the policy of Two Roads Academy, hereinafter referenced as “School”) to provide and fully support student and staff access to a multitude of information technology (IT) resources in compliance with the requirements of the Children’s Internet Protection Act (CIPA) and applicable federal and state laws that regulate the provision of access to the internet and other electronic resources. It is the intent of the School to provide opportunities to enhance learning and improve communication within our community and with the global community beyond by:

1. Creating an environment that fosters the use of information technology in a manner that supports and enriches the curriculum, provides opportunities for collaboration, and enhances staff professional development.
2. Ensuring that appropriate measures are taken to maintain the safety of everyone who accesses the district’s information technology devices, network and web resources.

**General Information**

This policy applies to anyone who accesses the School’s network, electronic collaboration and communication tools, and/or student information systems either on-site or via a remote location, and anyone who uses the School’s IT devices either on or off-site.

If employees or students choose to bring in their own equipment and devices to use or access school provided resources, they are still subject to all provisions of this policy. They also are responsible for ensuring that their equipment is virus free and will not compromise school systems. The school reserves the right to prohibit access to school resources and systems where otherwise allowing access will present a danger or risk to the school.

**Guidelines**

The Director is responsible for establishing procedures governing use of IT resources consistent with the provisions of this policy. These procedures must include:

1. An annual and/or ongoing process for educating students about responsible digital citizenship. As defined in this policy, a responsible digital citizen is one who:
   1. **Respects Self.**  Users will maintain appropriate standards of language and behavior when sharing information and images on social networking websites and elsewhere online. Users shall not distribute personally identifiable information about themselves and others.
   2. **Respects Others.** Users shall not use technologies to bully, tease, or harass other people or otherwise violate school norms, rules or policies. Users will report incidents of cyber bullying and harassment in accordance with the district’s policies on bullying and harassment. Users will not use another person’s system account or password, or from present themselves as another person.
   3. **Protects Self and Others.** Users protect themselves and others by reporting abuse and not forwarding inappropriate materials and communications. They are responsible at all times for the proper use of their account by not sharing their system account password.
   4. **Respects Intellectual Property.** Users do not infringe the intellectual property rights of others.

1. Provisions necessary to ensure that internet service providers and other contractors comply with applicable restrictions on the collection and disclosure of student data and any other confidential information stored in district electronic resources.
2. Technology protection measures that provide for the monitoring and filtering of online activities by all users of district IT, including measures that protect against access to content that is obscene, child pornography, or harmful to minors with the understanding that the district is unable to control access to this content in the event that school devices are being used with outside networks out of the school/district buildings.
3. Methods to address the following:
   1. Control of access by minors to sites on the internet that include inappropriate content, such as content that is:
      1. Lewd, vulgar, or profane
      2. Threatening
      3. Harassing or discriminatory
      4. Bullying
      5. Terroristic
      6. Obscene or pornographic
         1. The safety and security of minors when using electronic mail, social media sites, and other forms of direct electronic communications.
         2. Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities.
         3. Unauthorized disclosure, use, dissemination of personal information regarding minors.
         4. Restriction of minors’ access to materials harmful to them.
4. A process whereby authorized persons may temporarily disable the district’s internet filtering measures during use by an adult to enable access for bona fide research or other lawful purpose.

**Parental Notification and Responsibility**

Each school will provide written notice to staff, parents/guardians, and students about the use of electronic resources including but not limited to networks, electronic devices and the internet. Use of electronic devices, school networks or access to the internet through school resources will be assumed to constitute the user's agreement to follow all school policies regarding such use and access.

**Limitation/Disclaimer of Liability**

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

**Discipline and Enforcement**

The use of School IT resources by students, staff, or others is a privilege, not a right. However, with the privilege of access comes the responsibility of students, teachers, staff, and the public to exercise responsible and ethical use of these resources. The same rules and expectations govern student use of IT resources as apply to other student conduct and communications, including but not limited to the School’s harassment and bullying policies.

The School’s computer and network resources are the property of the School. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the School’s equipment or network resources, including personal files and electronic communications, whether using school issued equipment or personal devices.

The School reserves the right to examine any computer, imaging or recording device, including but not limited to laptops, desktops, netbooks, tablets, cell phones, cameras, and any other electronic devices with built-in computing, imaging or recording devices or network if there is reasonable suspicion that any of the above guidelines are being violated. This includes any device onsite including both personal and school owned devices. Violations of these guidelines will result in loss of network privileges and/or disciplinary review. The School expects its users to make the right choices in using the internet and the school network.

The School reserves the right to revoke access privileges and/or administer appropriate disciplinary action for misuse of its IT resources. In the event there is an allegation that a user has violated this policy, the school district will handle the allegation consistent with the student disciplinary policy. Allegations of staff member violations of this policy will be processed in accord with contractual agreements and legal requirements.

# Annual Notifications

## Directory and Media Information and Right to Refuse

To: All parents of students, and to eligible students\* currently attending Two Roads Academy.

Two Roads Academy may disclose designated directory information on students without the prior consent of the parent or eligible student, and without any record of such disclosure. The following types of personally identifiable information may be designated directory and media information:

Student’s name, electronic email address, photograph, grade level, major focus of study, dates of attendance, and/or degrees, honors, and awards received.

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

If you are an eligible student and are currently attending Two Roads Academy, or if you are the parent of a student currently attending Two Roads Academy, you have a right to refuse to permit the designation of any or all of these types of information as directory or media information concerning your child, or (if you are an eligible student) yourself, by providing written notice of your refusal listing the type(s) of information which you refuse to have so designated to the Director of the school, on or before September 21, 2019.

This annual notification is only a summary of rights. Further details about your access to and limitations on disclosure of your education records are contained in the LEA’s detailed student record policy (available through the LEA school offices), and in state and federal law.

\* You are an eligible student if you are at least 18 years of age or are attending an institution of postsecondary education.

## Education Records

To: All parents of students, and to eligible students\* currently attending Two Roads Academy.

1. As the parent of a student enrolled in a school in Two Roads Academy, or as an eligible student, you have the following rights with respect to your child’s (or, if an eligible student your own) education records:

a. To inspect and review the student’s education records within 45 days of making the request;

b. To seek amendment of the student’s education records if you believe that they are inaccurate, misleading, or otherwise in violation of the student’s privacy rights;

c. To provide consent prior to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the law allows disclosure without your consent; and

d. To file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of law with respect to your rights under the Family Educational Rights and Privacy Act (FERPA). A complaint may be made in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

2. Parent(s) or eligible students may review a student’s education records by identifying the record(s) they wish to inspect and scheduling an appointment through the school Director. A full copy of the school district’s policies and procedures concerning school records is available through the school office.

3. A parent or eligible student may ask that their school amend an education record if (s)he believes that the record is inaccurate, misleading or in violation of the student’s privacy rights. The request should be made to the school Director in writing. The request should identify the portion of the record(s) being questioned, and specify why it is believed to be inaccurate, misleading, or in violation of the student’s privacy or other rights. The decision whether to comply shall be made within a reasonable time after receipt of the request. If the decision is not to amend the record, the school will notify the parent/eligible student, and advise them that they may request a hearing from the district to challenge the denial. At the time the district provides notice of the opportunity for a hearing, it shall also provide additional information regarding hearing procedures to the parent/eligible student.

4. Two Roads Academy has a policy of disclosing educational records to school officials with a legitimate educational interest without prior consent. A “school official with a legitimate educational interest” is defined as follows:

“School official with a legitimate educational interest” means any teacher, administrator, supervisor, other professional or service provider employed by or contracted with the LEA or Two Roads Academy to provide educationally related services (including, but not limited to, consultants, attorneys, auditors, insurers, evaluators, therapists, support staff, tutors, paraprofessionals, health staff, transportation staff, athletic staff, extra or co-curricular activity staff, substitutes, assigned student teachers, interns, volunteers, teacher’s aides); or a school board member, a member of an educational or evaluation team, or other team formed to provide oversight, planning, support, or evaluation with respect to an individual student who needs information relating to a particular student in order to carry out his/her official duties for the district. Where an issue is raised, the LEA and Director shall decide whether an individual has a legitimate educational interest in the information or record.”

5. It is the policy of Two Roads Academy to forward educational records to other schools, school systems, or postsecondary institutions that have requested records in which the student seeks or intends to enroll, or has enrolled. Upon your request, copies of the records forwarded will be provided to you. You may request a hearing for the purpose of amending records.

\* You are an eligible student if you are at least 18 years of age or are attending an institution of postsecondary education.

## 504 Rehabilitation Act of 1973

No otherwise qualified handicapped individual in Two Roads Academy shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the LEA. If any person believes that the Student’s LEA, Two Roads Academy, or their employees has inadequately applied the principles and or regulations of (1) Title VII of the Civil Rights Act of 1963 or (2) Section 504 of the Rehabilitation Act of 1973, he or she may bring forward a complaint to: Superintendent of Schools.

## Notifications per the Vermont Agency of Education

**Transgender and Gender Nonconforming Students**

All students need a safe and supportive school environment to progress academically and developmentally. Many questions arise for students and school staff when considering the best supports for transgender and gender nonconforming students. The [Continuing Best Practices for Schools Regarding Transgender and Gender Nonconforming Students](http://education.vermont.gov/sites/aoe/files/documents/edu-best-practices-transgender-and-gnc.pdf) are designed to

provide direction for schools to address issues that may arise concerning the needs of transgender and gender nonconforming students.

**Mandated Reporting**

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

received or observed. 33 V.S.A. § 4913(c). Review the joint memo from VDH and AOE regarding Mandated Reporting.

**New Americans**

We have a responsibility to ensure that all of our students feel safe and supported. This occurs when we create school cultures that are responsive to the needs of the children in our care, and our families. Under Federal law, undocumented children and young adults have the same right to attend public primary and secondary schools as do U.S. citizens and permanent residents

(Plyler vs. Doe, 457 U.S. 202 (1982.). And, under state law, all Vermont children, including undocumented children are required to attend school until the mandated age of 16. Meeting this obligation means going beyond telling families to enroll their student(s). It includes working proactively to ensure they feel safe, supported and welcomed.

Public schools may not:

1. Deny or terminate a student’s enrollment on the basis of actual or perceived immigration status.

2. Treat a student differently to verify legal residency in the United States.

3. Engage in any practices that have the effect of discouraging students from enrolling or attending school based on their immigration status.

4. Require students or their parents to disclose their immigration status or inquire of students or parents in ways that may expose their undocumented status.

5. Deny or terminate a student’s enrollment due to the student’s or parent’s failure to provide a social security number.

# APPENDIX A

Designated Employees**:**

The following employees of Two Roads Academy have been designated to receive complaints of bullying and/or harassment pursuant to this policy and 16 V.S.A. § 570a(a)(7) and 16 V.S.A. §570c(7) and under federal anti discrimination laws;

Name: Katie Palmer

Title: Director

Contact Information: katie@tworoadsacademy.org

Name: Katherine Lee

Title: Director of Special Educator

Contact Information: klee@tworoadsacademy.org