



Canaan Schools Faculty and Staff Manual 2021-2022

**Be Respectful
Be Kind
Be Responsible
Be Safe**

In matters related to employment, the Essex North Supervisory Union and Canaan Schools do not permit or condone discrimination based on race, color, national origin, sex, disability, age, genetic information, religion, sexual orientation, gender identity, marital/civil union status, HIV status, or any other characteristic protected by Federal or State law, as under the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

For questions regarding this policy please contact the Superintendent.



MISSION STATEMENT

CANAAN SCHOOLS PROMOTE CITIZENSHIP, CURIOSITY, CREATIVITY, AND THE PURSUIT OF INDIVIDUAL EXCELLENCE WHILE PROVIDING A SAFE AND SUPPORTIVE LEARNING ENVIRONMENT

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The PBIS process focuses on our school's ability to teach and support positive behavior expectations for all students. As a result, instructional time is more effectively used for teaching and the overall school environment is calm, pleasant and focused on learning.

*** Safe ***
*** Kind ***
*** Respectful ***
*** Responsible ***

Children do their best when they know what is expected of them. However, students often need to be encouraged and taught how to do the right thing. You will notice that Canaan Schools' banners show staff, students and parents a list of expected behaviors for each school setting. We call this our Behavior Matrix.

Students are taught behavior expectations at the beginning of the school year and throughout the year. Students learn and practice how to be safe, kind, respectful, and responsible everywhere at school.

Student Recognition

"Catch them doing something right!"

Staff of Canaan Schools believes in frequent recognition of students who demonstrate outstanding behavior.

Elementary:

In our efforts to recognize, acknowledge and encourage positive behaviors, students are regularly rewarded for their actions with a colored ping pong ball that is added to a classroom collection jar. When the class jar is full, the class will have a classroom celebration.

When the class jar is full, the ping pong balls are collected and transferred to a school wide bucket for collection. When the elementary school fills the bucket with ping pong balls, there will be an elementary school celebration for all students, faculty and staff!

High School:

Each month targeted expectations will be communicated to the students. A daily checklist will be used in each class to reinforce expected behaviors. At the end of each month, individuals who meet the goals will receive a reward. Rewards culminate in celebrations in January and May.

UNSCHEDULED ABSENCE

If you are going to be absent from school due to unforeseen circumstances, email the principal **and** the Director of Student Support Services before 6:00 a.m.

A LEAVE REQUEST MUST BE ENTERED INTO TIME CLOCK PLUS ASAP TO COVER ALL ABSENCES.

If you will be absent for more than one day, please contact the principal's office before 2:30 p.m. on the day you are out so we may plan accordingly.

It is the teacher's responsibility to have lesson plans, seating plans, and duty responsibilities available for their substitute. Teachers are not to arrange for their own substitutes.

ACCIDENT

When a student has an accident, give emergency first aid if necessary and notify the nurse's office or the main office as soon as possible.

If the accident occurs after school hours, refer to the following list of emergency numbers:

Emergency	911
State Police	802 266-3400
UCVH	603 237-4971
Sheriff	802 676-3500
Local Constable	802 673-2454
	802 266-3571
Principal's Cell	603 953-4167
Admin Assistant's Cell	781 635-6482
Superintendent's Home	802 962-5090
Cell	802 495-6212

Teachers should complete an Accident Report Form for the student accident as soon as possible. These forms are available in the office.

If a teacher is injured while at school, the teacher should fill out an Accident Report Form and report the injury to the principal within 24 hours.

ANNOUNCEMENTS

Written announcements are published once a day. Teachers should submit any announcements that they would like included prior to 9 A.M. for the morning. All announcements must be approved by the office. Announcements will be emailed to all staff between 9:00 and 10:00 a.m. and a paper copy will be posted on the bulletin board outside the main office. Teachers are to read the announcements out loud to their students.

ATTENDANCE POLICY

Regular school attendance is required by Title 16 and 1121 of Vermont Law.

The following guidelines will be followed to comply with Vermont law:

A student with more than 10 unexcused absences from a course in a semester has not met his/her responsibilities for the course, and credit for the course will be denied. At the elementary level, classroom

teachers noticing a particular student's repeated absences should notify the office so that a letter may be sent home to the parents.

A. EXCUSED ABSENCES- Absences are only excused under the 10-day attendance policy as listed below:

1. Personal illness or medical/dental appointments documented in a physician's note
2. Death or serious illness in the immediate family.
3. Required attendance at religious services.
4. Required attendance at court with documentation provided by the court
5. Extra-curricular activities/field trips

All other absences will count against the 10 days allowed per semester. Documentation for excused absences must be received in the office asap following the absence.

B. PARENT NOTES- Parent/guardian notes do not count as excuses under the 10-day policy. However, these notes or parent calls are required to assure us that the absent student is not truant. The day a student returns, they will report to the office with a note from home for a class admission slip and will give the absence note to the school secretary. In accordance with school board policy, an absence without a note or parent call will be considered a cut from school and will be treated as a disciplinary matter.

The Principal/Administrator may waive the attendance requirements for extenuating circumstances. The following are examples of situations for which the Principal/Administrator would consider a waiver:

1. A personal illness of 3 or more consecutive school days that has been documented by a physician's letter.
2. A chronic medical illness which may be the cause for several intermittent absences during the semester that has been documented by a physician's letter.

Please note:

1. Final Exams: Students will receive an incomplete until the final exam is completed.
2. School-sponsored field trips, athletic competitions, and other designated school sponsored activities, which are approved in advance by the Principal/Administrator, are a positive force in the education of the student and will not be counted as an absence from school.
3. The student must bring a written explanation for absences from the physician or the parent/guardian for unexcused absences and submit it to the Main Office. Please do not admit a returning student to your class without a pass; send them to the office.

C. MAKE-UP WORK- when a student has an excused absence from your class, teachers will allow a maximum of two days for every day a child was absent to complete the assignment. **If unusual or extenuating circumstances exist, the teacher or principal can make adjustments to this policy.**

Students who are absent the day of an exam will take the exam on the day of their return to school. If an exam has been assigned several days in advance, and a student has been absent and returns the day the exam is given, the student will not be expected to take the exam that day but within one day of his/her return to school.

D. UNEXCUSED ABSENCES- The daily announcements will list student absences. Teachers are not required to provide make-up work or make-up tests for students with unexcused absences and students will receive a "0" for daily participation and class work. At the discretion of the teacher, tests or recitations on which other students in the class were graded may be made up with *a late penalty* consistent with normal class grading rules. You may contact the office to determine the excused/unexcused status upon the student's return to school.

BAKE SALE

There will be no bake sales in the Canaan Schools during regular school hours.

BULLYING

Canaan Schools recognize that students should have a safe, orderly, civil and positive learning environment and that bullying has no place and will not be tolerated.

Bullying is defined as any overt act or combination of such acts directed against a student by another student or group of students and which:

- (a) occurs during the school day on school property, on a school bus, or at a school-sponsored activity;
- (b) is intended to ridicule, humiliate, or intimidate the student; and
- (c) is repeated over time.

Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined above, still may be subject to intervention and/or discipline under another section of the discipline plan or a discipline policy.

To address bullying, Canaan Schools:

- (a) Encourages students to report personally or anonymously to teachers and school administrators acts of bullying. Canaan Schools has established the following methods for such reporting:
 - Anonymous Reporting* - by leaving a note describing incidents of bullying in the bin on the Principal's desk.
 - Personal Reporting* - directly to Chuck Patterson, Principal
- (b) Encourages parents or guardians of students to file written reports of suspected bullying.
 - See (a) above.
- (c) Requires teachers and other school staff who witness acts of bullying or receive student reports of bullying to promptly notify the Principal
- (d) Requires the Principal to accept and review all reports of bullying, including anonymous reports. If after initial inquiry, an anonymous or oral report appears to warrant further investigation, Canaan Schools will promptly continue with an investigation. School administrators shall investigate any written reports.

Discipline for Bullying

At Canaan Schools, discipline for bullying will follow a Pyramid of Consequences. Once a student is determined to be bullying, that student will receive increasingly longer and more severe consequences for each additional established bullying incident.

BOOKS AND EQUIPMENT

When teachers issue books to students, the teacher will:

- 1. Keep a record of the title, number and condition of the book issued to the student (a book stamp is kept in the office for teachers to use) and provide a copy of the book lists to the office.
- 2. Require that the books be covered.
- 3. Report students who have lost books to the office.

It is expected that school equipment will be used properly and returned promptly to either the media center or the teachers' room.

CARE OF ROOMS

Faculty members are scheduled to one room as much as is possible. Please keep the following guidelines in mind in order to keep our buildings at their present condition.

1. Please use bulletin boards for posting any materials. Please do not use thumbtacks on the walls.
2. In order to do everything possible to aid the custodial staff, please be sure that your room is picked up each night and any necessary repairs are reported to the office.
3. When you leave your room at night, please close and lock all windows, place curtains at an even level, and lock your door.
4. Students are not to be left in classrooms unattended after the teacher has left for the day. During times when students aren't in class (WIN, before school, etc.), students may not be in empty classrooms.
5. You must check with the Director of Facilities before bringing any furniture or appliances into your rooms (sofas, microwaves, etc.).

CHEATING - STUDENTS

Academic dishonesty such as cheating, plagiarism (presenting the ideas, arguments, facts or phraseology of another as one's own work), or misrepresentation in any way of one's own work will not be tolerated. This applies to homework, papers, reports, quizzes, tests, exams, and any other assigned work. Any violation of this rule will result in a grade of zero, disciplinary action (ISS), and a letter home to the parents. The consequences will also apply to students who help other students cheat. Repeated violations of this policy will result in out-of-school suspension; three violations in one class will result in failure for the semester.

It is extremely important that incidents of suspected cheating are documented and reported to the office.

CHILD ABUSE

All teachers are mandatory reporters of child abuse and neglect. This means that you could face criminal charges if you knowingly fail to report child abuse or neglect. If you suspect that a child has been abused or neglected, contact the principal immediately.

CLASS / CLUB ADVISOR RESPONSIBILITY

The following list is the responsibilities of class and club advisors:

1. An advisor must be in attendance at any meeting.
2. All funds collected will be turned over to the principal's office and be credited to the appropriate organization.
3. An advisor will be present at any function of their organization.
4. Advisors will inform the principal of their group's activities.
5. A roster of all club members shall be submitted to the office.
6. Advisors will adhere to the scheduled time for extracurricular activities and meetings.

CLASS MEETINGS: Classes may hold meetings from 7:30-7:55 a.m., after school, or during lunches following the listed daily schedule. Students will not be excused from academic classes for meetings without prior permission from the principal.

CLASSROOM PROCEDURES

All staff will follow professional standards relative to the orderly processes of instruction and class management. Teachers will observe and follow administrative/school board policy, as well as local, state, and federal law.

The following are good classroom practices:

1. Begin class on time.

2. Have a seating plan.
3. Be sure the lesson objectives are clearly articulated to the class and put upon the board.
4. Have a lesson plan which will last the whole block. Block scheduling is meant to provide an opportunity to cover material in greater depth through a variety of activities.
5. Avoid using class time for homework unless needed to check for student comprehension.
6. Students shall remain on task and seated until the end of class. Students are not to line up at the door and wait for the bell.
7. Take attendance at the beginning of class and report absences to the office immediately.
8. Keep careful records of grades, attendance, parent contact, books and equipment.
9. Have written classroom expectations (written in positive terms) and consequences/rewards that are clear.
10. Challenge all of your students to the limits of their abilities. Teach to the top of the class.
11. Establish deadlines and enforce them. Late work, if accepted at all, should have a negative impact on student grades.
12. Require students to be quiet while you are making announcements.
13. Do not let your class disturb another class.
14. **Avoid letting students go to their lockers for forgotten materials unless absolutely necessary.**
15. Do not allow students to put their heads down on their desks. Students who do not feel well should be sent to the nurse.

COMPUTER NETWORK AND INTERNET ACCESS POLICY

Staff E-mail Accounts

Your e-mail account (example: cpatterson@canaanschools.org) will be the main source of communication between you and Canaan Schools. Periodically checking this account, even in the summer, will keep you informed about what is going on at Canaan Schools. Possible changes in insurance, important dates to remember, and new policy initiatives from the Canaan School Board, are examples of information that you may receive via this account.

Disclaimer

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the internet do so at their own risk and Canaan Schools are not responsible for material viewed or downloaded by users from the internet.

To minimize these risks, your use of the internet at Canaan Schools is governed by the following policy:

Permitted Use of Internet and Canaan Schools' Computer Network

The computer network is the property of Canaan Schools ("the School") and is to be used for legitimate educational purposes. Teachers are provided access to the computer network to assist them in the performance of their jobs. Additionally, certain employees ("Users") may also be provided with access to the internet through the computer network. All Users have a responsibility to use the School's computer resources and the internet in a professional, lawful and ethical manner. Abuse of the computer network or the internet, may result in disciplinary action, including possible termination, and civil and/or criminal liability. Do not share your password with anyone, and change it periodically.

Computer Network Use Limitations

Prohibited Activities: Without prior written permission from the Principal, the School's computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, Trojan horse programs, etc.) or any other unauthorized materials. Occasional limited appropriate personal use of the computer is permitted if such use does not:

a) interfere with the user's or any other employee's job performance; b) have an undue effect on the computer or the school network's performance; or c) violate any other policies, provisions, guidelines or standards of this agreement or any other of the Canaan School District. Further, at all times Users are responsible for the professional, ethical and lawful use of the computer system. Personal use of the computer is a privilege that may be revoked at any time.

Illegal Copying. Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the Principal.

Accessing the Internet. To ensure security and avoid the spread of viruses, Users accessing the internet through a computer attached to the school's network must do so through an approved internet firewall or other security device. Bypassing the School's computer network security by accessing the internet directly by modem or other means is strictly prohibited unless the computer you are using is not connected to the school's network.

Frivolous Use. Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, the User must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, social networking, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the internet.

Virus Detection. Files obtained from sources outside the School, including files brought from home, files downloaded from the internet, newsgroups, bulletin boards, or other online services; files attached to e-mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage the school's computer network. Users should never download files from the internet, accept e-mail attachments from outsiders, or use files from non-school sources, without first scanning the material with school-approved virus checking software. If you suspect that a virus has been introduced into the school's network, notify the Technology Coordinator immediately.

No Expectation of Privacy

Employees are given computers and internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send or receive using the school's computer equipment. The computer network is the property of the school and may be used only for school purposes.

Waiver of Privacy Rights. Users expressly waive any right of privacy in anything they create, store, send or receive using the school's computer equipment or internet access. Users consent to allow school personnel access to and review of all materials created, stored, sent or received by a User through any school network or internet connection.

Monitoring of Computer and Internet Usage. The school has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by Users.

Computer use should be limited to prep time and when students are not in your classroom, unless the use is for educational purposes for the class.

Blocking Sites with Inappropriate Content.

The school has the right to utilize software that makes it possible to identify and block access to internet sites containing sexually explicit or other material deemed inappropriate in the school setting. Staff accounts are not blocked, but if you can't access something, please inform the Technology Coordinator.

CONFIDENTIALITY

You are a valued employee of the Canaan School System. It is extremely important that you observe and respect the privacy of each student. Any discussion you have in public could be very harmful to the student's welfare as well as a violation of his/her right to privacy. Please keep in mind that all school matters are considered private and are not for public discussion or knowledge.

CORPORAL PUNISHMENT

Under no circumstances are faculty members to use corporal punishment.

DAILY SCHEDULE

High School

Bell to enter building	7:50	
Block 1	7:55	9:15
Class change	9:15	9:17
Block 2	9:17	10:37
Class change	10:37	10:39
Lunch Grades 7-9	10:39	11:04
Advisory Grades 7-9	11:05	11:30
Lunch Grades 10-12	10:30	11:04
Advisory Grades 10-12	11:05	11:30
Block 3	11:32	12:52
Class change	12:52	12:54
Block 4	12:54	2:14
Class change	2:14	2:16
Study Hall	2:16	2:36

Elementary School

Bell to enter building	7:50
Recess	11:30 - 11:50
Lunch (Grades K-6)	12:00 - 12:30
End of school day	2:36

DANCES

The advisor of a group sponsoring a dance will be responsible for enforcing the following rules:

1. Dances shall be limited to students of Canaan Schools or of other area schools. A Canaan student may bring one registered guest. Guests must be registered in the office before the end of the school day of the dance. Guests must be in the age group of the group sponsoring the dance. Guests must be under 20 years of age.
2. There shall be one constable at each dance.
3. There shall be three chaperones (e.g. teachers or parents) along with the class advisor in attendance (a minimum of two of the adults must be staff members).
4. A student must be in attendance at school on the day of a dance in order to attend a dance that night.
5. Once a student has left the dance, he/she will not be readmitted.
6. There shall be no smoking or drinking of alcoholic beverages on school property. A student may be subject to suspension or legal prosecution for non-compliance with this rule.
7. All high school dances will be held in the gym.
8. The advisor shall be responsible for ensuring that a student officer has made prior arrangements for the dance.
9. The group that is sponsoring the dance will be responsible for cleaning up the gym before leaving for the evening.

DETENTIONS

TEACHER DETENTION – Teachers are expected to enforce their classroom rules. Teachers may assign a teacher detention to a student who fails to follow reasonable classroom rules. Students will be given 24 hour notice to arrange transportation and/or inform parents, coaches, bosses, etc. Teacher detention will run from 2:40-3:10. In no instance will Teacher detention be assigned for after 3:25 without the prior approval of the principal. If a student skips a teacher detention, he/she should be referred to the office for further disciplinary measures. Students assigned a teacher detention serve it with the classroom teacher, not the office detention teacher.

OFFICE DETENTION – Office detention will be assigned Monday thru Thursday. Office detention will be held from 2:40–3:10 pm. Students are expected to bring work. Detention is silent. Students who disrupt office detention should be immediately dismissed and then referred to the office for further disciplinary action. If a student is late to detention, it will be counted as a skip and the student will be assigned two.

DISCIPLINE- PHILOSOPHY

We place an emphasis on prevention by:

- Giving attention to positive reinforcement to appropriate behavior
- Providing consistent consequences for inappropriate behavior
- Involving parents early in the process

We see discipline as a pyramid.

This model has steps that involve different processes and procedures at sequential levels.

STAFF and SCHOOL-WIDE DISCIPLINE

Staff responsibilities for discipline extend beyond their own classrooms. Staff should enforce the school's expectations everywhere in the building at any time during the day. **Staff should be in the hallways in between classes in order to ensure a safe environment for the students.**

It is understood that some children will move through the pyramid of consequences. There is a "Fast Track" process through the pyramid for managing extreme behavior. More personnel become involved as we move up the pyramid.

DISCIPLINE – STUDENT CONSEQUENCES

Canaan Memorial High School has adopted a very simple approach to student discipline: *treat others the way that you want to be treated*. Based on this approach, Administration seeks to protect the due process rights of students while recognizing that no student has the right to disrupt the learning of others or to compromise the overall safety of the building. Student behavior that is also in violation of State law will be referred to the appropriate state authorities for criminal prosecution.

Office detention, in-school suspension, and out-of-school suspension are the primary consequences assigned for poor student behavior. These consequences are not a substitute for verbal reprimands, verbal warnings or other more informal means of correcting student behavior but are the consequences available to deal with more severe behavior or chronic misbehavior. Additionally, for poor behavior on a bus, students may also have their bus riding privileges revoked, for poor behavior during lunch students may be assigned lunch detention and for the misuse of computer resources, students may have their computer accounts disabled.

OFFICE DETENTION – Office detention is assigned Monday thru Thursday from 2:40 – 3:10 pm. Students who skip a teacher or office detention will be assigned two office detentions. Office detention will be assigned for offenses such as: tardiness, disregarding the school dress code, insubordination, disrespect, disobedience, swearing, wandering the halls without a pass, disruption of the school routine, public displays of affection etc.

IN-SCHOOL SUSPENSION – Students serve in-school suspension (ISS) during the school day, and it counts as an unexcused absence from class. Students assigned ISS, however, are expected to get assignments from all of their teachers to work on during the suspension. The principal will assign ISS for offenses such as: extreme disruptiveness, extreme disrespect, repeated skipping of office detentions, leaving school grounds without permission, cheating, skipping school **or more than 10 minutes of class**, physical contact, harassment, bullying, stealing, etc.

OUT-OF-SCHOOL SUSPENSION – Out-of-School Suspension (OSS) is reserved for extremely disruptive behaviors that are also usually referred to the state police. Like ISS, OSS counts as an unexcused absence from class and students are required to make up all of their missed work. OSS is assigned for offenses such as: smoking or possession of tobacco products on school property, distribution or intent to distribute tobacco, alcohol or drugs, fighting, possession of alcoholic beverages or illicit drugs, bullying, harassment, destruction of school property, threatening, possession of weapons such as knives or guns, etc.

DISMISSAL FROM CLASS

No student may leave class without permission from the teacher. **Only one student should be allowed out of a classroom at a time to use the bathroom or water fountain.** Teachers should encourage students to take care of their personal needs during the break time in between classes. Students need to come to class prepared with the necessary materials and should not be allowed to go to their lockers during class time.

DISMISSAL FROM SCHOOL

1. A student being dismissed early must receive prior authorization from the office. The parent or guardian must come to the office, and the office will call the child from class. A parent should not go directly to your class. If the parent does go to a class, please direct them to the office.
2. No student will be allowed to leave school premises with anyone other than a parent or legal guardian without prior written permission from the parent.

DISPLAY OF STUDENT WORK

Teachers are encouraged to display student work. This work should be of high quality and something an average student or parent would be proud to have presented. At no time, will any work that is demeaning to any member of the school community, adult or child, be presented in any type of public forum. Production of such work should be strongly discouraged in the first place. If you are unsure as to whether an article should be included in a presentation or not, then submit the piece to the principal well in advance of the time and date in which the presentations are going to take place, and a final determination will be made.

DISTRIBUTION OF LITERATURE/SOLICITATION

No literature may be distributed in the Canaan Schools without first receiving authorization from the Principal.

DRESS

School should be a safe, comfortable environment for everyone with as few distractions as possible. Students and staff are expected to use common sense in their selection of "appropriate" attire; however, there are guidelines that we believe are necessary to provide an environment that supports learning. The following are the expectations of dress for everyone at Canaan Schools. If there is a question of acceptability, the final word belongs to the Principal.

- Clothing or jewelry that contains questionable phrases or that depicts alcohol, drugs or anything that could possibly be disruptive to the learning environment IS NOT PERMITTED.
- Canaan School is a memorial school; therefore, out of respect for those who have served our country, the wearing of hats/caps, bandanas or any head covering that is not worn for religious observation is NOT allowed. Everyone who enters the building wearing a hat will be asked to remove it.
- Exposure of undergarments by males or females is not allowed. (bra straps, thongs, boxer shorts, etc.)
- Males and females will not expose their bellies or behinds. If you have to keep tugging at your shirt or pulling up your pants to keep from exposing your belly or behind don't wear those articles of clothing.
- All shirts will have at least two (2) inch straps and will not expose below the underarm area. Racer back, split straps, spaghetti straps, muscle shirts or other similar attire will not be allowed.
- Necklines: Please remember that you are in school and have no reason to wear a low neckline. Please consider good taste, modesty and the environment. No exposed cleavage.
- All shorts, skirts, dresses, etc. will be no shorter than mid thigh. Length cannot be shorter than the tip of the fingers when arms are placed straight at the sides of the body.

A student who arrives at school in inappropriate attire will be asked to find something else to wear. If the student is unable to do so, the school will supply an appropriate shirt, sweats, etc. Students will receive an office detention for breaking the school's dress code.

Teachers will work to enforce the dress code consistently among all students by directly addressing students who are breaking the dress code as outlined above.

DUTIES/SUPERVISION

Proper supervision of students is one of the most important obligations we have to ensure the safety of our school. All staff should strictly adhere to the following regulations:

1. Do not leave students unsupervised at any time.
2. Report to duty assignments promptly. Arrive by 7:30 A.M. for morning bus duty; those teachers on afternoon bus duty report as soon as the dismissal bell rings and must remain until the last bus has left.

3. Arrange for replacement coverage if you are called away in an emergency
4. Use proper judgment in situations of inclement or severe weather. If bus students are unable to go outside, the high school students will wait in the gym, and elementary school students will wait in their classrooms.
5. If you know you will be out on the day you have duty, make sure your duties are listed in your sub plans.

ELECTRONIC /ENTERTAINMENT-COMMUNICATION DEVICES

Student use of all electronic devices including cell phones, camera phones, pagers, beepers, I-Pods, MP3 players, Air buds, etc. are to be used for educational purposes only at the teacher's discretion. As students enter your classroom, their device will be placed in a basket. It will remain there for the duration of the class unless you direct them to use it for class purposes. The school district is not responsible for loss, damage or theft of electronic devices brought to school.

Consequences for Improper Use:

First Offense: Warning

Second Offense: Device is taken and can be picked up at the end of the day

Third Offense: Parents are contacted and a plan is put in place for the remainder of the school year.

ELIGIBILITY AND REVOKED PRIVILEGES

Students in grades 7-12 are encouraged to participate in extracurricular activities. However, Academic Eligibility may limit a student's participation. Eligibility will be determined at the end of each marking period.

Extra-curricular activities include all activities which are not part of an established academic curriculum (i.e. athletics, clubs, drama presentations, etc.) and for which students are not graded.

Students who fail more than one class during a marking term will be deemed academically ineligible to participate in extracurricular activities. A student otherwise eligible, who has a grade of incomplete, will be ineligible until the time allowed to remove an incomplete has passed (2 weeks). At that time their status will be reevaluated.

Students who fail more than one course the final marking period of the year will be ineligible for the first marking period of the following school year. The principal shall have final determination as to a student's status under these rules.

Driver's Education, which may be offered during the summer, is an elective class and the credit earned counts toward meeting graduation requirements. The grade earned in this class will count along with final marking term grades in determining eligibility for the beginning of the school year. Exceptions to this provision must be worked out with the principal in advance of attending summer school. The principal will review the academic records of students transferring into Canaan High School to determine eligibility. For subsequent terms, the student's eligibility will be determined based on the policy of Canaan Schools.

Some students may have an Individualized Education Plan (IEP). Just because a student is on an IEP does not mean that he/she is automatically entitled to participate regardless of his/her grades. The student's IEP team will meet to determine eligibility.

EMERGENCY LESSON PLANS

All teachers will have emergency lesson plans available in the office by **Tuesday, September 14, 2021**. These plans should include the teacher's room assignment, schedule, class lists, duties, a plan for each class that fills the entire block and any special instructions. No substitute should be asked to run a study hall in place of class

activities. **Once emergency plans have been used they need to be updated. Second semester emergency lesson plans will be due on January 24, 2021.**

EMERGENCY RESPONSE PLAN

These plans will be put into binders and provided to all staff. All new hires need to familiarize themselves with these emergency procedures. This plan will be updated as deemed necessary.

FACULTY MEETINGS

Faculty meetings are an important method of disseminating information among the staff and to gather data from staff concerning various school issues. Anyone with an item for the meeting agenda should present it to the Principal.

Attendance is mandatory unless the teacher makes prior arrangements with the principal.

Faculty meetings will be held on Thursdays this year. The first Thursday of each month will be an all staff faculty meeting. The second Thursday of each month will be grade level meetings, where elementary and high school will meet separately. These meetings will run from 2:45-3:45. The third Thursday of each month will be PLC meetings with the SAU 7 staff. These will run from 3:05-4:05.

Established committees may set their own meeting dates. Each committee or group will keep meeting minutes.

FIELD TRIPS

Field trip request forms are available in the office. Approval of the principal for all field trips is mandatory. Requests should be made at least two weeks in advance of the planned trip. Only as a last resort will private cars be permitted to transport students on a field trip. Proper notification on your request form is necessary. If private cars are used on field trips or to transport students, the following are necessary:

1. Proof of maximum liability insurance (State of Vermont is \$100,000.00 to \$300,000.00). Copy of proof for each vehicle used must be on file in the principal's office prior to leaving campus.
2. Limit of four students per vehicle or as many as seat belts available if a large vehicle other than a car is used.
3. Proof of extra-territorial insurance if the field trip is to be taken in the Province of Quebec, Canada. Drivers must have their Provincial cards in the vehicle.
4. Signed medical permission for teacher to obtain emergency treatment for the child/children if necessary.
5. Employee/Volunteer driver checklist form completed.

A signed release form from a parent or guardian will be required of all students before the student will be allowed on a field trip. This includes walking trips. A "walking" field trip form may be signed by a parent or guardian at the beginning of the school year and will be good for all walking field trips throughout the school year. These generic forms will be kept on file in the office. All money requests from students for fees should be minimal to cover only the actual cost of transportation, admittance, etc. All field trips must have an academic purpose except for approved class trips at the end of the year.

The person in charge of a field trip must provide the office with a list of those participating in the trip for attendance record purposes. The office will distribute these lists to the faculty.

In an effort to clarify teacher responsibilities when organizing a field trip the administration has developed a Field Trip Checklist form. You are strongly encouraged to utilize this sheet which can be found in your black faculty binder.

FINAL CHECK-OUT

At the end of the school year, teachers will follow the check-out list provided in this book. The principal, administrative assistant or the custodian must initial each point on the list before check out is complete. Teachers will meet with the principal individually to review summary evaluation and goal sheet before check out is complete.

FIRE DRILLS

Fire drills will be conducted as prescribed by law as to frequency and procedures. Each teacher will instruct their students in the following procedures prior to the close of school on the first day of classes. This is necessary to help ensure the most efficient and safe means to evacuate the building at any time during the school day.

Leave the building with the group under your supervision during the fire (drill). Take the emergency backpack with you

1. Close the windows and door and turn off the lights as you leave the area and make a visual inspection for remaining students.
2. Move your students at least 100 feet from the building.
3. Take roll call from your rank book and submit the names of all absentees to the principal. Class lists should be left for substitutes. Hold up green card if your class is all accounted for, yellow if someone is missing or you need assistance and red if you need medical assistance.
4. Have students turn and reverse their direction if an exit is blocked (last student in line becomes the first) and the teacher will lead the pupils to the nearest exit. Exit routes will be posted in each room.
5. Stop all outside classroom activities and form groups. Orderly conduct is an absolute essential.
6. Have students walk quickly, but do not allow them to run.
7. Do not allow any talking during the drill so that all students may hear your instructions. Do not allow anyone, including yourself, to re-enter the building unless the principal has given the "all clear" signal. Any student who intentionally disrupts a fire drill will be immediately reported to the office for disciplinary action.

GRADING

Kindergarten

- 1- Meets the Standard
- 2- Nearly meets the Standard
- 3- Does not meet the Standard
- 4- Not assessed at this time

Grades 1-2

- | | |
|------------------|---------------------|
| O Outstanding | NA Not Applicable |
| S Satisfactory | N Needs Improvement |
| U Unsatisfactory | I Improvement Shown |

Grades 3-6

- | | |
|--------------|-------------|
| 90 - 100 - A | High Honors |
| 80 - 89 - B | Honors |
| 70 - 79 - C | |
| 65 - 69 - D | |
| Below 65 - F | |

Grades 7-12

High Honors	93-100
Honors	85-92
Failure	69-Below

High Honors: all classes (grades of 93 or above) or the average of all classes is 95.

Honors: all classes (grades of 85 or above) or the average of all classes is 87.

- Exception: You may not fail a class and be eligible for Honors or High Honors.
 - Students must be enrolled in a minimum of three classes that are graded numerically to be eligible for the honor roll. In cases where a student is enrolled in a class that is graded on a Pass (P) or Fail (F) basis, an F will count as a failing grade above 65.
 - Teachers should use the following guidelines for student grading:
1. Develop a grading system that is fair and that is easily understood by students and parents and include it in your course syllabus.
 2. Your grading system should involve a variety of assignment types.
 3. Do not use a "curve" to calculate a grade.
 4. Communicate with parents. Advise them early (either by telephone or parent teacher conference) if a student is not performing well.
 5. Load assignments and grades into Web2School in a timely manner (at least three times per week).
 6. Keep grade books neat. Be certain that you can substantiate any grade you may put on the report card.
 7. Send out warning notices as needed. Good practice would be to send warnings home if a student is failing your course.
 8. Determine final grade by averaging 1st, 2nd, and 3rd term report card grades and mathematically factoring in the exam grade.
 9. Every class will have a final exam unless otherwise specified by the principal. Final exams will count for no more than 20% of a student's overall average.
 10. Dual Enrollment courses have different expectations- refer to college syllabus. **For dual enrollment courses, 60 will be deemed as passing.**

EXAMPLE:

1 st report card	45%
2 nd report card	45%
Final exam	<u>10%</u>

TOTAL FINAL AVERAGE 100%

GRANTS

Teachers are encouraged to seek money from outside sources via the grant process. Teachers will inform and discuss any proposal with the principal before writing and submitting the grant. The grant must be approved by the principal prior to being sent to the Superintendent.

GUESTS AND GUEST SPEAKERS

Student guests are not permitted unless the student(s) are considering attending Canaan Schools. Student guests must first obtain permission from the principal and each teacher at least one day prior to visiting the school. Under no circumstance will baby-sitting of younger students be permitted in the Canaan School System. If you have a guest speaker coming to the school, the office should be informed at least 24 hours in advance of whom and to which classes he/she will be speaking. All guests must check in with the office before going anywhere in the building and receive a building pass. Even if you know the person, it is your responsibility to direct a visitor to the office if he hasn't already checked in.

HOMEWORK

Homework should be designed both to aid the student academically and to promote the establishment of good study habits. It is the teacher's responsibility to determine what and how much homework to assign. Good study habits can be an outgrowth of well-planned homework assignments. The following procedures should be observed with homework assignments:

1. Homework should involve material on which the student can work independently.
2. Homework should involve the use of processes with which the student is familiar.
3. Assignments should not require the use of research or library materials which are not readily available in most homes unless the teacher makes special plans for the availability of school materials.
4. Assignments should not require extensive copy work unless handwriting is the goal.
5. There should be clear explanations of each assignment, including due dates.
6. Teachers should encourage students to ask clarifying questions and answer all of them.
7. Long range assignments should have definite and deliberate checks made at stated intervals.
8. Homework is not to be used as a form of punishment.
9. The teacher is to check/grade and review every assignment.
10. Homework should be done outside of class, unless the students need help getting started on the assignment.
11. Teachers are encouraged to load their assignments into Web2School as early as possible so students/parents can know what is due. (at least three times a week)
12. Compiling a list of parent e-mail accounts and sending home a weekly syllabus is another recommended way of keeping students and their parents informed of what is going on in your classes.

KEYS

The principal will distribute all keys and maintain records in the main office.

LESSON PLANS

Daily lesson plans will be carefully prepared by each teacher and kept in the teacher's plan book.

All teachers are responsible for having well-planned, standards-based lessons that include objectives, methodology and evaluation/assessment procedures.

The principal may want to review lesson plan books as part of observations/evaluations.

If you have a planned absence, please leave your plan book in your desk with all necessary substitute information.

MEDICATION

Students are not allowed to have medication (prescription or over-the-counter) in their possession. Students who need to take medicine during the day should register their medicine with the school nurse. Students will be permitted to leave their classes by signing out to go to the nurse's office to receive their medication. Prescription medication should come to school in the container provided by the pharmacy. (Please refer to student handbook.)

Teachers who bring medicine (prescription or over-the-counter) to school for their personal use are responsible for storing this medicine in a secure location. Students should not have access to this location.

The only school staff member who may administer medicine to students is the school nurse. In the nurse's absences, medications will be given by a designated staff member. Staff members will be designated by the school nurse or the administrator.

OFF-CAMPUS STUDENT ACTIVITIES

Any student attending an off-campus school-sponsored activity shall be under the rules and regulations of the Canaan School System.

PASSES

The following guidelines shall be followed with hall passes:

1. All students will sign out and sign back into class at all times. A student sign-out sheet is provided in the staff binder.
2. Under no circumstances should a student be sent to another teacher's area without a pre-signed pass from the teacher the student wants to see. Students should not be sent to another teacher's area to obtain a pass; they should have it ahead of time.
3. Students are expected to arrive to class on time and with all of the necessary materials to complete the assignments in class. Students should not go to their homerooms or lockers to get forgotten materials except under special circumstances as determined by the teacher. Failure by a student to come to class prepared should be reflected in the daily performance grade of the student or, result in a detention.
4. There is sufficient time between classes for students to use the bathroom. Please try to discourage repeated bathroom requests during class.
5. No student is to be in any part of the building after 3:00 P.M. except under the direct supervision of a teacher.
6. High school students should not be in the elementary area without a specific reason, i.e. class, special services, lunch, etc.
7. Classroom teachers will provide students with passes to the Library during WIN. If a student does not have any work to do for your class that requires computer use, do not give them a pass.

PROFESSIONAL APPEARANCE

Teachers and staff are role models. As a professional, you are expected to dress appropriately for your position and adhere to the school's dress code. Jeans are to be worn on Fridays only.

PURCHASE ORDERS

Under no circumstances may staff order any school supplies without a purchase order approved by the principal. **You will not be reimbursed for purchases you make without prior approval.**

GRADES/REPORT CARDS SCHEDULE

2021-2022 Grades Schedule		
Term 1	November 5	Grades Close / Parent Conferences - Elementary
	November 8	Grades due from teachers (12:00 noon)
	November 8	Verification reports distributed to teachers
	November 9	Verifications due from teachers
	November 12	Report cards processed
Term 2	January 13	Grades Close
	January 18	Grades due from teachers (12:00 noon)
	January 18	Verification reports distributed to teachers
	January 19	Verification reports due from teachers
	January 21	Report cards processed
Term 3	April 1	Grades Close/Parent Conferences - Elementary
	April 4	Grades due from teachers (12:00 noon)
	April 4	Verification reports distributed to teachers
	April 5	Verification reports due from teachers
	April 8	Report cards processed

Term 4	June 15	Grades Close
	June 16	Grades due from teachers (12:00 noon)
	June 16	Verification reports distributed to teachers
	June 17	Verification reports due from teachers
	June 17	Report cards processed
High School Exams Schedule		
Term 2	January 12	Exam Prep Blocks 1 & 2 / Exams Blocks 3 & 4
	January 13	Exams Blocks 1 & 2 / dismissal or make-up a.m.
Term 4	June 2	Senior Exams Blocks 1 & 2 a.m.
	June 3	Senior Exams Blocks 3 & 4 a.m.
	June 14	Exams Blocks 1 & 2 / dismissal or makeup a.m.
	June 15	Exams Blocks 3 & 4 a.m.

Final report cards will be mailed

SALES AND PROMOTIONS

Any advisor of a school organization wishing to sell a product must receive permission from the principal prior to committing to the sale of or receipt of any product. Any sale of products, raffle tickets, buttons, etc. at a function other than the sponsoring class, must obtain permission from the advisor of the organization sponsoring the function. All funds received from fundraising shall be turned in to the principal's office.

SCHOOL ACCESS

All members of the Canaan Schools staff have access to the buildings during non-school hours. This practice provides time to work with students or on curriculum projects. Please follow these guidelines whenever you utilize the facilities during non-school hours to enhance energy conservation and ensure security for the buildings.

1. Use the same door when you enter and exit the building(s).
2. Limit movement in the building to the area where the activity will take place. You have the responsibility for the actions of students or other individuals who are participating in your activity.
3. Utilize lights only in the room/area where the activity takes place and double check all lights prior to leaving the building.
4. Be the last person to leave the building.
5. Check the doors from the outside by pulling the handle to make sure they have locked.

Note: Maintenance completes most of its major projects during summer and vacations. Please remember that during those times, staff will have to accommodate their schedules. (i.e. - classroom floors are waxed, rugs are cleaned, tiles are replaced, etc.)

SCHOOL BOARD POLICY

There is a copy of the School Board policies in the office and in the possession of the association president. It is the teacher's' responsibility to become familiar with the policies of the Canaan School System.

SCHOOL DAY

All teachers should be at school by 7:40 a.m. **and are required to be in their classrooms by 7:50.**

If you do not have school obligations, you may **leave after 3:10 P.M.** If a teacher leaves campus during the school day, he/she may only do so during a prep block and must sign out and with the office in case someone is looking for you.

SMOKING

In compliance with both State and Federal law, smoking is not permitted in any school or public building. In addition, smoking is not allowed on school property at any time.

SUBSTITUTE TEACHER EXPECTATIONS

What teachers expect from substitutes:

1. Follow plans left by the absent staff member
2. Keep discipline according to the guidelines established for that room. Make a note of all problems
3. Take over teacher's duties including noon and bus duty if necessary
4. Keep attendance records
5. Keep record of any money turned in
6. Keep record of all notices received during the school day

Failure to adhere to the above should be reported to the office by the teacher

What substitutes expect from teachers:

1. Lesson plans to be up to date and done for that day
2. All needed materials easily accessible
3. A time schedule to be available including all duties
4. A seating plan and class list
5. A list of classroom rules/expectations
6. Follow-up from the teacher concerning discipline referrals
7. Emergency plans available in the office for unexpected absences that include all necessary information

If need be, please assist substitutes who are replacing fellow staff with locating materials, etc.

SYLLABI

All staff must submit a syllabus for each of their courses to the main office. Syllabi should contain everything a student and parent should know in order to be successful in your class. Please include units, assessments, grading system, materials, discipline system, a time when you are available for extra help and your contact information. Two copies of your Syllabi should be handed out to students during the first day of class, one is to be signed by parents and returned, and copies need to be turned into the office by **September 7th.**

TEACHER EVALUATION

The following is the teacher evaluation system that is in effect for the staff in the Canaan School System. The goal of teacher evaluation is to improve instruction at Canaan Schools.

Years 1-3 of teaching in Canaan Schools	Minimum of: 2 Formal observations Walk Throughs –(unannounced) Summative Assessment Goal Setting and reflection
Years 4-10 of teaching in Canaan Schools	Minimum of: 1 formal observation Walk throughs-(unannounced) Summative Assessment Goal Setting and reflection
Years 11+ of teaching in Canaan Schools	Minimum of: Walk throughs-(unannounced) Goal Setting and reflection Summative assessment

TELEPHONE USE

Personal calls should be made during prep or lunch time. Cell phones are not to be used during times when you are responsible for students.

TITLE IX/SECTION 504

Grievance Procedure for Harassment and/or Discrimination Complaints

Initial Procedure:

1. Any student or employee in the school district who wishes to file a grievance (complaint) regarding discrimination or harassment shall, if possible, make such a request in writing. If unable to make the request in writing contact the school nurse or another school employee that you feel comfortable with. The nurse or staff member will assist you with putting the complaint in writing. The written complaint must be signed by the complainant, dated, and include, at a minimum, for each incident:
 - a. Date, time, place
 - b. Alleged perpetrators of the discrimination (names, identifiers, e.g. student in complainant’s YYY class, or teacher or vendor, etc.)
 - c. Description of each incident, by date
 - d. Witnesses, if any (names and identify information, e.g., 10th grade student in XXX class with complainant, or teacher ZZZ or school security officer or crossing guard)
 - e. Other relevant information
 - f. Possible resolution – what you’d like to see changed as a result of the investigation
2. The written request should be forwarded by yourself or the administrator assisting you, to the Special Services Coordinator or Principal. The

Principal and Special Services Coordinator will act as the District Title IX and/or Section 504 equity coordinators.

3. The equity coordinator or his/her designee will:

- a. Begin an investigation. The investigation will be prompt and equitable to all parties. The equity coordinator will interview all parties, including witnesses, if any;
- b. Render a decision within three weeks after receipt of the written complaint and notify the Complainant, Principal/Special Services Coordinator, and others who need to be advised of the decision. If additional time is needed for good cause, e.g., key witnesses cannot be interviewed in a timely manner, the decision will be made as soon as reasonably possible. If the decision is to be delayed for good cause, complainant and Principal/Special Services Coordinator of the school shall so be notified and an estimated date for a decision will be noted.
- c. Within one week of the decision, enact or start the changes/recommendations, if any, based on the decision, which may include (or not):
 - Changes of lockers, bus schedules, classes of students
 - Suspension from school of student(s) involved
 - Proposal to the Board regarding the firing/loss of job or suspension of school employee(s), etc.
- d. Complainant has one week to accept or appeal the compliance officer's decision.
 - Accept the decision: notify the compliance officer in writing;
 - Disagree with the decision: appeal the decision in writing by notifying the compliance officer in writing.

First Appeal Level: Superintendent-level appeal

1. The equity coordinator(s) will forward all materials, including the letter requesting appeal of the initial decision, to the Superintendent of Schools for review.
2. The Superintendent or his/her designee will schedule a meeting within two weeks of receipt of the request for review/appeal.
3. The participants at the scheduled meeting shall be, at a minimum, the complainant, the compliance officer, and the Superintendent and/or his/her designee.
4. The Superintendent, or his/her designee(s), shall conduct a prompt, impartial, equitable and thorough review of the materials. S/he shall have the right to re-interview witnesses, e.g., if testimony is unclear or new evidence has been brought to light, or to interview additional witnesses if needed to ensure an equitable decision.
5. The Superintendent, or his/her designee, will present his/her decision within two weeks after the meeting of the parties unless additional time is needed for good cause. If additional time is needed, complainant shall so be notified, and provided with an estimated date of the appeal decision.
6. The decision of the Superintendent or designee shall be in writing, and sent to the complainant, the principal, and the compliance officer.
7. The complainant has one week to accept or appeal the Superintendent-level decision. The complainant shall notify the Superintendent's Office, in writing, whether s/he accepts or wishes to appeal the decision.

Appeal of the Appeal: School Board-level appeal

1. Should the complainant not be satisfied with the Superintendent-level decision, complainant should follow the above steps but with a copy of the appeal letter being sent to the School Board in addition to the Superintendent's Office. A record should be made of the date the letter is sent by the complainant, and the date the School Board received the letter requesting further review.
2. The School Board shall hire or appoint persons who are impartial and who have not been otherwise-involved in the investigation of this complaint to conduct a prompt, fair, equitable, and thorough investigation of this complaint. The person(s) hired or appointed to conduct this investigation must be knowledgeable in the civil rights laws pertaining to

the alleged violation of the complainant, and be knowledgeable in conducting investigations of alleged violations of said law(s).

3. A decision shall be made by the School Board based on the recommendation and findings of the investigator(s) appointed by the School Board within four weeks or from the date the complainant's letter requesting further review is received. If a decision cannot be made within four weeks for good cause, the complainant shall so be notified. The complainant shall be provided with an estimated date for the decision to be made.

Concurrent Appeals or Appeal of the School Board-level appeal

A complainant can, while the investigation is happening at the school level, also contact the following agency and request that an independent investigation be conducted:

Civil Rights Unit
Vermont Attorney General's Office
109 State Street
Montpelier, Vermont 05609-1001

(888)745-9195 (Toll Free VT)
(802)828-3657
(802)828-3665(TTY)
(802)828-2154 (Fax)

Note that if a complainant wishes to carry the appeal process to the School Board level, and is dissatisfied with the School Board-level decision, s/he must request a review by the Office for Civil Rights (OCR) within 60 days of the School Board's decision.

DEFINITIONS

Grievance: An issue that a student or employee believes is a violation of his/her civil rights. This issue involves the violation, interpretation, or application of any article of Part 86, Rules and Regulations and/or the laws or regulations cited at the top of this document.

Student: Any person enrolled as a student in any school and/or educational or recreational program authorized by the school district.

Employee: Any full-time or part-time teacher, secretary, clerk, clerical staff person, teaching assistant, custodian, administrator, or any person receiving compensation for services rendered to the school district.

Equity Coordinator: The person(s) designated by the School District Board of Education to coordinate efforts to comply with civil rights laws and regulations.

Superintendent: The Superintendent of Schools or his/her designated representative.

VALEDICTORIAN / SALUTATORIAN

1. The Valedictorian and Salutatorian will be determined after final grades are calculated at the end of the 4th term.
2. The Valedictorian is the student with the highest overall weighted GPA in the graduating class.
3. The Salutatorian is the student with the second highest weighted GPA in the graduating class.
4. To be eligible for Valedictorian or Salutatorian, a student must complete both Senior and Junior years at Canaan Memorial High School. A student who transfers to Canaan Memorial High School during or after his or her Junior year will not be eligible for Valedictorian or Salutatorian.
5. Any student who has been suspended from school two or more times during their last two years of attending Canaan Schools shall not be eligible for Valedictorian or Salutatorian honors.

WEAPONS

It is the intent of the Canaan Board to comply with the federal Gun Free Schools Act of 1994, and Act. No. 35 of the 1995 session of the Vermont General Assembly requiring school districts to provide for the possible expulsion of students who bring weapons to school.

It is further the intent of the Board to maintain a student discipline system consistent with requirements of the Federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules. No knives of any size are allowed at school including Leatherman tools. (ISS)

Canaan Schools

Ryan Patterson, Principal
Tel: (802) 266-8910
rpatterson@canaanschools.org

My signature below verifies that I have read Faculty and Staff Handbook. I understand that I should contact the Principal of Canaan Schools if I have questions or require clarification.

Signature of Faculty/Staff

Date