



2025-2026
HANDBOOK FOR
STUDENTS AND
PARENTS

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The Mill School offers employment and educational opportunities, including vocational education opportunities, without regard to race, color, national origin, creed, religion, marital status, sex, age or disability. Grievance procedures are available to interested persons by contacting the person listed below.

Inquiries regarding this non-discrimination policy may be directed to:

School Director
The Mill School
278 East Allen Street
Winooski VT 0547

An Introduction to the Mill School

Mission Statement

We provide an open, caring and positive environment for young people so they can learn to become the people they hope to be.

- We treat every student with dignity and respect.
- We listen to students and behave in ways that let them know that they've been heard.
- We collaborate with students to make plans and achieve outcomes that are important to them.
- We work through the hard stuff cooperatively and thoughtfully.
- We are relentlessly optimistic.

Preparing learners for life...*no matter what.*

Non Agere Culus

This handbook contains important information to serve as a resource for both parents and students at The Mill School. We encourage you to review the contents together to become familiar with the school and policies that are necessary for the safety, welfare, and well-being of our students and staff and school procedures that will facilitate your communication and interaction with the school. This handbook provides a lot of information and if there is anything that a student or parent does not understand, please ask a teacher or any staff member about it.

Please keep this handbook in a safe, convenient place for easy reference throughout your time at the Mill School.

Note: Throughout the handbook parents and guardians are collectively referred to as “parents”.

About the School

Administration

The school administrative team consists of the President, Chief Executive Officer, School Founder and School Director. The School Director is primarily responsible for working with students, teachers, and parents to encourage and support student success in our school.

The School Director is a resource for students in resolving any issues which may arise in our school, both social and academic.

Cancellations and Emergency Closings

When school is closed or cancelled due to inclement weather or emergency situations, an official announcement will be issued via text message and/or phone call from the School Founder or the School Director.

Parents should monitor their communication devices to learn when school has been cancelled or closed early.

Change of Address/Telephone Number

Please notify the school immediately if you have a change of mailing address, email address, or telephone number (home, work, mobile).

The Use of Surveillance Equipment to Assure Safety and Security

To help assure the safety and security of the students and staff of the Mill School, the school may use cameras and audio devices to monitor public areas or access to restricted areas in school or on school property. Recordings from devices installed for safety and security may be used as the basis of disciplinary actions, or, if appropriate, criminal prosecutions against persons committing violations on school property.

Communication with the School

Parents are always encouraged to contact either the clinician or program manager to discuss their child's progress. Teachers are available for conferences by appointment.

Student Vehicles

Students are permitted to drive to school after expressly making a plan with the School Director or Program Manager. A copy of a sample Driving Agreement can be found in the appendix of this Handbook.

The Mill School Dress Code

General Guidelines: Dress will be sufficient to conceal private body parts and undergarments at all times.

In order to maintain a positive, safe, and inclusive learning environment, students are prohibited from wearing clothing in school, on school buses, or during any school activities that take place on or off school property, which contains language (including slurs), images, or references:

that discriminate or create a hostile or intimidating environment based on any protected class or consistently marginalized group;

to obscenity, nudity, or sexual acts;

to threats of violence, injury or harm, or gang affiliation;

to illegal substances

Jewelry worn in a manner that presents a safety health hazard is prohibited.

Dress for Swimwear: Students will wear swim shirts, one-piece bathing swimsuits, or swim trunks/briefs. Dress will be sufficient to conceal private body parts at all times.

Footwear: Students are required to wear appropriate and safe footwear at all times. Students must wear athletic shoes during certain community movement classes. Students may be required to wear certain footwear for specific times (examples: culinary, winter sports) to ensure safety.

Administration reserves the right to address dress code issues on a case-by-case basis.

Dress Code Enforcement:

Students in violation of the dress code will be provided three options to be dressed to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school
- Students will be provided with temporary school clothing.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

Dress code enforcement shall not be affected by a student's racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.



Drug, Alcohol and Tobacco Free School

Students, staff members, and visitors are prohibited from possessing or using drugs, alcohol, tobacco, tobacco products, and smoking-related products (including, but not limited to, e-cigarettes). This includes, but is not limited to, the school building, on school grounds, in school vehicles and at all school-sponsored activities and events.

Firearms and Dangerous Devices

All firearms, weapons, and other dangerous devices are prohibited at school, school functions, on or off property during school-sponsored activities and events. It is the intent of the school to comply with federal and state rules regarding the possession of firearms at school. Any student who brings a firearm to school or possesses a firearm at school shall be referred to a law enforcement agency, including, but not limited to, the Winooski Police Department. In addition to any other action taken by the law enforcement agency, the school may report the incident to the Department of Social Rehabilitation Services.

A student shall not bring to school or possess at school any potentially dangerous device, such as a knife, switchblade, explosive material, among many others, except under certain circumstances. If a student wishes to bring a potentially dangerous device to school as part of a specific program approved by the School Director, the student must make a prior written request to the School Director for permission to bring the device to the class on a specific day. The written request must state the reasons why permission is being sought and be signed by the student's parent or guardian. The School Director, after consulting with the teaching staff, may grant permission. The School Director shall provide the student and parent with a written statement noting the conditions of bringing the potentially dangerous device to school, including the proper storage and handling of the device while it is at school.

Students and parents are encouraged to speak with the School Director if they are uncertain if an item is potentially dangerous and prohibited as a firearm or dangerous device. Failure to comply with these provisions may result in disciplinary action.

Visitors to the School

Parents are welcome to request a visit to the school. When planning to visit, please contact the office at least one day in advance so the School Director can set a schedule. The School Director has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.).

Visitors should limit their visit to the area(s) of the building where they have been directed upon check-in with the office. Unauthorized persons found on school property may be subject to arrest or other legal action.

Please note that the exterior doors are locked during the school day. Visitors must enter the building using the front doors and report to the School Director. If a visitor needs to enter the

building and proceed beyond the School Director's office, or check out a student, the visitor must register by presenting a valid, state-issued ID to the school's office staff.

Any visit after the first registration will only require the visitor to check in at the School Director's Office.

Friends of students may not be brought to school as visitors. Unruly or disruptive conduct by visitors that interferes with the educational environment may result in limited access or revocation of visitor privileges to school property or functions. In most cases, parents are allowed to visit school and eat lunch with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances. Parents planning to eat lunch with their child should notify the school office one day in advance. Bringing outside restaurant food is strongly discouraged.

Emergency Drills

Students will be informed of the appropriate action to take in an emergency. Drills for fire, weather, and other emergencies shall be conducted each school year in accordance with the requirements of the Vermont Agency of Education. The school will conduct at least one fire drill or lock down drill throughout the school year.

Field Trips

All field trips will be taken as extensions of classroom learning activities. Supervision is the responsibility of certified staff member(s) sponsoring the activity. The Mill School uses many field trips that are directly related to the instructional program and designated as a segment of the ongoing curriculum program. Considerations regarding participation will be given to students with disabilities. The disciplinary rules pertaining to students on the school campus also pertain to students during school field trips. Students who engage in inappropriate behavior on field trips may be subject to loss of field trip privileges. Field trips are designated for students enrolled in the Mill School as part of the curriculum. Non-school-age children are not allowed on field trips.

Early Dismissal Fridays

Students are dismissed at 12pm on Fridays. Early dismissal provides teachers an opportunity for ongoing professional development. The time allows teachers to work in collaborative teams, share effective teaching methods and develop personalized instruction for Mill School students. Students must leave or be picked up once dismissed from school or remain in a designated area within the school.

Food and Beverages

Students will be provided food and beverages throughout the day which may be consumed anywhere in the building, so long as it does not disrupt the school environment and there are no allergies to the food or beverage.

School Culture

Creating a Positive School Environment

A positive school environment is best described as a place that:

- Is a safe, positive, and supportive place.
- Provides all students with a range of educational opportunities.
- Uses a positive approach to managing behavioral difficulties; and
- Where all students and staff are protected from behavior which threatens their health, safety, or welfare, or which interferes with learning.

In addition, a good school environment is free from distractions, friction, and disturbances. Utilizing a positive behavior support (PBS) process, the school staff will help students to learn positive expectations for all. The school supports implementation of Positive Behavior Support which promotes healthy character development for all students as well as proactive strategies at the building, classroom, and individual level to prevent problematic behavior. Our expectations are taught to all students, and expectations are reinforced for appropriate behavior. Therefore, conflict resolution and mediation strategies are to be employed in a proactive manner to assist students and staff in addressing conflict and discipline issues, and the use of a Balanced and Restorative Justice Committee will be used to address more significant difficulties that may arise.

Personal Responsibility in a Positive School Environment

The Code of Conduct is founded on the belief that a cooperative relationship between students, parents, and school personnel is essential for any positive outcomes. This means that all members of the school community are responsible as follows:

Students:

- Attend all classes and scheduled activities daily and on time.
- Are prepared for class assignments and activities.
- Come to planned activities with appropriate working materials.
- Respect all persons and property.
- Conduct themselves in a safe and responsible manner.
- Are encouraged to be healthy, clean, and neat.
- Are responsible for their own work and behavior.
- Accept the rules and regulations of the school and individual classroom teacher.
- Seek changes in a positive and constructive manner.
- Refrain from using profanity, abusive language, or inflammatory actions in personal interactions.

Parent/Guardians:

- Stay in contact with the school concerning their child's progress and conduct.
- Maintain up-to-date home, work, and emergency numbers at the school.
- Ensure that their child is in daily attendance and promptly report and explain an absence or tardiness to the school.
- Provide their child with resources needed to complete classwork and homework.
- Assist their child in being healthy, neat, and clean.
- Refrain from using profanity, abusive language, or inflammatory actions in personal interactions.
- Bring to the attention of school authorities any problem or condition which affects their child or other children of the school community.
- Discuss progress reports and work assignments with their child.
- Attend scheduled Parent/Staff meetings.
- Seek changes in a positive and constructive manner

School Staff:

- Are in regular attendance and on time.
- Are prepared to perform their duties with appropriate working materials.
- Respect all persons and property.
- Communicate with parents, students, and other employees in a manner that reflects professionalism and caring.
- Refrain from using profanity, abusive language, or inflammatory actions in personal interactions.
- Conduct themselves in a safe and responsible manner.
- Are healthy, clean, and neat.
- Accept the rules and regulations set forth by the school.



- Seek changes in a positive and constructive manner.
- Maintain an atmosphere that encourages good behavior and active learning.
- Plan a flexible curriculum to meet the needs of all students.
- Develop positive working relationships between staff and students.
- Encourage the school staff, parents, and students to use the services of community agencies.
- Utilize good guidance procedures and practices.
- Encourage parents to maintain regular communication with the school.
- Provide opportunities for parent participation in affairs of the school.

Civility Policy

The Mill School has a civility policy designed to help students learn self-regulation competencies. The policy relates to the use of civility in relationships and communication among school staff, students, parents, and members of the public. The purpose of the policy is to maintain, to the extent possible and reasonable, a safe, harassment-free school for students and staff.

Uncivil behavior is defined as any behavior that is:

- physically or verbally threatening, either overtly or implicitly.
- coercive, intimidating, violent or harassing.
- directed toward employees, students, parents, patrons, visitors, or anyone doing business with the school.

Examples of uncivil behavior include, but are not limited to:

- personally insulting remarks.
- attacks regarding a person's race, color, national origin, creed, religion, marital status, sex, age, disability, or any other personal characteristic; and
- behavior that is out of control.

Students who violate the civility policy may be asked to participate in a restorative justice procedure and follow the recommendations of the individuals facilitating the restorative justice process. Parents who violate the civility policy may be restricted from being present on school property or have restrictions placed on their communications with school personnel.

Code of Conduct

The Mill School Code of Conduct is founded on the following principles:

- Our school is a place where students feel welcome and are excited about learning.
- Our school is a place where students believe that their teachers and other staff in the school support them so that they can achieve their best.
- All members of the school community are treated fairly.
- All students will develop new skills and be encouraged by adults to improve their behavior.

- Our school is a positive place for students and staff.
- Our school is a welcoming place for parents and the community.
- Our students will learn strategies to prevent negative behavior.

We focus on the whole person, providing support for student success and not focusing on discipline or negative consequences.

This focus means we understand that we need to support student success using positive approaches and skill-building. This also means that we teach students the skills to problem solve, enhance social competence, connect with caring adults, and receive extra help when they need it. In addition, we will teach our staff skills to help them understand and address problem behavior, while supporting and reinforcing positive relationships. Underlying all this skill- building is the concept of respect for others. Our school is a place where culture, language, heritage, and experiences are valued and considered.

The Student Code of Conduct will be followed:

- On school property prior to, during, and following regular school hours when school is in session or when school activities are in operation.
- While students are on the school bus or in a school vehicle for any reason.
- When a student's conduct to and from school and/or when being transported has a harmful effect on the other students, the community or on the orderly educational process.
- At all school-sponsored events and other activities where school staff have responsibilities for student conduct.

The Code of Conduct – How is it Enforced?

All teachers are trained to use reasonable positive behavior interventions and supports with students prior to seeking additional support from school clinicians and others. In the event that additional staff are required to support a student safely, a formal incident report will be completed with the following responses possible:

- A formal plan to develop alternative responses by the student and staff will be developed –without the assistance of other;
- The School Director will schedule a meeting with the student and the staff involved to review the incident and to create an alternative plan;
- The student will be referred to the School Clinician for support and intervention; and/or
- A referral will be made to participate in a restorative justice action and the student and staff involved will be bound to follow the recommendations reached through the restorative justice process.

Should problem behaviors persist, a formal program review meeting may be held with the teacher, the student, the School Clinician or Social Worker, the parent or guardian, and the LEA

representative to determine alternative program recommendations.

Infraction	Restorative Approach
Property Damage	<ul style="list-style-type: none"> • Help clean, repair, repaint if possible • Community Service: Use the chart below to determine the number of hours of community service
Threats of Violence/Physical aggression	<ul style="list-style-type: none"> • Take accountability • Follow your repair plan
Theft	<ul style="list-style-type: none"> • Take accountability • Follow your repair plan • Community Service: Use the chart below to determine the number of hours of community service
Bullying/Harassment	<ul style="list-style-type: none"> • State guidelines • Take accountability • Follow your repair plan
Internet Harassment	<ul style="list-style-type: none"> • Take accountability • Follow your repair plan • Evaluation of your technology usage at school
Hate Speech	<ul style="list-style-type: none"> • Take accountability • Complete research-based project • Follow your repair plan

Reparative Process

Financial Cost	Community Service Hours
≤ 100	5
200	10
300	15
400+	20

Administration reserves the right to address incidents on a case-by-case basis.

Conflict Resolution

The Mill School believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, the Mill School will incorporate problem-solving techniques into the curriculum and will facilitate the convening of a student-led Balanced and Restorative Justice Committee. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community, and helps ensure a safe and healthy learning environment.

The Mill School will provide training to develop the knowledge, attitudes, and skills students need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict.

The Student Code of Conduct includes the following:

- Students are to resolve their disputes without resorting to violence.
- Students are encouraged to help fellow students resolve problems peacefully.
- Students can rely on staff trained in conflict resolution to intervene in any dispute likely to result in violence.
- Students needing help in resolving a disagreement, or students observing conflict may contact an adult or peer mediators as part of a restorative justice process.
- Students involved in a dispute will be referred to a conflict resolution or peer mediation through the restorative justice meeting session with trained adult or peer mediators. Staff and mediators will keep the discussions confidential.
- Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

Personal Property

In addition, the application of the Code of Conduct provides the Mill School staff with the right to examine some personal items and places, this includes:

Book bags and Purses. The Mill School assumes a student is responsible for all items found in their book bag, purse, or similar bag or container used to carry books or personal property. Students are urged to regularly check the contents of their book bags as they remain responsible for items found in their book bags.

Bullying, Harassment and Hazing

Harassment, hazing, and bullying have no place and will not be tolerated at the school. No student should feel threatened or be discriminated against while enrolled in the school. It is also the policy of the school to prohibit the unlawful hazing and bullying of students. Conduct which constitutes hazing may be subject to civil penalties.

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.

Definitions (per Vermont State Statute 16 V.S.A. § 11):

Bullying: 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 that:

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

Harassment: 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, sex, sexual orientation, gender identity, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

Harassment of members of other protected categories, which 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, sex, sexual orientation, gender identity, or disability 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.



Harassment includes conduct that violates Vermont Statute 16 V.S.A. § 11 and constitutes one or more of the following:

Sexual harassment:

Which means conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual, or physical conduct of a sexual nature when one or both of the following occur:

- Submission to that conduct is made either explicitly or implicitly by a term or condition of a student's education.
- Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.
- 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 racial customs.

Hazing: any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization that is affiliated with an educational institution; and that is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating, or demeaning the student or endangering the mental or physical health of a student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in these acts. Hazing may occur on or off the campus of an educational institution.

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

- the goals are approved by the educational institution; and
- 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.

Standard of proof: Evidentiary standard used to determine if there is credible evidence or a preponderance of evidence such that the facts would cause a reasonable person to conclude that harassment, bullying or hazing occurred or information that suggests that the probability of such having occurred is over 50%.



Reporting Complaints of Bullying, Harassment or Hazing

Any school employee who observes, overhears, or otherwise witnesses harassment, which may be unlawful, or to whom such harassment is reported, must take prompt and appropriate action to stop the harassment and to prevent its recurrence. A written report of the incident and the action taken by the school employee in response to it must also be given to the School Director who is the school official designated to oversee the handling of harassment complaints.

If the school employee is unable to personally take prompt and appropriate action, the employee must report the incident or complaint in writing to the School Director. Any student or other person who believes that unlawful harassment of a student has occurred may inform any school employee or one of the harassment complaint officials. Any student who believes that s/he has been the target of unlawful harassment as defined in this policy may bring their complaint to the attention of any school employee or the harassment complaint official. Any student who believes that any corrective action taken by a school employee was ineffective may bring their complaint to the attention of the harassment complaint official.

The complaint may be made either orally or in writing. The following are the complaint officials:

Tim Feeney
School Founder

Elisa Walker
School Director

If the harassment complaint official is the person alleged to be engaged in the harassment, the complaint shall be filed with the School Founder or any other school employee the student chooses.

It may be possible to resolve a complaint through a voluntary conversation between the complainant and the respondent (individual accused) which is facilitated by a school employee or by the School Director. If the complainant or respondent is a student under the age of 18, the School Director will notify the student's parent(s)/guardian(s) if, after initial consultation with the student, it is determined to be in the best interests of the student. Both the complainant and the respondent may be accompanied by a person of their choice for support and guidance. If the complainant and the respondent feel that a resolution has been achieved, then the conversation may remain confidential, and no further action needs to be taken. The results of an informal resolution will be reported by the facilitator, in writing, to the School Director. If the complainant, the respondent, or the School Director, chooses not to utilize the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, they may proceed to the formal procedure. Any complaint against a school employee will be handled through the formal procedure.



Reporting Procedure

Step 1

The School Director will fill out a harassment complaint form based on the written or verbal allegations of the complainant or staff member. This form shall be kept in the School Director's office. The Step 1 procedure includes the following:

- A. The complaint form will detail the facts and circumstances of the incident or pattern of behavior.
- B. If a student under 18 years of age is involved, their parents will be notified immediately unless, after consultation with the student, it is determined not to be in the best interests of the student.
- C. An investigation will be completed by the School Director or their designee within 14 calendar days from the date of the complaint or report.

Step 2

The investigation may consist of personal interviews with the complainant, the respondent, and any other individuals who may have knowledge of the alleged incident(s) or circumstances that resulted in the complaint. When determining whether alleged conduct constitutes a violation of this policy, the School Director should consider the surrounding circumstances, any relevant documents, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the Mill School may take immediate steps, at its discretion, to protect the complainant, respondent, witnesses, and school employees pending completion of an investigation of alleged harassment. The Mill School may also make any appropriate referrals for assistance, including but not limited to counseling, rape crisis intervention, etc. The investigation will be completed as soon as possible, but no later than fourteen (14) calendar days from the complaint or report. The harassment complaint official will make a written report to School Founder. The report will include a determination whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

Step 3

Following the investigation, the School Director will recommend what action, if any, is needed to the School Founder. The Mill School will take appropriate action in all cases where the School Director and School Founder conclude that this policy has been violated. Any person who is determined to have violated this policy will be subject to action, including warning, exclusion, transfer, termination, discharge or any other remedial action, including training,



education, or counseling. Action taken for violation of this policy will be consistent with the requirements of state and federal law, including the due process protections for students with disabilities.

Step 4

The School Director will maintain the written report of the investigation and results in their office. In the case of an investigation conducted by the LEA, the Mill School Director will receive a copy of the investigation report and results. If the School Director concludes that the policy has been violated by a professional educator or administrator, a report of the findings will be filed with the Licensing Office of the Vermont Agency of Education. The complainant and the respondent will be informed of the results of the investigation, including whether the allegations were found to be factual, whether there was a violation of the policy, and whether disciplinary action was or will be taken.

Several behaviors are included in the term “sexual harassment” (e.g., sexual touching, grabbing, pinching, being forced to kiss someone, being forced to do something other than kissing, sexual assault) and it may also constitute physical or sexual abuse. Sexual abuse is defined as any act or acts by any person involving sexual molestation or exploitation of a child, including but not limited to incest, prostitution, rape, sodomy or any lewd or lascivious conduct involving a child. Thus, under certain circumstances, alleged harassment may also be possible physical and/or sexual abuse under Vermont law. Such harassment or abuse is subject to the duties of mandatory reporting and must be reported to the Department of Children and Family Services within 24 hours of the time the educator becomes aware of the suspected abuse.

Rights to Alternative Complaint Process: In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
(800) 416-2010 or (802) 828-2480 (voice)
(877) 294-9200 (tty)
(802) 828-2481 (fax)
Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office
US Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109
617-289-0111 (voice)
877-521-2172 (tdd)
617-289-0150 (fax)
Email: OCR.Boston@ed.gov

Confidentiality

The Mill School recognizes that both the complainant and the respondent have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the

complainant, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

Non-Retaliation

It is a separate and distinct violation of this policy for any member of the school community to retaliate against any person who reports alleged harassment or against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to such harassment. It is possible that a respondent may be found to have violated this anti-retaliation provision even if the underlying complaint of harassment is not found to be a violation of this policy.

Retaliation includes, but is not limited to any form of intimidation, reprisal, or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassment. In addition, a person who knowingly makes a false report may be subject to the same action that the Mill School may take against any other individual who violates this policy. The term “false report” refers only to those made in bad faith and does not include a complaint that could not be corroborated or are not unlawful harassment.

Counseling Services

The Mill School provides ongoing counseling supports in the effort to assure the academic, career, and personal and social development of all our students. Our school clinicians provide direct and indirect services to collaborate with students, parents, and staff members. Direct services include counseling, individual planning and responsive services in support of learning. Indirect services include the following system supports:

- Individual plans include counseling activities that assist students to plan, monitor and manage their lives in a positive manner.
- Responsive services include counseling or referral activities to meet the immediate needs and concerns of students.
- System support includes indirect guidance services that manage and promote the academic developmental needs of students.

Distribution of Non-Curricular Student Publications

The Mill School provides a limited open forum and therefore allows students to distribute, at reasonable times and places, unofficial material, including, but not limited to, petitions, buttons, badges or other insignia. Because the school allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material which is delivered or accessed using school technology resources is also subject to this policy.

However, students cannot distribute materials which:

- Are obscene
- Are libelous
- Contain indecent or vulgar language or content



- Advertise any product or service not permitted to minors by law
- Constitute insulting or fighting words, the very expression of which injure or harass other people (e.g., threats of violence, defamation of character or of a student's race, religion, or ethnic origin)
- Present a substantial likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, the commission of unlawful acts or the violation of lawful school procedures

Student Wellness

Student Health Form

The Mill School does not provide any medically-related services and is not responsible for the implementation of any medical treatments. The following guidelines should be followed concerning any students with special health conditions/concerns:

- The Confidential Student Health form should be completed by parents at time of enrollment and updated annually.
- Parents should notify the School Director of any health concern that could require emergency services, interfere with the student's education process, or require interventions throughout the school day.
- Students requiring medical accommodations throughout the school day (including, but not limited to, dietary conditions, physical limitations, and medical interventions) must submit a statement from their licensed health care provider stating the need for such accommodations each school year. This includes notation of any food or related allergy.
- It is strongly encouraged that parents/guardians follow a pattern of having regular medical and dental screenings for their child.

Immunizations/Enrollment

Vermont law requires all students to have on file evidence of required immunizations prior to attending school. Parents should bring immunization records or proof of exemption at time of enrollment and obtain additional immunizations as required by state law.

Medical exemption: A child shall be exempt from the immunization requirements upon certification by a licensed physician that either such immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. A medical immunization exemption card, signed by a physician, must be on file with the school immunization health record. The medical immunization exemption card does not need to be renewed annually.

Religious exemption: A child shall be exempt from immunization requirements if a parent/guardian objects on the basis the immunization violates his/her religious belief. All exemption cards must be obtained and processed through the County Health Department. The religious immunization exemption card does not need to be renewed annually.



Illness and Injury

A student should not be in attendance and will be sent home with any of the following:

- Temperature 100.4 degrees or greater, or with incidents of vomiting and/or diarrhea. Student may return to school when free of above symptom(s) for 24 hours without any fever-reducing medication or other medication to relieve symptom(s)
- Symptoms related to possible communicable diseases (skin rashes, redness of eyes, swollen glands, etc.)
- Excessive drainage from eyes, ears, persistent earache, constant cough, or painful sore throat accompanied by enlarged lymph nodes
- Students with (or having the potential to transmit) an acute infectious disease or parasite (e.g. live head lice and/or nits present within a ¼ inch of the scalp)

Students excluded from school for health reasons may return once the reason for the exclusion is no longer present. Any questions regarding when to return to school should be discussed with the School Director. Students returning to school after injury or surgery, and who are thereby temporarily incapacitated (e.g. crutches, casts, or slings), should present a physician release to return to school along with a statement of any modifications or accommodations that need to be made.

Students becoming ill or injured at school should ask the staff in charge to send them to the School Director. Parents or emergency contact individuals of students who become seriously ill or injured during the school day will be notified. Emergency telephone numbers must be available and kept current. In the event of a serious accident or illness where the parent or other emergency contact individuals cannot be reached, an ambulance will be called, and the student will be transported to the nearest hospital emergency room. When advisable, the student will be accompanied by a staff member. Additional staff will continue to attempt to reach the student's parent/guardian. Parents are held responsible for any costs involved.

Communicable Diseases

When a school health official has reason to believe that a person is sick or has died of a diagnosed or suspected disease, identified by the Department of Health as a reportable disease and dangerous to the public health, the School Director or designee is responsible to transmit the information within 24 hours to the Commissioner of Health or designee.

Additionally, the School Director will inform parents of any such exposure their child may have had to any communicable disease as required by the Commissioner of Health.

Medication Policy

The parent is responsible for providing the medication (prescription or over the counter) for their child.

Over-the-Counter Medication: Students may self-administer one dose of over-the-counter medication if approved by the parent. Only the instructions listed on the medication container



will be followed unless a physician specifically requests in writing different instructions for administering the medication. No expired medications will be taken. With permission of the parent, the school will provide ibuprofen, Tylenol, cough drops, decongestants and antacids when requested.

Prescription Medication: The Mill School will not be responsible for the distribution or administration of any prescription medication; however, the students will be allowed to take required prescribed medications. In such cases the following steps are required:

- The student's authorized prescriber shall provide a written direction that the student must take medication during school hours. The document must state the name of student, name of medication, date prescribed, diagnosis, dosage, frequency of administration, route of administration, termination date for administering the medication, and the authorized prescriber's name. When possible, the authorized prescriber should state any adverse effects, any contraindications for administration of the medication to the student, and applicable emergency instructions. The medication must be in the original container and must be the current prescription with a proper label.
- The Mill School will not allow a student to take any prescribed medications without the authorized prescriber's written request.
- The parent or guardian will provide a written request that the school comply with the authorized prescriber's request to give medication.
- Mill School personnel will not administer any medication.
- Students will be permitted to possess and self-administer prescription medications, provided that the medication is in the original bottle or container with the original prescription label, and the student possesses no more than one dose of the medication. The parent or guardian is required to notify health personnel when their student is carrying a prescription medication.

Self-Administration of Medication: An authorized prescriber may recommend that an individual student with a chronic health condition assume responsibility for self-medication as part of learning self-care (e.g., inhalers used for asthma). Self-administration of medication may be allowed if, after assessment of the student's needs and understanding of medication, the school nurse determines that the safest procedure is for the student to take responsibility for self-medication and that the following requirements are met:

- The student, the School Director, and the parent or guardian agree to the conditions that the medication is to be self-administered.
- The prescriber request, parent request, and appropriate IHP and/or EAP are on file.
- The student's health status and abilities have been evaluated by the primary care physician who deems self-administration safe and appropriate. The School Director shall observe the initial self-administration of the medication.
- The School Director is reasonably assured the student is able to identify the appropriate medication, knows the reason for administration, the frequency, method of administration, and time of day for which the medication is ordered and is able to follow appropriate safety guidelines. The decision to allow students to carry their own "rescue" medication and to



self-medicate shall be at the discretion of the School Director's judgment, based on student's developmental age, knowledge base of medication, and ability to demonstrate proper use of the self-administered medication.

- The School Director establishes a procedure for storage of the medication in a safe location, providing accessibility for the student when needed. In the case of an inhaler, or other emergency medication, a back-up supply shall be kept in the School Director's Office.
- The School Director, or their designee, will monitor the students' manner of taking medication. This may include observing the student taking medication, reviewing student documentation, reminding the student to take the medication, communicating with the authorized prescriber regarding any side effects, and notifying the parent/guardian of any problems, including the student's refusal or failure to take the medication in an appropriate or safe manner.

Human Sexuality

The Mill School recognizes that parents are the primary resource of human sexuality education for their children. The school also recognizes that effective human sexuality education, taught in cooperation with parents or guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

The Mill School human sexuality lessons have been created using evidenced-based practices in consultation with teachers and parents. The Mill School secondary human sexuality lessons will help students and include the following information:

- Personal Hygiene
- Physical changes associated with puberty
- Definitions of sexuality and sex
- Sexually transmitted diseases
- The development of healthy relationships
- Reproductive health
- Male and female reproductive systems
- Abstinence
- Contraception
- Teen pregnancy and its effects
- Gender identity



Academic Requirements

Credit Recovery

The Mill School employs a proficiency-based system to determine progress towards graduation. In cases where students enter the program with existing credits, these credits will be translated into the appropriate proficiencies. Should a student enter the program with limited evidence of achieving proficiencies, they will be provided with opportunities of recover or demonstrate they have mastered those missing proficiencies. In the event a student wishes to enter a program that uses a credit-based reporting system, the School Director will translate proficiencies to credits.

Graduation Requirements

Mill School graduation requirements are developed to facilitate student mastery of proficiencies in four broad areas of educational growth: intellectual, physical, social, and vocational. We have developed a curriculum for students to develop competencies in these four domains. To meet the proficiencies required to graduate, students will be required to participate in a curriculum that includes the following content:

Coursework Domains	Years of Study
English Language Arts	4
Social Studies	4
Transferable Life and Vocational Skills	4
Mathematics	4
Science	4
Physical Education	3
Art and Media Studies	2
Health	2
Personal Wellness	2
Personal Finance	1

Report Card Periods

Each school year is divided into two semesters that are reflected in the school report card periods. which are noted on the school calendar. Report cards will be mailed to each student's parent after each marking period.

Student Discipline

General

The school is committed to positive engagement with students. As a result, school staff focus on positive supports designed to learn proactive skills to reduce the likelihood of challenging behaviors. School staff are prohibited from secluding students at any time. Staff will also not restrain students – unless there is imminent danger of harm to anyone in the program. There are occasions when students engage in behaviors that present a risk to their health and safety. As a result, staff are trained in de-escalation responses in those circumstances.

Students with Disabilities

If a student with a disability is removed for more than ten (10) total school days because of behavioral challenges, in any one school year, a meeting of the student's team is required and will make the following determinations.

- Whether the offense was a manifestation of the student's disability.
- If the team determines the offense was a manifestation of the student's disability, the team will modify the student's educational program and/or placement accordingly.
- If the team determines that the offense is not a manifestation of the student's disability, the student will be subject to the provisions of the Student Code of Conduct.

In instances where the student with a disability presents a danger to themselves or others, or is so disruptive to the educational environment as to interfere with the rights of other students, alternative placement and/or removal may be sought by the LEA representative.

Mandatory Reporting to Police

School employees who have reliable information that would lead a reasonable person to believe that one of the following has occurred on school property or at a school function must immediately report the incident to the School Director or their designee who will then make a formal report to the Police. Specific incidents that require mandatory reporting to police include:

- Violent felonies. All violent felonies that occur against students, school employees, and school volunteers must be reported.
- Assault against a student, school employee, or volunteer.
- Unlawful sexual contact and or sexual harassment against a student, school employee, or volunteer.
- Possession of a dangerous instrument by a student.
- Possession of an unlawful controlled substance including: prescription drugs, and illicit drugs.

The School Director or their designee will make every effort to notify the parents and will conduct a thorough investigation and/or if warranted by statute will report to the police authorities. In addition, the School Director will make every effort to notify the parent of any



juvenile victim.

Attendance Policy

Arrival on school grounds

Once arriving at school, students must remain on school grounds until dismissal, unless they make a plan to leave school grounds – with a specific purpose, and within a specified time frame.

Daily Absence Reporting

- Parents should notify the school by telephone each day a student is absent. If the parent fails to notify the school, the school will attempt to contact the parent.
- Students who are absent without a parent's excuse may be considered truant.
- The school encourages parents to schedule doctor and dental appointments after school hours.
- Excessive absences may affect a student's academic achievement.
- Parents may be required to submit supporting documentation in order to excuse the absence of their student if student absenteeism is excessive. For example, in order for the absence to be excused, parents may be asked to submit written notification from a licensed physician stating the reasons why a student is unable to attend school.

Requests to Leave School

Parents are required to notify the School Director (or clinician) if their child needs to leave for an appointment. If parents cannot be reached regarding a request to leave school, individuals designated as an emergency contact may be contacted to pick the student up from school or asked to approve the student's release from school. Students must check out through the Main Office for their absence to be considered excused. Students who leave school without prior parental consent and without checking through the office will be considered truant.

Truancy

Students who are absent from school without the consent of their parent and the administration shall be considered truant. The School Director will determine whether the student's absence is excused or unexcused. Truancy is a violation of state law as well as school policy and may result in a referral to the Vermont DCF.



Student Educational Records

FERPA RIGHTS

The Family Education Rights and Privacy Act (FERPA) affords parents/guardians, and students over 18 years of age, the following rights:

Inspection and Review

Parents may submit to the School Director a written request identifying records they wish to inspect. The School Director will notify them of the time and place at which records may be inspected. Access shall be provided within 45 days of the receipt of the request.

Amendment of Records

Parents may ask the school to amend a record they believe is inaccurate by submitting to the School Director a written request identifying the part of the record they want changed and specifying why it is inaccurate. If the School denies the request, the School Director will notify them of the decision, advise of the right to a hearing, and provide the hearing procedures.

Disclosure without Consent

Disclosure of personally identifiable information contained in students' education records requires parent/guardian consent with the following exceptions:

- Such records may be disclosed to school officials with legitimate education interests. A school official has a legitimate educational interest if the official needs to review an education record to fulfill a professional responsibility.
- Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Complaints

Parents/guardians may file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA 32 by submitting a complaint to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-4605
Parent and Eligible Student Access

All parents may inspect and review their student's education records, seek amendments, consent to disclosures, and file complaints regarding the records. The parents' rights relating to the education records transfer from the parent to the student once the student turns 18 (unless guardianship is not transferred to the student through legal processes); however, parents maintain some rights to inspect student records even after a student turns 18. The school will extend the same access to records to parents or guardians, regardless of divorce, custody or visitation rights, unless the school is provided with evidence that the parent's rights to inspect



records have been legally modified. If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may appeal this information and, with sufficient evidence, the school will amend the record.

General Student Information

General information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The Mill School will designate the types of information included in general information and release this information without first obtaining consent from parents or eligible student unless a parent or eligible student notifies the school in writing as directed. Parents and eligible students will be notified annually of the information the school has designated as general information and the process for notifying the school if they do not want the information released.

Even if parents or eligible students notify the school in writing that they do not want general information disclosed, the school may still disclose the information if required or allowed to do so by law. For example, the school may require students to disclose their names, identifiers or school email addresses in classes in which they are enrolled, or students may be required to wear, publicly display, or disclose a student identification card or badge that exhibits information that is designated as general information. This includes: Student's name; date and place of birth; parents' names; grade level; enrollment status; student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in school-sponsored activities; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the school; and, photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Information

In addition to general student information, the following information the school maintains about a personally identifiable student may be disclosed to: school staff (including LEA representatives and staff) with a legitimate educational interest; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile probation office and the Department of Children and Families; military recruiters and higher education institutions.

Student Abuse and Neglect

Identification of Child Abuse and Neglect

Child abuse is more than bruises or broken bones. While physical abuse often leaves visible

scars, not all child abuse is as obvious, but can do just as much harm. It is important that individuals working with and around children be able to know what constitutes child abuse or child neglect and know how to identify potential signs.

Child Abuse and/or Child Neglect Can Be Any of the Following:

- A physical injury inflicted on a child by another person other than by accidental means.
- The sexual abuse, assault, or exploitation of a child.
- The negligent treatment or maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare. This is whether the harm or threatened harm is from acts or omissions on the part of the responsible person.
- The willful harming or endangerment of the person or health of a child, any cruel or inhumane corporal punishment or any injury resulting in a traumatic condition.

One does not have to be physically present or witness the abuse to identify suspected cases of abuse, or even have definite proof that a child may be subject to child abuse or neglect. Rather, the law requires that a person have a "reasonable suspicion" that a child has been the subject of child abuse or neglect. Under the law, this means that it is reasonable for a person to entertain a suspicion of child abuse or neglect, based upon facts that could cause a reasonable person, in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect.

Red flags for abuse and neglect are often identified by observing a child's behavior at school, recognizing physical signs, and observations of dynamics during routine interactions with certain adults. While the following signs are not proof that a child is the subject of abuse or neglect, they should prompt one to look further.

Reporting Child Abuse or Neglect

School staff have an important role in protecting students from abuse and neglect. All staff are mandated by law to report all suspected child abuse or neglect to appropriate agencies. These agencies include the Department of Children and Families, the Vermont Agency of Education, the Winooski Police, and the Vermont State Police. Parents of students have the right to file a complaint against anyone they suspect has engaged in abuse or neglect of a child. School staff do not need to provide their name when making a report of child abuse or neglect.

School volunteers are not mandated reporters, but they will be encouraged to report any suspected cases of abuse and neglect. Additionally, school volunteers receive training in the identification and reporting of child abuse and neglect.

Obligations of Mandated Reporters

A mandated reporter includes all school employees. All persons hired into positions at the Mill School are trained to understand that they are mandated reporters and they are obligated to report suspected cases of abuse and neglect.



All persons who are mandated reporters are required to report all known or suspected cases of child abuse or neglect. It is not the responsibility of the mandated reporter to determine whether the allegations are valid. If child abuse or neglect is reasonably suspected or if a pupil shares information with a mandated reporter leading them to believe abuse or neglect has taken place, the report must be made. No supervisor or administrator can impede or inhibit a report or subject the person to any sanction.

To make a report, an employee must contact an appropriate local law enforcement agency or the Department of Children and Families listed below. This legal obligation is not satisfied by making a report of the incident to a supervisor or to the school. An appropriate law enforcement agency may be one of the following:

- The Winooski Police Department
- The DCF Probation Department
- The Vermont State Police

The report will be made as soon as possible by the telephone and may be followed up in writing. The law enforcement agency has special forms for this purpose that they will ask you to complete. If a report cannot be made immediately over the telephone, then an initial report may be made via e-mail or fax.

The LEA may have additional policies adopted at the local level relating to the duties of mandated reporters. School staff will consult with school district staff to determine if there are additional steps that must be taken.

These policies do not take the place of reporting to an appropriate local law enforcement or county child welfare agency.

Rights to Confidentiality and Immunity

Mandated reporters are required to give their names when making a report. However, the reporter's identity is kept confidential. Reports of suspected child abuse are also confidential. Mandated reporters have immunity from state criminal or civil liability for reporting as required. This is true even if the mandated reporter acquired the knowledge, or suspicion of the abuse or neglect, outside his/her professional capacity or scope of employment.

Consequences of Failing to Report

A person who fails to make a required report subject to appropriate state laws and subject to immediate termination from the school.

After the Report is Made

The local law enforcement agency is required to investigate all reports. Cases may also be investigated by DCF when allegations involve abuse or neglect within families.

Use of Technology

Cell Phones and other Electronic Devices

Students are not allowed to use cellular phones, pagers, and other electronic signaling devices at school or when participating in any school sponsored activities off campus. We will follow a specific protocol regarding communication devices:

- Each student will be asked to turn in their phones to a staff person upon arrival at school.
- After the device is given to a staff member it will be locked in our school safe until the student leaves for the day.
- We will not attempt to take any communication devices from students.
- We will let each student know that they will be given the choice to give us their device for safekeeping or to keep the device.
- If a student chooses to give us their device, they will be welcome to join the school day.
- Should a student choose not to give us their device for safekeeping, we will honor this decision and then inform the student that they will be required to leave school for the day.
- The choice to keep a device and leave school will be considered an unexcused absence.
- Should a student indicate that they do not have their device we will contact a designated family member to confirm this fact.
- Should a student indicate that they do not have their device, but it is discovered that they do have it, the student will be required to leave school for the remainder of the day. They will be welcomed back to school after having a meeting with the student, a guardian, or a family member to reiterate our expectations and to clarify the student's understanding of our expectations.

Student Telephone Calls

Students are not allowed to make telephone calls from school phones without the express permission of the School Director or when they need to contact a parent for a specific, and approved, reason. Arrangements for after-school activities, obtaining required books and homework, glasses, lunch, money, and any other non-instructional needs should be taken care of in the morning before the student leaves home.

Chromebooks

The Mill School believes that by providing students with a Chromebook, they will be able to interact with both teachers and their peers to produce digital content, work collaboratively, and gain both college and career readiness. The Chromebook will provide teachers with more options to increase student engagement, further involve students in active learning, promote differentiated instruction to meet the needs of students, and provide a reliable device for 21st-century skills.

Parents and students should read the guidelines and policies outlined below. Students and parents will be required to sign the Chromebook User Agreement and Parent Permission Form. The school will use Google-Based services and applications. This enables our staff and students to communicate, store files, and collaborate on documents, spreadsheets, and presentations in



real time, from anywhere in the world. There are hundreds of applications that students can access via their Google account.

According to studies and school reports, students who use a computing device in a 1:1 education environment are more organized, engaged learners, and become constructors and designers of information and ideas. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. However, technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

Assigned Chromebooks

The school is committed to providing students with the technology needed to excel in the classroom and future careers. Pursuant to this commitment, the school will assign all students a personal Chromebook for use in their educational program during school hours. Students and parents must read, acknowledge receipt of, and agree to follow Chromebook Use Guidelines.

- I. Ownership and Student Privilege of Use
 - A. The school owns (or leases) all Chromebooks issued to students.
 - B. Use of a Chromebook is a privilege, not a right.
 - C. Students have no expectation of privacy on their Chromebook, which may be monitored and/or inspected by the school at any time to ensure compliance with school policies, regulations, and applicable laws.
 - D. The school may terminate Chromebook use at any time and for any reason.
- II. Devices are for Student Use Only.
 - A. The Chromebook may only be used by the student to whom the device is issued.
 - B. Students are expressly prohibited from using another student's name or password to log into their Chromebook or another student's Chromebook.
 - C. Students are responsible for the proper care of their Chromebook.
 - Chromebooks should be kept free and clear of all personal markings.
 - Students may not place stickers on the Chromebook.
 - Students may not write on, drawn on, engrave, or otherwise deface the Chromebook.
 - Students are responsible for saving their work to their school-issued account.
 - No documents or other materials may be saved directly to the Chromebook.
 - Chromebooks that experience problems or need maintenance or repair will be provided by the school. While every effort will be made to fix problems "in house," it may be necessary to return the Chromebook to the manufacturer for repair. If it must be sent out for repair, another Chromebook will be provided to the student for temporary and/or permanent use.



Chromebook Acceptable Use

No Expectation of Privacy. Users have no expectation of privacy regarding use of School Technology or storage of data, including, but not limited to, data contained in any user account, or on the school's computer network.

Access Is a Privilege. Access to school technology and data is a privilege, not a right. The school reserves the right to prohibit or limit any use that is not for educational purposes; interferes with the normal operation of the school; or violates any law, policy, or regulation. Moreover, should a student engage in any actions that could cause damage to the software of their chrome book or laptop, computer privileges can be revoked.

No Warranties. The school makes no warranties of any kind, express or implied, relating to access to, or use of, school technology or data. Further, the School assumes no responsibility for the quality, availability, accuracy, nature, or reliability of the service and/or information provided. Use of such technology is at student's own risk. Each user is responsible for verifying the integrity and authenticity of all information obtained through use of technology. The school is not liable for any claims, losses, damages, suits, expenses, or costs of any kind incurred, directly or indirectly, by any user or their parents from the use of school technology.

Limits on Filtering Technology. No Internet filtering/blocking software is 100 percent effective. The school is not responsible for failure of such software to block or prevent access to all potentially objectionable content.

Limits on Security Controls. No security controls are 100 percent effective to eliminate all threats. The school is not responsible for failure of any reasonable security controls to preserve the confidentiality, integrity, and availability of technology or data.

Prohibited Uses. The following uses are specifically prohibited.

- Any use that violates any School Policy, including the Code of Conduct.
- Any use that violates applicable law.
- Posting any material that may result in disruption of normal school operations.
- Cyberbullying and/or harassing other Users.
- Hard Resetting your Chromebook called "Power Washing."
- Accessing, uploading, downloading, creating, or distributing pornographic, obscene, or sexually explicit material.
- Copyright infringement.
- Gambling.
- Vandalizing the account or Data of another User.
- Accessing another User's account or confidential records without permission.
- Attempting to read, delete, copy, or modify the electronic mail of other system Users and deliberately interfering with the ability of other system Users to send and/or receive email.
- Using another person's account name, with or without permission.



- Revealing the personal address, telephone number, or other personally identifying information of a student unless written permission has been given by a parent.
- Using any methods or means to bypass the School's Internet filtering system, including, but not limited to, use of a Virtual Private Network (VPN).
- Intentionally or knowingly disrupting or damaging School technology or data, including creating, installing, sharing, or distributing a computer virus or similar damaging code, application, or program.
- Using School technology for personal financial gain.
- Downloading, installing, or using software without permission.
- Email broadcasting or spamming.
- Using School technology to send anonymous messages or files.
- Using a false/fictitious identity in any electronic communication.

Personal Devices

Personal devices owned by users cannot be used to connect to the school's network, including wireless internet access points maintained by the school. The school is not liable for any damages, expenses, or costs associated with the use of a personal device or in the event such a Personal Device is lost, damaged, or stolen.

Internet Safety

It is the policy of the school to comply with the Children's Internet Protection Act of 2001 and the Protecting Children in the 21st Century Act of 2008 (collectively, the "Internet Safety Laws") and as such will make reasonable effort to:

- Block or filter access to certain material, including obscene pictures, child pornography and other material harmful to minors.
- Monitor online activities of minors.
- Educate minors concerning appropriate online behavior.

Digital Citizenship

To ensure adequate education of internet safety practices, students will complete a Digital Citizenship module. This course will include lessons on:

- Online safety (including protecting personal information, cyberbullying, online scams, and how to respond to threats).
- Respectful communication
- Responsible Use (including copyright laws, avoiding plagiarism)
- Digital Footprint
- Media literacy



Netiquette on The Internet

All users of The Mill School educational platforms and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). These rules of behavior include the following:

- Respectful communication.
- Appropriate language. Swears, vulgarities, or any other inappropriate language will not be tolerated and may lead to a loss of internet privileges.
- Keep personal contact information and phone numbers of self and others private.
- Cite all quotes, references, and sources. Copyright applies to electronic information.

The school does not guarantee that technological measures will prevent minors from accessing inappropriate content. Parents are expected to supervise and monitor students' use of the Internet if children are using School technology outside of school.

Social Media

The school has social media guidelines that specifically govern the use of social media relating to school activities. This includes using social media, such as Facebook, Twitter, Instagram, among others, responsibly.

If a student posts something on a technology device outside of school hours that creates a "substantial disruption" to the school environment, the student will complete a Restorative Justice process that may include taking responsibility, making repair, and completing an educational module to understand the harm that was caused.

Speech is a substantial disruption when it encourages violations of school rules, illegal activities, or it risks causing a big interference with the education of other students. This includes "cyberbullying" outside of school. Cyberbullying is creating false profiles, impersonating other students, or creating fake pages in order to bully someone. It also includes social media content that is harmful to others because of protected characteristics, such as sex, race, sexual orientation, and/or gender identity.

Data Storage

The school uses a variety of approved solutions for storing data. Some data may be stored on servers located at the school, while other data may be stored by third party vendors (for example, remote cloud storage).



Security Incidents

If a User identifies a security problem involving school technology or data, the User must notify the School Director or other responsible school official immediately. Under no circumstances should the User demonstrate the security issue to another User or encourage any other User to exploit or replicate the security problem.

Violations

Violations of the Acceptable Use Policy shall be reported to the School Director, who shall take appropriate action in accordance with authorized disciplinary procedures set forth in the school's policies. At a minimum, the students' access to any technology will be limited to a period of time designated by the School Director and will require participation in a restorative justice action.

Penalties for students may include, but are not limited to, the restriction or revocation of computer access privileges, suspension, and other discipline consistent with the Code of Conduct. In addition, the school may pursue legal options for damage. Violations that appear to be criminal in nature will be reported to the appropriate law enforcement authorities as required.

Image and Contact Information Opt-In/Opt-Out Designation

Throughout the school year, the school will take pictures or video and release personal information about students for promotion. Examples might include but are not limited to:

- A special event or program at the school might be covered by a newspaper or television station, resulting in student interviews and pictures.
- Students who have achieved a great accomplishment might have their names and photos published in a local newspaper, or a school newsletter.
- Student training videos may be made and presented to staff and other interested parties.
- The school or school might post pictures of school activities on webpages and social media.

If a parent or guardian does not want their child's image or information shared for this purpose, please contact the School Director and complete the Mill School Image/Contact Form





Appendices - Forms



Student Parent Handbook Acknowledgement

The policies stated in this handbook are intended to be guidelines to give students and parents an indication of how most school situations are normally addressed.

I have read the policies and programs outlined in this Student Parent Handbook. I understand its content and have had an opportunity to ask questions about its content, if I have had any.

I understand that the school's policies and procedures may be updated from time to time as required.

Acknowledged and agreed:

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

School Staff Witness Signature: _____ Date: _____





Chromebook Use Student Agreement

I have read and understand the Mill School's Chromebook use guidelines and I agree to abide by the terms and conditions. I also have read and agree to abide by the school's policies and procedures for using Chromebooks during the school day.

Student Name (please print): _____

Student Signature: _____

Date: _____





Community Outings General Permission

The Mill School believes in creating a learning environment that fosters creativity and interaction with the community and environment. Part of this experience includes leaving the school campus to participate in off-site activities, which may include physically challenging activities as well as social engagement.

The school will inform parents prior to any field trip or off-site activity which parents may opt their child out of participation.

By signing this permission, you:

- Grant permission for your child to participate in all off-site activities
- Have the right to decline participation in specific activities by writing to the School Director prior to the event
- Acknowledge that certain field trips or off-site activities may present inherent risks with participation, and you agree to hold the school harmless should your child injure or otherwise harm themselves when participating in the activity.

Acknowledged and agreed:

School Year: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____





Mill School Image/Contact Information

Throughout the school year, the school will take pictures or video and release personal information about students for promotion. Examples might include but are not limited to:

- A special event or program at the school might be covered by a newspaper or television station, resulting in student interviews and pictures.
- Students who have achieved a great accomplishment might have their names and photos published in a local newspaper, or a school newsletter.
- Student training videos may be made and presented to staff and other interested parties.
- The school or school might post pictures of school activities on webpages and social media.

I agree and grant permission for my child's image or information to be shared for this purpose:

Print Name of Parent/Guardian:

_____ Parent/Guardian Signature:

_____ Date:

Student's Name: _____

I do not agree, and do not grant permission for my child's image or information to be shared for this purpose:

Print Name of Parent/Guardian:

_____ Parent/Guardian Signature:

_____ Date:



Student's Name: _____



Mill School Student Driving Agreement

Driving to school is a privilege. In return for exercising this privilege I agree to the following:

1. I will not drive under the influence of any mind-altering substances.
2. I understand that the Mill School staff will make the determination that I am under the influence of some substance and that I will accept this determination and follow the plan that they make in response.
3. I will only drive vehicles with up-to-date inspection and registration.
4. During the school day, I will only go to my vehicle after receiving staff permission or making a plan with school staff.
5. I will be responsible for maintaining and fueling my car.
6. I will not ask for or expect the school to provide me with gas cards.
7. I will not drive with any other students in my car.
8. I will maintain attendance at school and in class when in school.
9. I will drive safely when on school grounds. I will not engage in reckless driving.

If I do not follow these requirements, I understand that my driving privileges will be revoked, and I will be unable to bring my vehicle to school. My driving privileges will only be returned after I am able to make and follow a plan with staff.

In agreement:

Student Name (print name)

Date



Student Signature

Date

Mill School Staff Signature

Date



Common Illness / Medication Form / Allergies

The Mill School has a variety of common over-the-counter medications available. Please indicate below how you would like us to proceed if your child presents with one of the following common illnesses. Please also use this form to make us aware of your child's allergies.

(Check all that apply)

For:	Give my child:				Do Nothing
Headache	Tylenol <input type="checkbox"/>	Advil <input type="checkbox"/>	Excedrin <input type="checkbox"/>		N/A <input type="checkbox"/>
Stomach	Tums <input type="checkbox"/>	Lactaid <input type="checkbox"/>	Imodium <input type="checkbox"/>	Gas X <input type="checkbox"/>	N/A <input type="checkbox"/>
Cold / Cough	Dayquil <input type="checkbox"/>	Cough Drops <input type="checkbox"/>	Tylenol <input type="checkbox"/>	Advil <input type="checkbox"/>	N/A <input type="checkbox"/>
Allergies	Claritin <input type="checkbox"/>				N/A <input type="checkbox"/>
Cramps	Midol <input type="checkbox"/>	Advil <input type="checkbox"/>			N/A <input type="checkbox"/>

ALLERGIES: (List all allergies including Medication, Food, and Environmental)

School Year: _____ Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

