

# **GREEN MOUNTAIN TECHNOLOGY and CAREER CENTER**

**2009 - 2010**

**A Handbook for Students,  
Parents/Guardians,  
and Staff**

Green Mountain Technology and Career Center  
738 Route 15 West  
Hyde Park, Vermont 05655  
Tele (802) 888- 4447  
Fax (802) 888-7838  
[www.gmtcc.info](http://www.gmtcc.info)



**Our mission is to promote the mastery of the academic, technical, and employability skills needed for each secondary or adult student to be successful in the global workforce and/or to continue professional learning.**

# STUDENT/PARENT HANDBOOK

## Table of Contents

Articles Prohibited.....	12
Adult Day Programs .....	15
Age of Majority.....	12
Attendance Policy .....	9
Books .....	14
Bullying.....	29
Closed Campus .....	12
Calendar.....	5
Career and Technical Students Organization .....	16
Cell Phones.....	12
Cooperative Education Opportunities.....	14
Daily Schedule .....	4
Directory.....	6
Dismissals during school day .....	12
Discipline System.....	7
Dress .....	13
Driving .....	13
Enrolling for a 2nd year .....	17
Free and Reduced Lunch procedures .....	13
Goals and Expectations.....	3
Grading System .....	10
Important Information.....	12
Leaving Class or Campus .....	13
Make-up work .....	9
Medications Policy .....	30
Mission Statement.....	3
National Technical Honor Society .....	16
Non-Discrimination Statement.....	2
Personal Computer, Computer Network, Internet Access-Terms & Conditions.....	31
Policy-Harassment .....	18
Policy-Weapons .....	27
Public Display of Affection.....	13
Release of Directory Information .....	2
Safety .....	11
Schedule of Day.....	4
School Calendar Information .....	5
School Cancellations.....	13
School/Class Tardy .....	9
Searches.....	32
Senior Privileges .....	13
Smoking .....	22
Staff Directory .....	8
Statement of Philosophy .....	3
Student Behavior .....	7
Substance Abuse Policy & Procedures .....	22
Suspension .....	13
Telephones .....	12
Transportation.....	14
Visitors.....	14

## **Release of Directory Information**

The GMTCC has the right to disclose certain Directory Information on students without the prior consent of the parent or the eligible student. In addition, no records of any disclosure is required. The GMTCC Directory Information may vary from the Directory Information published in area sending schools. The following types of personally identifiable information has been designated as Directory Information at the GMTCC and can be disclosed:

- Student's name, address, date of birth, enrollment dates
- Parent or legal guardian's name and address
- Student's grade and program classification
- Student's participation in recognized school activities
- Student's diplomas, certificates, awards, and honors received
- Student's photograph and voice as it may appear in GMTCC advertising, GMTCC web page, and other student's work.

If parents or eligible students wish to have this information exempted from disclosure, you must file a written request with the Green Mountain Technology and Career Center Director annually, indicating which items you wish to have exempt. The written request should be received before September 11, 2009 if you do not want any disclosure. Written requests received after that date will only affect any disclosures that might occur after the date of receipt.

The Family Educational Rights and Privacy Act (FERPA) allows school officials and school employees with a legitimate educational interest and who are involved in the evaluation of federal or state programs, to have access to student assessment information. The FERPA Office defines legitimate educational interest as, "could not carry out their duties without the information". School boards are able to carry out their duties by having access to student information in disaggregated groups and individual specific student identifiable information is not necessary. Information disaggregated by group will be discussed in executive session so that confidentiality is in place for the discussion if the group size is smaller than 10. This is consistent with State reporting practices.

## **Non-Discrimination Policy**

**In accordance with Titles VI and VII of the Civil Rights Act of 1964, Title 1F of the Higher Education Act of 1972, Section 504 and the Americans with Disabilities Act, the Green Mountain Technology and Career Center does not discriminate on the basis of race, creed, national origin, gender, age, handicapping condition and/or disability, or sexual orientation in admission to, access to, treatment in, or employment in its programs and activities.**

**E.O.E**

## **GMTCC MISSION**

Our mission is to promote the mastery of the academic, technical, and employability skills needed for each secondary or adult student to be successful in the global workforce and/or to continue professional learning.

## **GMTCC PHILOSOPHY**

The Green Mountain Technology and Career Center is a community learning center committed to preparing high school students and adults for our changing technical world. The Center seeks to produce well-rounded individuals who are good communicators, effective collaborators, and assets to the business, industrial, professional, or technical career fields they choose to enter.

### **Goals and Expectations To Help All Students Achieve**

#### **Parents Will . . .**

- show an interest in their child's abilities.
- attend school orientations, open houses, and parent-teacher meetings.
- monitor the completion of homework assignments and the viewing of television.
- provide an area in the home where studying can occur without distractions.
- monitor student work and extra-curricular activities in order to provide the student with adequate rest and preparation time.
- take an active role in communicating with personnel at the school.
- be familiar with school and class expectations for success.
- foster an interest in extracurricular activities that enhance the student course of study.
- support regular school attendance and promptness.

#### **Students Will . . .**

- attend regularly and be on time.
- come to school prepared physically and mentally to learn.
- strive to do their best.
- respect all students and teachers.
- follow program, academic course, and Center rules.
- take responsibility for their actions in and out of classes.
- have confidence in what they do.
- maintain a balance between activities, academics, social life, and work.

#### **Teachers Will . . .**

- promote the mastery of technical, employability, and academic skills.
- provide a safe learning environment.
- maintain high standards and expectations.
- assign meaningful and productive homework.
- challenge students according to their ability.
- encourage positive parental and community involvement.
- help students become organized and responsible.
- assess students in a variety of ways.
- communicate student achievement on a regular basis.
- treat all students and adults with respect and dignity.
- take an active role in communicating with parents.

## DAILY SCHEDULE

7:30 a.m.	- Building opens for students.
8:00 a.m.	- All staff present and on duty
8:00–8:14 a.m.	- Attendance information and other student business with the GMTCC office.
8:15 a.m.	- Promptly -- All Technical Center classes begin.
10:00 – 10:10 a.m.	- Break time
11:52–12:16 p.m.	- Lunch
12:20 p.m.	- All Technical Center classes resume.
1:28 p.m.	- Regular Technical Classes conclude for the day and buses depart.
1:35–3:15 p.m.	- Supplemental, make-up instruction.
3:30 p.m.	- Staff day ends.

# GMTCC

2009 – 2010

## CALENDAR

August 17-18	Teacher Days
August 24, 25, 26	Teacher Work Days
August 31	First Day at GMTCC
September 1	Picture Day
September 4	No School
September 7	Labor Day – No School
September 25	Progress Reports Close Quarter 1
October 1-23	NECAP Test Window
October 2	Progress Reports Issued
October 15	Open House
October 22,23	No School
October 30	First Quarter Ends
November 6	Report Cards Out
November 23-27	Thanksgiving Recess – No School
December 4	Progress Reports Close Quarter 2
December 11	Progress Reports Issued
December 24 - January 1	Christmas Holiday Recess – No School
January 18	Professional staff work day – No School
January 22	Second Quarter Ends
January 25	Second Semester Begins
January 29	Report Cards Out
February 22 – March 1	Winter Recess
March 2	Town Meeting Day No school
March 5	Progress reports Close Quarter 3
March 12	Progress reports Issued
March 26	Teacher Work Day
April 2	Third Quarter Ends
April 9	Report Cards Out
April 19–23	Spring Recess – No School
May 5-21	NECAP Science Test Window
May 14	Progress Reports Close 4 <sup>th</sup> Quarter
May 21	Progress Reports Issued
May 31	Memorial Day – No School
June 14 (tentative)	Last day of school
June 19 (tentative)	GMTCC Commencement
June 20	Teacher Work Day (tentative)

# Center Directory

802 - 888 – 4447

## Programs and Instructors

Automotive Technology	Todd Bedard	851-1581
Business Administration	Lisa Durocher	851-1590
Computer Networking Technology	Ted Weed	851-1596
Construction Technology	Greg Stokes	851-1585
Culinary Arts	Douglas Becker	851-1579
Electrical Technology	Dennis Downer	851-1560
Forestry & Land Management Tech.*	Marc Luneau	851-1520
Health & Human Services	Ruth-Ann Eaton	851-1589
Heating, Ventilation, & Air Conditioning	Mark Wright	851-1586
Marketing & Tourism	Joanne Wells	851-1580
Multimedia & Design	Barbara Flack	851-1577
Pre-Technology	Logan St. Peter	851-1578
Pre-technology	Brian Schwartz	851-1578
Small Engines & Welding	Charles Hess, Jr.	851-1583
Academic Services	Martha A. Coleman	851-1587
	Eric Hutchens	851-1588
	Will Widen	851-1207
Support Services	Ray Holland	851-1591

## Administration and Support

Joe Teegarden	Director	851-1572
Phil Lovely	Guidance Coordinator	851-1573
Jeffrey Limoge	Cooperative Coordinator	851-1575
Becky Cross	Adult Coordinator/Assistant Dir.	851-1574
Sharon Bugby	Administrative Assistant	851-1571
Raymonda Parchment	Registrar	851-1570

\*Satellite Program in Hardwick

All e-mail addresses can be found on the web at [www.gmtcc.info/directory.html](http://www.gmtcc.info/directory.html)

# Student Behavior and Discipline System

## STUDENT CONDUCT CODE

Every individual who enters the GMTCC needs to understand, abide by, and believe in the Student Conduct Code regardless of age or student standing.

The Code states, *“As a student attending GMTCC, I understand my educational opportunity and my responsibility to be a positive, courteous, safe, cooperative, and active learner. I agree to conduct myself throughout my Technology Career experience in such a way that will display a receptive attitude toward effective learning for myself and those around me.”*

## BEHAVIOR & DISCIPLINARY RESPONSE GUIDELINES

The following are guidelines to encourage appropriate behavior from all students. The Administration reserves the right to exercise discretionary authority in the implementation of disciplinary measures when circumstances warrant such action. The GMTCC administration will accord students due process procedures. A student and parent may appeal a disciplinary decision to the Director and then to the Superintendent of the Lamoille North Supervisory Union, 95 Cricket Hill Road, Hyde Park, Vermont 05655. Each appeal must be within five school days.

Behaviors that are contrary to the Student Code of Conduct, have been categorized by level to help students understand what are inappropriate behaviors and the associated consequences for inappropriate behaviors. Each level is progressive in seriousness and consequences have been grouped accordingly..

### Level 1: Student behaviors:

- Tardy to school or class
- Excessive horse play
- Minor disruptions in class
- Unwillingness to engage in school
- Loitering in bathrooms, hallways, outside building
- Inappropriate language (Inadvertent inappropriate language)
- Inappropriate clothing for program or school
- Simple disrespect ( superficial name-calling, etc.)
- Unauthorized use of electronic devices.

CONSEQUENCES: Level I(See below)

### Level 2: Student behaviors:

- Chronic (same offense twice or three accumulated offenses) infractions of Level 1
- Speeding while driving; spinning tires
- Inappropriate language (blatant)
- Excessive pushing and shoving.
- Verbal abuse.
- Non-compliance with Co-op procedures
- Loitering in parking lot or high school before/after school
- Leaving program area without permission
- Inappropriate Internet use (see policy on page 34)

CONSEQUENCES: Initiation of Administrative Disciplinary Process (See below) and/or Level II.

### Level 3: Student behaviors:

- Chronic infractions of level 1 or 2 (2 or more infractions)
- Unsafe in program or on campus.
- Leaving campus without permission

- Fighting (Hitting, punching, kicking)
- Theft
- Insubordinate to an adult.
- Refusal to cooperate in program
- Refusal to identify oneself to school adult.
- Threatening language or behavior.
- Hazing (See policy on page 23)
- Harrassment(See policy on page 32)
- Bullying (See policy on page 33)
- Drug/Alcohol/Tobacco possession, use, or distribution (See policy on page 26)
- Weapons possession or use (See policy on page 32)

CONSEQUENCES: Initiation of Administrative Process (See below) and/or Action for Level III.

## **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

These actions are meant to be progressive, but are not limited, based on individual behavior, to any order. Severity of discipline given will be matched to the seriousness behavior demonstrated by the student. However, if deemed necessary a student may be withdrawn from the Center and returned to his/her sending high school.

### **Action for Level I:**

1. Conference with student and possibly:
  - a. Telephone parent, detail offense, support, and warning.
  - b. Letter or written form to student, copy to parent.
  - c. School community service/ loss of school privileges.
  - d. In-School and After-School Detention.
  - e. Overnight suspension, return conference required (minors must bring a parent) before student may return to program.

### **Action for Level II:**

1. Conference with student and possibly:
  - a. ADP (see below) Student contract and conference – with parents/guardian of minor.
  - b. Loss of driving privileges for 1-4 weeks.
  - c. 1 – 5 days in or out of school suspension.

### **Action for Level III: (Possible actions)**

1. ADP and/or
  - a. Permanent loss of driving privileges.
  - b. Up to ten days out of school suspension.
  - c. Removal from program and reassignment to home high school.
  - d. Expulsion or long term out of school suspension.
  - e. Law enforcement action.

## **Administrative Disciplinary Process Leading to Student Reassignment**

Every student voluntarily enrolls in a program and is expected to participate in all facets of the program and abide by the Student Conduct Code. Any student that demonstrates unwillingness to abide by the Student Conduct Code and behavior standards will be subject to corrective review in the following manner:

1. First Incident – Student will meet with the program instructor and/or the Director to review the infraction. A written disciplinary warning will be issued to the student and the parent/guardian will be informed.
2. Second Incident – Student will meet with the Director and a probationary status notification will be issued based on the circumstances and could result in termination from the program.

A written disciplinary warning will be issued to the student and the parent/guardian will be informed. Student contract could be issued.

3. Third Incident – Student will meet with program instructor, guidance coordinator, sending school guidance counselor, SPED case manager where applicable, parents/guardians and the Center Director. The Director will determine if the student may continue at the Center. If the student is allowed to return, a contract will be issued.

## ATTENDANCE

Attendance is the number one concern of employers. The Center considers attendance extremely important to your success. The office will issue a gold slip for authenticated absences identified as “AE” or “FT” below. Absences that are unplanned and are not called in the day of the absence will be considered unexcused. Report absences with Raye Parchment, Registrar at 851-1570

### ABSENCES WILL BE CLASSIFIED AS FOLLOWS:

#### Excused Absences (AE or FT)

Illness, appointment, verified by a doctor, dentist, lawyer, court officer or other professional. Verifiable family emergency and religious observance. Parents/guardians may verify 3 days per semester. Conflicting school activities and bus malfunctions are coded as FT and are excused. Absence due to student driving issues are not considered excused. Any exceptions will be made by the Director or his/her designee.

Unexcused Absences (AU) - All unauthenticated absences are unexcused. Absences that are not called in the day of the absence are unexcused. Report absences with Raye Parchment, Registrar at 851-1570

### GRADE REDUCTION DUE TO ABSENCES

- **Unexcused (AU)** - Three (3) points will be deducted from the marking period grade for each unexcused absence. Any student who acquires 3 unexcused absences in a marking period will be referred to the Director. Five unexcused absences per semester may result in an assignment of a grade of “F” and will result in a student conference and or contract.
- **Excused (AE)** - A student may have 3 excused absences per marking period without penalty. Absences above 6 will be referred to the Director. Written notification from a parent/guardian may be used for verification for up to a maximum of 3 days per semester or 6 days per year.
- **Excused (FT)** - No grade reduction or perfect attendance penalty.
- **Suspension (S)** - A suspension is classified as a (UA) with make-up work allowed. 1 point will be deducted, per day of suspension, from the marking period.
- **Special Notes** - Students must take gold slips to program teachers and companion course teachers. *The classification of an absence cannot be changed after three school days. Students are expected to attend GMTCC when in session, even if their sending school is closed.*

### STUDENTS 18 AND OLDER

Parent/Guardian permission is required for early dismissal unless the student is 18 and has a valid Age of Majority form on file in the office. In the event of a sending school function, a written document or confirmation from the school must be available.

### MAKE-UP WORK

It is the responsibility of the student to make up work missed during absences. In most cases, make-up work should be satisfactorily completed before the close of each quarter. When a student satisfactorily makes up work in a timely fashion, he or she may apply to the teacher for credit to offset unexcused absences.

### ATTENDANCE PROCEDURE APPEALS

All appeals regarding attendance rulings must be made in writing to the Director or designee within 5 school days of the end of the marking period.

## TARDINESS & EARLY DISMISSALS

### **(Tardy is defined as a partial absence)**

Three tardies and/or early dismissals constitute one (1) absence and will be labeled per absence policy. Any student who is tardy must get a gold slip from the GMTCC Office before entering the Technical Program. (Early Bird English students go straight to class, if they arrive after 7:30 a.m. and before 8:20 a.m.) Students who arrive after 10:15 a.m. or leave before 10:15 a.m. are considered absent.

Passes ("gold slip") for early release should be obtained before 8:15 a.m. from the GMTCC Office.

No teacher will approve an early dismissal without a gold slip from the GMTCC Office.

## Grade Reporting and Grading System

### **GMTCC Progress Reports and Report Cards:**

Progress Reports are a general assessment of the student's performance in the technical program and GMTCC academic courses. Progress Reports are given or mailed to the student's home and sent to the Guidance Office at the student's home high school approximately five weeks into the first quarter of each semester.

NOTE: A Progress Report and/or letter may be mailed out at other times when a student's achievement level warrants attention. A meeting with the program/course instructor and a GMTCC administrator may be requested.

Report Cards are issued quarterly. Students and home schools will receive report cards approximately one week after the end of each marking period.

The grading system is as follows:

A+	97-100		B+	87-89		C+	77-79
A	93-96	B	83-86	C	73-76		
A	90-92	B-	80-82	C-	69-72	F	0-68

INC Incomplete work/grade pending – must be completed within 2 school weeks after end of marking period or reverts to an "F" unless there is a written agreement with the home school.

W/P Withdrawn Passing

W/F Withdrawn Failing

### **EXAM SCHEDULE**

Exam schedules are generally coordinated between the member schools. If there is a conflict with an exam schedule, please talk to the Guidance Coordinator for resolution prior to the exam day. Students will take both practical and written exams each semester for their occupational programs and generally have final projects and written exams in their GMTCC academic courses.

### **CREDIT & EMBEDDED CREDIT**

Credit for Technical Programs - Each Technical Program awards six credits per year (or three credits for a semester). Within each program's curriculum is sufficient content based on Vermont's Framework of Standards to award credit toward certain Vermont State graduation requirements upon a student's successful completion of that program's competencies. This credit is generally in Mathematics or Science.

When the credit is assigned, for example, in Construction Technology, the successful year program completer would receive five credits in Construction Technology, and one full credit in Mathematics. The Report Card would read:

Construction Technology	93 (A)	5 credits
Embedded Technical Math	93 (A)	1 credit
Total		6 credits

Credits may be given for part-time technical program participation for individual situations.

Credit for Academic Courses - Each academic course awards ½ credit per course per semester unless stated otherwise in the GMTCC Course of Study. All academic courses are independent one semester courses.

## **SAFETY**

It is the intent of the GMTCC to provide every student with a safe environment. In order for this to take place, full cooperation with a positive attitude, a strong sense of responsibility, and a commitment to awareness is a must for everyone.

Many of the technical programs involve the use of potentially dangerous equipment. Therefore, mature attitudes and proper procedures for operation will be taught to all persons participating in these technical programs.

APPLYING GOOD SAFETY PRACTICES EVERY DAY, IS A CONDITION REQUIRED OF ALL STUDENTS IN ORDER TO MAINTAIN CONTINUED ENROLLMENT IN ANY TECHNICAL- CAREER PROGRAM.

Any student, who is determined to be unsafe to her/himself or to others, will be removed from her or his technical program.

### **GENERAL SAFETY RULES**

1. REMEMBER! WHAT YOU DO MAY VERY WELL AFFECT THE WELL BEING OF YOURSELF AND OTHERS !!
2. When you attend your technical program, make sure your clothing is appropriate for safe participation in that program.
3. Rings, watches, necklaces, and loose or torn clothing are all potentially dangerous and should not be worn where restricted. Check with your instructor.
4. Labs are not playgrounds. Activities such as running, shoving, and horse playing are STRICTLY PROHIBITED in all labs.
5. Students enrolled for the first time in any program where safety glasses are needed will be provided a pair of industrial-rated safety glasses. Students are required to use them at appropriate times. NOTE: If you lose them or destroy them, you must replace them. Industrial-rated safety glasses are on sale in administrative office.
6. You should never attempt to operate any machine or piece of equipment unless you have been properly instructed.
7. NO STUDENT is to operate power machinery, equipment, or work in shops unsupervised.
8. Hearing protection should be worn when students are subject to loud noise.
9. All machines and/or equipment must be operated with all guard covers and safety guards in place.
10. Poor safety habits can endanger your life. BE SENSIBLE AND BE SAFE!!

SPECIFIC PROGRAM SAFETY ISSUES WILL BE ADDRESSED BY YOUR INSTRUCTOR

## Important Information

**ACCIDENTS** - Every accident in the school building, on the school grounds, or at any event sponsored by the Center should be reported immediately to the person in charge who in turn will report the accident to the GMTCC Office and complete an accident report form.

### Age of Majority

Act No. 90 of 1971 (State of Vermont) provides that "persons of the age of 18 years shall be considered of age, and until they attain that age, shall be considered minors. Whenever referred to in the laws of the state, a person who is an adult or who has reached majority shall be a person of 18 years of age or more.

- A. All students who have reached the age of majority shall be considered students in the same manner as those under the age of 19 in that:
  - 1. The entire curriculum shall be available to them without special restrictions.
  - 2. They shall be governed by all regulations formulated for students.
  - 3. They shall have equal opportunities to participate in extra-curricular and other student activities, as was the case prior to the enactment of this law.
- B. A student at the age of 18 has legal control of her/himself, therefore policies and regulations which refer to parent or guardian now, in a legal sense, refer to the student her/himself. Unless we are instructed otherwise by the individual student who has reached the age of majority, we will continue to keep the parent or guardian informed as is the case with all other students.
- C. A student attending District #18 who reaches the age of majority may be required to complete either a certificate of residence (Title 16, paragraph 1075, VSA) or provide evidence of having registered with the town clerk as a resident as a condition of enrollment (see addendum and Title 16, paragraph 1075, VSA)
- D. Students 18 years of age or older are under the same rules and regulations as any other student. However, they may complete a written request to terminate communication with their parents or guardians.

**ARTICLES PROHIBITED** - Articles which are hazardous, interrupt school procedures in some way, or disrupt the learning process are prohibited in school. All illegal substances, explosives, weapons and unauthorized knives (certain knives can be used as tools) are strictly forbidden on school property. Severe disciplinary action will be taken, if students possess, or bring these articles to the school campus or event. Also, mp3, CD, DVD, or radio players may not be used in the hallways or cafeteria. With instructor permission, they may be used in the program areas. Students who bring these devices to school, do so at their risk.

**CELL PHONES / TELEPHONES** – Cell phones and pagers may not be accessed or used during the school day. Exceptions may be made as deemed necessary by the administration. Telephones exist within the classrooms and offices and students, with the instructor permission, may use them. Emergency calls may take place through the office. The emergency calls to students will be determined and transferred to the classroom, if it is appropriate. Students wishing to make personal calls may do so at the break, during lunch, during class with their Instructor's permission, or after school.

**CLOSED CAMPUS** The Technical Center is a closed campus. This means that once you arrive on the school grounds you must immediately enter the building. You may not leave the campus during the school day, including the lunch period, without appropriate authorization from the Director. **Violators will serve in-school suspension. Drivers will lose campus parking privileges**

**COMPLAINTS AND GRIEVANCES** - Any student, parent, or guardian having a complaint or grievance concerning a school issue should discuss the issue with school personnel, observing proper school channels. The first step is to discuss the issue with the program instructor involved. If the issue is not resolved by talking with the instructor directly, contact the GMTCC Guidance Coordinator or the GMTCC Director.

**DRESS** – Professional dress for Tech Center students must include clothing that is acceptable in the working environment for professionalism and safety. Individual dress should not distract others from the learning process. Any clothing that displays, or refers to, alcohol, illegal drugs, tobacco, sexual matters, or vulgarity will not be permitted. All tops, men and women, must have sleeves and completely cover the torso. Low cut tops (more than four fingers below the collar bone) are not appropriate.

**DRIVING/PARKING LOT/CARS** -- Any student wanting to operate a motor vehicle on school grounds must have a valid license and registration. The driving privilege will be revoked for dangerous driving or use of the vehicle for unauthorized or illegal acts. The legal speed limit on the school grounds is 10 miles per hour. Failure to yield the right-of-way to exiting school buses will result in loss of driving privileges.

No students are allowed in the parking lot or in parked cars between arrival and 1:28 p.m without instructor permission. All automobiles should be kept locked at all times.

Special permission may be granted to a student to go to an automobile during school hours. Students with work privileges should leave the school grounds immediately upon dismissal.

**EMERGENCY SCHOOL CANCELLATIONS** - In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. Emergency school closing will be announced over radio stations **WDEV-FM 102 FM and WDEV-AM 550 AM, WEZF 92.9 FM, Triple X 95.3 FM, WLVB 94 FM, WVMT 620 AM, WNCN 104.7 FM, WIZN 106.7 FM, WWSR-AM 1420 AM, and WWSR 102.3 FM.** Reports in the morning will be made between 6:30 a.m. and 7:15 a.m. If no report is heard, school will be in session. PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION SINCE TELEPHONE LINES MUST BE KEPT OPEN.

**FIELD TRIPS** – Structured study trips enhance the classroom learning. In order to participate, the student must return a completed parent permission form before the deadline set by the instructor and complete all other requirements set by that teacher. All rules and standards of conduct of the school apply to field trips. Attendance at sending-school functions is considered a field trip.

**FINES AND CHARGES** - All fines and charges which students accumulate are payable in the GMTCC Office. Library fines, up until the last week of school, should be paid to the Librarian. Students are encouraged to pay any such charges promptly as awarding of Certificates of Completion will be withheld until all school debts are settled.

**FREE AND REDUCED BREAKFAST/LUNCH PROCEDURES** – All eligible students must submit new forms each school year. Students can pick up forms in the Director's office.

**LEAVING CLASS OR CAMPUS** - Students are permitted in the halls during class periods only if they have permission from a staff member. If students leave the school grounds at any time during the school day, they must have a pass from the GMTCC Office or pre-arranged permission from the GMTCC Office. This includes going to the Lamoille Union High School. If students leave the school building, because of illness or any other emergency, they must be signed out at the GMTCC Office.

**PUBLIC DISPLAY OF AFFECTION** – Excessive displays of affection are not appropriate and will be addressed.

**SENIOR PRIVILEGES** – GMTCC does not have senior privileges and does not recognize sending school senior privileges.

**SUSPENSION** -- In-school or out-of-school suspension may be assigned for a period of one (1) to ten (10) school days. Parents will be notified of suspensions, as will sending school authorities. If a student is suspended from his/her home school, the student is reciprocally suspended at GMTCC. If a student is suspended from the Center, she/he is reciprocally suspended from the home school. Suspension may be either in-school or out-of-school at the discretion of the Director. Any suspension is classified at GMTCC as an (UA) with make-up work allowed. However, there will be a one (1) point deduction from a student's quarterly grade for each day of suspension. There may be an additional grade point deduction, if missed work is not made up.

---

**TEXTBOOKS** - The school furnishes books to all students. Reasonable wear is expected, as a result of daily use, but damage to textbooks WILL RESULT IN FINES.

Lost textbooks must be paid for and replaced immediately. The fines for these must be paid to the office at the time of damage or loss:

- 1) Lost, destroyed or rendered useless - Full replacement cost.
- 2) Repairable binding or cover - \$10.00.
- 3) Unusual wear or damage - To be determined by the instructor.

**TRANSPORTATION & DRIVING PERMITS** -- Each sending school provides transportation for students and from the Center. Students may drive themselves to and from the Center with 1) the prior signed approval from parents, and 2) the Tech Center Director or designee. The necessary form may be secured in the GMTCC Office. Students driving must register their vehicle with the GMTCC Office and receive, and display, a valid parking tag. For security and safety of all students at the GMTCC, any parked vehicle on the grounds of the Center or the High School may be subject to search or removal.

Unauthorized vehicles driven to the Center may be towed from the school grounds at the expense of the owner. The student will receive disciplinary action.

**VALUABLES** - STUDENTS ARE CAUTIONED NOT TO BRING LARGE AMOUNTS OF MONEY OR VALUABLES TO SCHOOL. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

**VISITORS** -- Students wishing to bring a visitor to the Center must obtain prior approval from:

- 1) the GMTCC Guidance Coordinator,
- 2) their program instructor, and at least one day before such a visit.

*ALL VISITORS must check in at the GMTCC Office upon arrival. All arrivals will be given a Visitor's Badge to wear while on premises, when approved and signed in.*

---

## **WORKPLACE LEARNING EDUCATION: Cooperative Opportunities**

Workplace learning comes under the direction of the Co-op Coordinator at GMTCC. Workplace learning education can be shadowing experiences, unpaid co-ops and clinicals, and paid co-op training. In some cases these placements lead to apprenticeships. Students in the Workplace Learning Program are typically referred to as "Co-op Students."

Workplace Learning Education is an extension of the instruction given at the Technical Center. It is a structured program where students combine their technical studies with a job in a field which is typically related to their program and career objectives. The Co-op Coordinator and the participating employer develop written agreements and training plans for the student's instruction during the placement experiences.

Eligibility to participate in the Co-op Program is based upon technical skill, grades, demonstrated work ethic, behavior, and attendance patterns. Eligible students are placed with an area employer in supervised experiences. Many employers offer Co-op students full-time positions upon graduation from school.

### **Cooperative Student Admission**

1. All co-op experiences are set up through the GMTCC cooperative coordinator and are subject employment conditions.
2. Students seeking a cooperative experience must be enrolled in a program and have the approval of the program instructor and the co-op coordinator. Criteria includes:

- a. Attendance
  - b. Grades in academics and program.
  - c. Lab and field performance
  - d. Maturity level
  - e. General attitude and respectful behavior
  - f. Student ability to work independently
  - g. Student willingness to accept supervision and follow directions.
3. All cooperative experiences depend on an appropriate work site, a supervising mentor, adherence to applicable laws, an approved training agreement, an approved training plan, and periodic employer evaluations. Reliable student transportation is a must as GMTCC does not provide transportation.
  4. Co-op experiences and the connected credits cannot be guaranteed due to economic conditions and the employment conditions of cooperating employers. Credits gained in co-op experiences should never part of a student's plan to accumulate credits for high school graduation.
  5. If a co-op ends prematurely and a student is in good standing with the employer, another plan will be developed if possible. Otherwise, the student will likely need to be reassigned to his/her sending high school.
  6. Generally, no embedded credits are granted for students in the second year of the same program when a co-op experience is the basis for the program.
  7. Co-op experiences, alone, carry no embedded credits.

**Co-op experiences cannot conflict with academic classes.**

## **ADULT DAY PROGRAMS**

Adults with or without high school diplomas are encouraged to make an application 6-8 weeks before the start of a school semester. Time is needed for application processing and for arranging visits to meet our staff. The first person to meet is the Adult/Continuing Education Coordinator or Guidance Coordinator.

Adults are encouraged to fully participate in GMTCC's activities from class trips to student organizations. Career counseling and job exploration services are available as well as counseling for post-secondary options. GMTCC works closely with the Vermont Department of Employment and Training in Morrisville, Vermont to assist adults. Adults with diplomas may not take the place of a nondiploma student.

## **CAREER & TECHNICAL STUDENT ORGANIZATIONS**

All career and technical students should consider belonging to a career and technical student organization. Active student organizations provide excellent opportunities for leadership training and development. The plans, activities, and functions of each student organization are selected and carried out by the members and the elected officers under the guidance of a faculty advisor. The success of each activity depends upon the loyalty and work put forth by each of the members and leadership of the chosen officers. Students that participate are more heavily considered for scholarships and other awards.

**Guidelines for Meetings:**

- A. All meetings must be approved and supervised by one or more faculty advisors.
- B. Fund-raising activities must be approved in advance by the Director.
- C. Announcements should be prepared well in advance of the meeting or event.
- D. Activities must be scheduled by the advisor for inclusion on the school calendar by Monday afternoon of the previous week.

**Guidelines for Social Events:**

- A. The Director's signature is required for contracts.
- B. All arrangements must be completed two weeks in advance & paperwork turned in to the GMTCC Office.
- C. A minimum of 5 staff chaperones and 1 administrator are required for dances and for other events with a large number of students attending.
- D. Expenditure of class or club money must be voted by the class or club.
- E. A clean-up squad is required for all events.
- F. All functions end at 10:30 p.m. unless approved by the Director.
- G. Guests at dances will have to be approved in advance by the administration.
- H. All school rules apply for social events.

**A.C.T.S. (An Association of Career & Technical Students)**

ACTS is the GMTCC career and technical student organization that gives students the opportunity to offer positive input regarding the Center's climate and activities. Each technical program has representatives who are part of the Association of Career & Technical Students. *Mr. Joe Teegarden is the Advisor.*

**DECA (An Association of Marketing Students)**

This career and technical student organization is open to students enrolled in GMTCC's Management, Marketing, & Tourism Program. This group has activities with other state chapters to improve knowledge, skills, and attitudes of MM&T students. Trips to national conventions are available to members of this organization. *Ms. Joanne Wells is the Advisor.*

**FBLA (Future Business Leaders of America)**

This career and technical student organization is open to students enrolled in Business Administration. The group strives to enhance the business learning experience through participation in seminars and state and national competitions. *Ms. Lisa Durocher is the Advisor.*

**FFA**

FFA is a career and technical student organization providing opportunities for the Forestry Program to improve skills and compete with students from other state programs. Leadership and teamwork are stressed. *Mr. Marc Luneau is the Advisor.*

**National Vocational-Technical Honor Society**

GMTCC's NV-THS chapter is nationally affiliated and provides special benefits and group activities for students elected to the NV-THS. To be chosen for membership by Center staff, a student must have an 85% average in their technical program, 80% overall in their high school, achieve 96% attendance, and demonstrate leadership and service in their local/school community. *Unassigned advisor.*

**SkillsUSA**

SkillsUSA is the Center's largest career and technical student organization with representatives from eight of the GMTCC programs participating. Programs participating are: Automotive Technology, Business Administration, Culinary Arts, Design & Computer Technologies, Health & Human Services, Small Engines and Welding, and MultiMedia & Design. State and national competitions in several areas are available to qualified students who demonstrate technical excellence.

# ENROLLING FOR A SECOND YEAR AT GMTCC

All steps outlined in the First Year Student Admission criteria will apply, plus:

## 1. Different Program

Additional criteria includes:

- Recommendation by first year instructor.
- Graduation path verified by GMTCC Guidance Coordinator
- 95% attendance record in first year GMTCC program
- 80% or better grade average in first year GMTCC program
- 75% or better grade average in GMTCC academic classes
- Positive disciplinary record

## 2. Same Program

All steps outlined in the First Year Student Admission criteria will apply except for:

- IEP, 504, EST team meeting is not mandatory.
- Full day student program visit is not mandatory.

Additional criteria includes:

- Recommendation by current program instructor. Basis for recommendation will be:
  - Graduation path verified by GMTCC Guidance Coordinator
  - 95% attendance record in first year GMTCC program
  - 85% or better grade average in first year GMTCC program
  - 75% or better grade average in GMTCC academic classes
  - Positive disciplinary record
  - A written approved plan for Year 2 that includes classes (credits) needed to graduate, the Second Year curriculum, the competencies to be mastered, embedded credit identified if applicable, and the approved co-op (see Student Cooperative Admission Policy) if applicable. Each program may have have specific criteria for Second Year student admission.
- For T/I programs (Automotive, Construction, HVAC, Industrial Mechanics), Second Year programs must include a co-op (see Cooperative Admission Policy) component if the program enrollment is at its maximum of 16. In this case, no more than 3 Second Year students will be permitted per program.

# Harassment of Students

## I. Policy

A. District #18 is committed to providing a safe and supportive school environment in which all students are treated with respect. This policy involves incidents(s) and/or conduct that occurs on school property, on a school bus or at a school-sponsored activity, or misconduct not on school property, on a school bus or at a school-sponsored activity where direct harm to the welfare of the school can be demonstrated.

B. The purpose of this policy is to prevent harassment as defined in 16 V.S.A. § 11(a)(26) and amended by Act 91 of 2004, and to ensure that District #18's responses to allegations of harassment comply with 16 V.S.A. §565 as amended by Act 91 of 2004, Title VI and IX of the Civil Rights Act. It is the further purpose of this policy, when it is found that harassment has occurred, to ensure that prompt and appropriate remedial action, reasonably calculated to stop harassment, is taken by school district employees.

C. It is the intent of District #18 to apply and enforce this policy in a manner that is consistent with and protects students' rights to free expression under the First Amendment of the U.S. Constitution. District #18 respects and promotes the rights of students and others to speak freely and to express their ideas, including ideas that may offend the sensibilities of others. However, District #18 does not condone and shall take action in response to behavior that interferes with the learning of students and is not otherwise protected expression.

## II. Definitions

### A. Harassment

(1) "Harassment" means an incident or incidents of verbal, written, visual or physical conduct 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, 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.

(2) Harassment includes conduct which violates subsection (1) of this definition and constitutes one or more of the following:

(a) 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:

(i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education.

(ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

(b) 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.

(c) 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, 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.

B. "Complaint" means an oral or written report by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of harassment.

C. "Complainant" means a student who has filed an oral or written complaint to an employee or is the alleged victim in a report made by another alleging conduct and/or incident(s) that may rise to the level of harassment.

D. "Employee" includes any person employed directly by or retained through a contract with District #18, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, "agent of the school" includes supervisory union staff.

E. "Designated Employee" means an employee who has been designated by District #18 to receive complaints of harassment pursuant to 16 V.S.A. § 565(c)(1).

F. "Principal" means the building level administrator, or his/her designee, at an independent or public school designated by a school governing board to be a school principal, headmaster, or technical center director.

### **III. Reporting of Student Harassment Complaints**

A. A student who believes that s/he has been harassed, or who witnesses conduct that s/he believes might constitute harassment, should report the conduct to a designated employee, or to any other school employee.

B. When a student reports such conduct to a school employee, other than a designated employee, that school employee shall refer the report to a designated employee.

C. An employee who witnesses conduct that s/he believes might constitute student harassment under this policy shall take prompt and appropriate action to stop the conduct and immediately report the conduct to a designated employee.

D. Any other person who witnesses conduct that s/he believes might constitute student harassment under this policy should report the conduct to a designated employee.

E. Consistent with this policy and 16 V.S.A. §565, the Superintendent or Principal shall develop procedures regarding the reporting of student harassment complaints and District #18's handling of such reports.

F. Annually, District #18 shall select two or more designated employees to receive complaints and shall publicize their availability.

### **IV. Procedures Following a Report**

A. Consistent with this policy and 16 V.S.A. §565, the Superintendent or Principal shall develop procedures for complaint response following a report, initiation of an investigation, investigation, independent review, and alternative dispute resolution provisions.

B. Independent Review: A complainant who desires independent review under 16 V.S.A. §565(f) because s/he is either dissatisfied with the final determination of the school officials as to whether harassment occurred, or believes that, although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem, shall make such request in writing to the Superintendent. Upon such request, the Superintendent shall initiate an independent review, and shall comply with District #18's procedures and any applicable rules on this subject promulgated by the Commissioner of the Vermont Department of Education ("Commissioner"). District #18 may request an independent review at any stage of the process.

### **V. Discipline and/or Corrective Action**

If after investigation, harassment has been found, District #18 shall take prompt and appropriate disciplinary or remedial action reasonably calculated to stop the harassment. Consistent with this policy, District #18's Student Conduct and Discipline policy and 16 V.S.A. §565, the Superintendent or Principal

shall develop procedures regarding discipline and corrective action including final action on a complaint, retaliation, false complaints, and appeal provisions.

There will be no adverse action taken against a person for reporting a complaint of harassment when the complainant has a good faith belief that harassment occurred or is occurring or for participating in or cooperating with an investigation. Any person who knowingly makes a false accusation regarding harassment will be subject to disciplinary action.

#### **VI. Confidentiality; Notification of Results; and Record Keeping**

A. The privacy of (1) the complainant, (2) the accused individual, and (3) the witnesses shall be maintained consistent with District #18's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.

B. Subject to state and/or federal laws protecting the confidentiality of personally identifiable student information, the complainant and the accused individual shall be informed in writing of the results of the investigation. If either the complainant or the alleged individual is under the age of 18, subject to the above limitation, his or her parent(s) or guardian(s) shall be provided with a copy of this policy and related procedures, notified when an informal resolution to a harassment complaint is attempted, notified when a complaint is filed, and notified in writing of the investigation results. An authorized school official may seek waiver of confidentiality rights in order to inform the complainant of remedial measures undertaken.

C. The Superintendent or Principal shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the District in a confidential file accessible only to authorized persons. The report of the investigation shall be kept for at least six years after the report is completed.

#### **VII. Mandatory Reporting to State Agencies**

A. If a harassment complaint is made that conduct by a licensed educator might be grounds under the State Board of Education Rules for suspension or revocation of a license or endorsement, the Principal shall report to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner.

B. When a person responsible for reporting suspected child abuse under 33 V.S.A. §4911, et seq., determines that a complaint made pursuant to this policy must be reported to the Commissioner of the Department for Children and Families, he or she shall make the report as required by law and related District policy. If the victim is a vulnerable adult, as that term is defined in 33 V.S.A. §6902(14), the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6903 and 6904.

C. Nothing in this policy shall preclude anyone from reporting any incidents and/or conduct that may be considered a criminal act to law enforcement officials.

#### **VIII. Dissemination of Information, Training, Comprehensive Plan for Responding to Student Misbehavior and Data Gathering**

A. Dissemination of Information. Annually, prior to the commencement of curricular and co-curricular activities, District #18 shall provide notice of this policy and its procedures to students, custodial parents or guardians of students, and employees. Notice to students shall be in age-appropriate language and include examples of harassment. At a minimum, this notice shall appear in any publication of the District that sets forth the comprehensive rules, procedures and standards of conduct for the District.

B. Training. The Superintendent or Principal shall develop age-appropriate methods of discussing the meaning and substance of this policy with students and staff to help prevent harassment. Training may be implemented within the context of professional development and the school curriculum to develop broad awareness and understanding among all members of the school community. Staff training shall enable staff to recognize, prevent and respond to harassment.

C. Comprehensive Plan for Responding to Student Misbehavior. District # 18's comprehensive plan pursuant to 16 V.S.A. §1161a(a)(6) shall include provisions that promote the positive development of youth and actions to prevent misconduct from escalating to the level of harassment.

D. Data Gathering. The District shall provide the Vermont Department of Education with data requested by the Commissioner.

#### **IX. Complaints to the Vermont Human Rights Commission and the U.S. Office of Civil Rights**

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 in the procedures accompanying this policy.

#### **2.0 Policy, continued**

**Date Warned: 12/27/01**

**Date Adopted: 01/08/02**

**Date Reviewed: 11/30/01**

**Legal References: 16 V.S.A. §§ 11(a) (26),  
(definitions)**

**21 V.S.A. §§ 495 et seq. (Unlawful employment practice, sexual harassment)**

**29 C.F.R. 1604.11 et seq. (Equal Opportunity Employment Commission)**

**42 U.S.C. § 2000 et seq. (Title VII of the Civil Rights Act of 1964)**

**Cross Reference: 2.5 Harassment of Students**

# Substance Abuse

## PHILOSOPHY

Consistent with state and federal laws, District #18 School Directors believe:

1. Every student has the right to a drug free school and that it is the responsibility in general of our communities and specifically of all students, parents and school personnel to work together to achieve this goal.
2. A student's abuse of alcohol, tobacco, drugs or other substances is detrimental to the education of that student and is likely to be detrimental to the education of other students and to the well-being of the entire school community.
3. Substance abuse and dependency are treatable health problems and that the school's responsibility is to provide preventative education for all students, intervention (identification and referral) for those students using drugs, and support for those students attempting to change patterns of use that interfere with their overall school performance.

## POLICY STATEMENT

This policy applies to grades 7-12 in District #18.

In support of this philosophy, **District #18 prohibits the use or possession of drugs, anything portrayed as a drug, tobacco, alcohol, other potentially harmful substances or any device associated with these substances, on school premises or at school sponsored activities, wherever located.** The only exceptions to this policy are medical use of drugs, authorized in writing in advance by a licensed health-care provider.

Any student who is required to take medication during the school day must bring the medication to the health office for proper storage and dispensing according to health care professional orders. **All medications including those sold over the counter or "non-prescribed" substances must be given to the nursing staff in the health office and used under their supervision.** In the case of controlled substances, a parent or adult guardian must transport the medication in its original container directly to the health office. The prescription must be clearly in the name of the student and it must be dispensed as ordered by a health care professional.

All plans and procedures described in this Policy shall comply with Federal and State laws referenced above, including Vermont State Board of Education Rules 4200, Alcohol and Drugs (policy and program requirements); 4300, Disciplinary Action (suspension, expulsion, due process procedures); 4313, Discipline procedures for students eligible for Special Education Services; and 4312, Discipline procedures for students who are not eligible for Special Education Services, but who may qualify under Section 504 of the IDEA. These Rules are available in the Superintendent's Office.

## DEFINITIONS

A. "Substance" includes any of the following:

- 1) "Drug":
  - a) Means a controlled substance identified in Schedules I, II, III, IV or V of the Controlled Substance Act, 21 U.S.C. § 812 (c); but
  - b) Does not include such a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision.
  - c) It does mean controlled substances including, but not limited to, cannabis (marijuana); hallucinogens (LSD, psilocybin mushrooms); stimulants (cocaine, amphetamines such as "speed" or Ritalin); depressants (barbiturates, "Quaaludes"); narcotics (opium, heroin); inhalants (nitrous oxide, medical products, or other fume-producing substances); or anabolic steroids.
- 2) "Tobacco":

In any form (for smoking, chewing, etc.) NOTE: Pursuant to 16 V.S.A. § 140, no person shall be permitted to use tobacco on public school grounds and no student shall be permitted to use tobacco at public school sponsored functions.

3) "Alcohol":

Means alcohol, spirits and malt beverages as defined by 7 V.S.A. § 2. "Alcohol" as used in this Policy includes, but is not limited to, beer, porter, stout, ale, wines, cordials and liquors. Alcohol may also include medicinal products such as Listerine and Nyquil which contain alcohol. If a student is using such a product for medicinal purposes, the medicinal purpose must be reported to the school nurse and the product kept by the nurse during school hours. If the administration discovers the student in possession of such a medicinal product and the nurse has no prior knowledge of the student's medicinal need of the product, the product shall be considered "Alcohol" for the purposes of this Policy.

B. "Substance Abuse":

Means the ingestion of any substance in such a way that it interferes with a person's ability to perform physically, intellectually, emotionally or socially.

C. "Suspension":

1. Out-of-school suspension: The student is removed from school property and no teaching services are provided to the student for ten or less school days. Students may, at their own initiative, obtain their assignments, complete work on their own and receive credit for such work. Students who are suspended may not participate in school activities or be on school property without an appointment approved by the principal or his/her designee.
2. In-school suspension: A student is removed from classes but remains in school at a designated location.
3. Long-term suspension: A suspension of more than ten days imposed by the School Board.

D. "Expulsion":

Means the removal of a student from the school for the remainder of the school year. The School Board may order a student expelled if, after a hearing, it determines that the student's conduct makes the student's continued presence harmful to the welfare of the school. Nothing contained in this section shall prevent a superintendent or principal, subject to subsequent due process procedures, from removing immediately from a school a pupil who poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the school. Also, these definitions may be impacted if the student is disabled, handicapped or suspected thereof. See Section III.

No educational services will be provided to an expelled student; the student shall receive no credit and the student may not be on school property or participate in school activities. However, the School Board may, in its discretion or if required by law, order that services be provided and credit earned.

E. "Parent(s)":

Means the natural parent(s), legal guardian or custodian.

F. Student Assistant program (S.A.P.).

Counselors in the program offer individual counseling, family support and referral for substance abuse treatment services.

G. "School Day":

Means a day on which school is in session with students present and attending classes.

H. "Re-entry Plan":

Means any plan developed by school personnel in consultation with the student and parents to promote the well being of an individual student, his/her re-admission to school, and the well being of the school environment. It may contain whatever provisions that are consistent with other District policies and State and Federal laws which are deemed necessary.

I. "Retaliation":

Includes but is not limited to, verbal or physical threats, intimidation, assault and/or battery or an attempt to do any of the foregoing.

## **I. PROGRAMS AND SERVICES**

### **A: Educational Programs**

The District shall provide the following educational programs:

1. School Personnel - an on-going in-service drug education for all school personnel.
2. Students:
  - a. Age appropriate drug education programs for students in compliance with curriculum guidelines established by the State of Vermont.
  - b. Student Assistance Programs (S.A.P.) offering individual counseling, family support and referral for ongoing treatment services
3. Parents - Information and training programs.

### **B. Self-referral for Assistance with Drug or Alcohol Problems:**

When a student recognizes that he/she has a problem with drug or alcohol use and chooses to do something about the problem, the school will cooperate as fully as possible with the student.

A student who seeks the assistance of any staff member shall be offered educational resources, individual or group counseling and/or referral to a community agency. These services shall be provided without consequences providing all these conditions are met:

1. The student is self-referred, not "caught" in violation of school or legal policies.
2. There is no immediate apparent threat of harm to self or others.
3. A commitment is made to develop a rehabilitation plan.

### **C. In-school Support and Referral System:**

Appropriate school personnel shall be available to consult with students whose behavior or performance may indicate a problem with substance abuse (hereafter "abuse").

In addition, all school personnel who observe academic, social or personal behavior of a student that may indicate abuse are expected to discuss their observations and concerns with the student. If the problematic behavior continues or the staff member feels the need for assistance, a referral should be made.

### **D. Community Support and Referral System:**

The District shall maintain a written referral agreement with a community substance abuse treatment provider such as Copley Behavioral Medicine. Individual assessment and treatment is available from various agencies on a sliding payment scale. Under no circumstances shall the District be obligated for financial responsibility for assessment or treatment.

The District shall maintain a liaison with the Lamoille County Sheriff's Department for the purpose of obtaining assistance in determining appropriate and effective courses of action when incidents related to substance abuse occur within the school environment and to ensure that current law enforcement requirements are followed.

The District shall work cooperatively with all appropriate state and community agencies in order to provide effective substance-abuse counseling and educational programs for students, staff and parents.

## **II. VIOLATION AND CONSEQUENCES OF THIS SUBSTANCE ABUSE POLICY**

### **A. Violation:**

It shall be a violation of this Policy for anyone to possess, sell, distribute or exchange; participate in a sale, distribution or exchange or attempt to sell, distribute or exchange any substance as defined above on school property (including on buses, at bus stops, or walking to or from school) or at any school sponsored activity, in the United States or foreign country.

It shall also be a violation of this Policy for anyone to purchase, use, possess, be under the influence of substances as defined above or to possess a device reasonably related to substance abuse or to participate in any related incident on school property (including buses, at bus stops or walking to or from school) or at any school sponsored activity in the United States or a foreign country.

It shall also be a violation of this Policy and other applicable School District policies for anyone to retaliate in any way against any person who may or has participated or cooperated in an investigation of the above violations. The District considers retaliation a very serious matter and it will be the basis of separate disciplinary action.

A student suspected of a violation shall be expected to comply with a school and/or police investigation.

**B. Consequences:**

The consequences for all violations of the policy, except retaliation, shall be twofold, namely disciplinary and socially rehabilitative..

All disciplinary action shall afford the student and parent the opportunity for an informal hearing before an appropriately designated school official. This informal hearing shall comply with the requirements of due process, namely:

1. Inform the student of the charges against him/her
2. Explain the evidence
3. Give the student an opportunity to tell his/her side of the story
4. Explain the consequences

Following the informal hearing, the school official shall provide the parent/guardian with a written decision including an outline of the consequences and recommendations.

However, when a student's conduct or condition is deemed to be an immediate threat to himself or herself, others, property or the educational environment, the student may be immediately suspended pending a due process hearing to be held as soon as possible thereafter.

Students who are suspended or expelled for violating this policy may, at the discretion of the school administration or School board, continue to receive educational or counseling services deemed to be in the best interest of the student. (See Section on Students with a Disability).

**C. Specific Violations and Consequences:**

(See Section IIA for the complete definition of a violation).

**Note: Violations and consequences are cumulative throughout a students' 7-12 grade career. (For example, if a student were to violate any provision of this policy in the eighth grade then again in the eleventh, it will count as a second violation).**

**1. Sale, Distribution or Exchange of Substances Governed by this Policy**

Consequences - All of the following will occur:

- a) Suspension for ten school days;
- b) Recommendation to the School Board for long-term suspension (the following procedure will be followed):
  - a. The School Board will convene a hearing within ten school days of the suspension period.
  - b. All parties shall be entitled to representation by counsel at their own expense.
  - c. Upon conclusion of the hearing, the Board will make its decision.
- c) The student and parent shall be notified prior to the beginning of the first school day after the ten school day suspension and a written decision shall follow.
- d) In no case shall a long-term suspension from school result in a penalty that is less severe than the one imposed for a second violation.
- e) Referral to the S.A.P. for an initial screening and evaluation. S.A.P.counselor will make a referral for appropriate treatment services.

- f) A re-entry plan will be developed by school personnel in consultation with the student and parents. The student must demonstrate a good-faith effort to comply with the plan or the administration, at its discretion, may refer the matter to the School Board for further disciplinary action.
- Athletic eligibility affected (see Policy 6.17)

**2. Purchase, Use, or Possession of a Substance Governed by this Policy; Being Under the Influence of Same; Possession of a Reasonably Related Substance-Abuse Device; Participation in a Related Incident; or Refusal to Cooperate with an Investigation.**

Consequences:

First Violation: All of the following will occur:

- a) Suspension for up to a maximum of ten school days. The School Administration shall determine the length of suspension and whether it be in-school or out-of-school suspension, depending on the nature of the infraction and the student's cooperation once it is discovered
- b) Before the student may return to classes, he/she must provide proof of a scheduled appointment with the Student Assistance Program ("S.A.P.") Counselor. The student's suspension will be continued until demonstration of the appointment is provided or ten school days is reached, whichever occurs first. If the student fails to provide demonstration of the above-referenced option, the Administration, at its discretion, may refer the matter to the School Board for further disciplinary action.
- c) Referral to the S.A.P. for assessment and referral to treatment services if appropriate.
- d) A re-entry plan will be developed by school personnel in consultation with the student and parents. The student must demonstrate a good-faith effort to comply with the plan or the administration, at its discretion, may refer the matter to the School Board for further disciplinary action.
- e) Athletic eligibility affected (see Policy 6.17)

Second Violation: All of the following will occur:

- a) Suspension for ten school days. The administration shall determine whether in-school or out-of school suspension is appropriate, and may substitute a mandatory secession program for a portion of the suspension.
- b) Referral to the S.A.P. for assessment and referral to treatment services if appropriate.
- c) A re-entry plan will be developed by school personnel in consultation with the student and parents. The student must demonstrate a good-faith effort to comply with the plan or the administration, at its discretion, may refer the matter to the School Board for further disciplinary action.
- d) Athletic eligibility affected (see Policy 6.17)

Third Violation: The procedure for the consequences of a Sale, Distribution or Exchange (Section II, C.1.) shall apply.

**3. Retaliation:**

Consequences: Retaliation is a serious matter and shall be addressed in accordance with the District's policies and rules regarding suspension and expulsion consistent with relevant state statutes and Vermont State Board of Education Rules. Depending upon the circumstances and the seriousness of the incident, a student may be suspended for up to ten days and/or referred to the School Board for expulsion.

**IV. SEARCH AND SEIZURE**

District #18 policy provides for the school to handle any alcohol/tobacco/drug related incident until the student has been discharged to the parent, guardian, social service, medical worker, and/or law enforcement agency. Explicitly permitted therefore is search and seizure as outlined in District #18 policy 6.11.

## **V. ANNUAL REPORT**

Each year, according to Vermont Education Law, schools submit an annual report. Included in this report will be a description of the school's alcohol and drug abuse prevention programs, the apparent success and effectiveness of the program, an evaluation of the curriculum and an assessment of the problems of alcohol and drug abuse within the school. This report shall follow the standard format provided by the Vermont Department of Education.

### **6.0 Policy, continued**

# Firearms, Weapons, and Dangerous Devices

## I. PHILOSOPHY

It is the goal of District #18 Board to provide safe, orderly, civil, and positive learning environments for both students and staff. To achieve this goal, in general, firearms and dangerous devices are not allowed on school grounds. Infraction may result in severe consequences up to and including expulsion from school for a calendar year.

## II. DEFINITIONS

- A. General. For the purposes of this policy, the Board differentiates between the terms “firearm” and “dangerous device” and potential discipline measures differ.
- B. Firearm. Under 18 USC §921 and 16 VSA §1166, the following shall be considered as firearms for the purposes of this policy:
- (i) Any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive including but not limited to rifles, shotguns, and short-barreled shotgun.
  - (ii) The frame or receiver of any weapon described above.
  - (iii) Any firearm muffler or firearm silencer.
  - (iv) Any explosive, incendiary or poison gas i.e. (1) bomb; (2) grenade; (3) rocket having a propellant charge of more than four ounces; (4) missile having an explosive or incendiary charge of more than one quarter ounce; (5) mine, or; (6) similar device unless under the supervision of a teacher and used as part of the curriculum.
  - (v) Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant (including air), and which has any barrel with a bore of more than one-half inch in diameter.
  - (vi) Any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraphs (iv) and (v), and from which a destructive device may be readily assembled.
- C. Dangerous Device. The following are considered to be Dangerous Devices: spring guns, slingshot, razor blades, bludgeon, explosive smoke bombs, ice pick, brass knuckles or artificial knuckles of any kind, knives, poisons, a pocket knife where the blade is carried in partially-opened position, and any object that is carried for purposes of inflicting injury upon another person. Also, a Dangerous Device includes any object that is used in the manner for which it is not intended but instead used in a manner which could cause serious bodily injury or fear of serious bodily injury.
- D. Exception. Any Dangerous Device under the supervision of a teacher and used as part of the curriculum as approved by the administration in advance.
- E. “To school” means any setting which is under the control and supervision of the school district. It includes school grounds, facilities and vehicles used to transport students to and from school or school activities. In addition, “to school” includes school-sponsored events or activities.
- F. Suspension. The removal of a student from the school setting for a period of time not to exceed ten school days.
- G. Long Term Suspension. The removal of a student from the school setting for more than ten days by the school board. A due process hearing is required.
- H. Expulsion. The termination for at least a calendar year of educational services to a student. At the discretion of the board and administration, an expelled student may be afforded limited educational services at a site other than the school during the period of expulsion under this policy.

## III. CONSEQUENCES

- A. Firearm. Any student who brings a firearm to school or possesses a firearm at school shall be brought to the Board for an expulsion hearing.

A student found by the board after a hearing to have brought a firearm to school or possess a firearm at school shall be expelled for at least a calendar year. However, the board may modify the expulsion on a case by case basis when it finds circumstances such as, but not limited to:

- (i) The student was unaware that he or she had brought a firearm to school or possessed a firearm at school.
- (ii) The student did not intend to use the firearm to threaten or endanger others.
- (iii) The student did not bring a firearm to school but may have gotten it from another student while at school.
- (iv) The pupil is disabled and the misconduct is related to the disability. (Note: A student who has a disability or is suspected of having a disability, and is eligible or may be eligible for special education services or eligible for protection under Section 504, may be suspended or expelled for weapons violations only after compliance with the procedures outlined in the Individuals with Disabilities Education Act ("IDEA") and its implementing regulations and applicable Rules of the State Board of Education.)
- (v) The pupil does not present an ongoing threat to others and a lengthy expulsion would not serve the best interest of the pupil.
- (vi) The administration had given prior written approval for the item to be brought to school for educational purposes.

An expulsion hearing conducted under this policy shall afford due process as required by law.

Any student who brings a firearm to school shall be referred to a law enforcement agency. In addition, the incident may be referred to the Department of Social and Rehabilitative Services.

As required by state law, the superintendent shall annually provide the commissioner of education with descriptions of the circumstances surrounding expulsions imposed under this policy, the number of students expelled, and the type(s) of firearm(s) involved.

- B. **Dangerous Device.** Any student who brings to school or possesses at school a Dangerous Device or uses an object in a manner which would cause serious bodily injury or reasonable fear thereof shall be disciplined by the administration. If conduct is sufficiently serious to warrant greater than ten days suspension, the superintendent can refer the matter to the Board. If the Board determines that the student engaged in misconduct in violation of the policy, and that misconduct makes the continued presence of the pupil harmful to the welfare of the school, then it can impose appropriate long term suspension or expulsion (to the end of the school year or 90 days whichever is longer).

**Date Warned: December 4, 2007**  
**Date Adopted: January 22, 2008**  
**Legal References: 20 USC §7151 (Gun Free Schools Act of 1994)**  
**20 USC §921 (Firearms: Definitions)**  
**16 VSA §1162 (Expulsions)**  
**16 VSA §1166 (State law pursuant to Gun Free Schools Act)**  
**13 VSA §§4004, 4016 (Possession of Weapons on School Property)**  
**20 USC §§1400 et seq. (Individuals with Disabilities Education Act)**  
**29 USC §794 (Section 504, Rehabilitation Act of 1973)**  
**Vermont State Board of Education Manual of Rules & Practices,**  
**§§4311, 4312**

# Bullying

## **Policy**

It is the policy of Lamoille Union High School District #18 that all its schools provide safe, orderly, civil and positive learning environments. Harassment, hazing and bullying have no place and will not be tolerated.

## **Definitions**

- a. Bullying is a form of dangerous and disrespectful behavior.
- b. Bullying means any overt act or combination of such acts directed against a student by another student or group of students and which:
  - (1) occurs during the school day on school property, on a school bus or at school sponsored activity;
  - (2) is intended to ridicule, humiliate or intimidate the student; and
  - (3) is repeated over time.

Behavior that does not rise to the definition of bullying may still be subject to disciplinary action. Any student who knowingly makes false accusations may be subject to disciplinary action.

## **Notice of Prohibition**

District #18 will enact both proactive and reactive steps to prevent bullying from occurring.

- a. A statement shall be included in school handbooks prohibiting bullying to make student aware of the prohibition, the penalties for engaging in bullying and the procedures for reporting bullying.
- b. Strategies will be developed by school administrators to enable staff to effectively prevent and/or intervene in bullying.

## **Specific Violations and Consequences**

- a. First report - Whether confirmed or not, all parties involved in bullying will be informed of future consequences and develop a plan for avoiding bullying and/or being victimized in the future. If confirmed, parents/guardians of all parties will be notified. If administration deems the first report of bullying "severe" and the report is confirmed, this offense may be considered a second or third offense.
- b. Second and third reports - If confirmed, administration will assign disciplinary/intervention measures including, but not limited to parent/guardian notification, detention, in-school detention, suspension, loss of privileges, and required meetings with a counselor.
- c. Fourth report - If confirmed, the following consequences will occur:
  - (1) Suspension for up to ten school days;
  - (2) Recommendation to the School Board for long-term suspension (the following procedure will be followed):
    - (a) The School Board will convene a hearing within ten school days of the suspension period.
    - (b) All parties shall be entitled to representation by counsel at their own expense.

(c) Upon conclusion of the hearing the Board will make its decision.

(3) The student and parent/guardian shall be notified prior to the beginning of the first day after the ten school day suspension and a written decision shall follow.

(4) In no case shall a long-term suspension from school result in a penalty that is less severe than the one imposed for the second violation.

(5) Referral to a qualified counselor for an initial evaluation. The counselor will make recommendations for a re-entry plan that must be followed. The student must demonstrate a good-faith effort to comply with the plan or the administration, at its discretion, may refer the matter to the School Board for further action.

### **Retaliation**

It shall be a violation of this policy to retaliate against a student or other person reporting suspected bullying or cooperating in any investigation proceeding regarding bullying. A student who retaliates may be suspended for up to ten school days and/or referred to the School Board for long term suspension.

## **Medication Policy**

Inhalers & Epi pens No student is permitted to carry medication with them of any kind during the school day with the exception of asthma inhalers or epi-pens for severe allergic reactions.

### **PRESCRIPTION MEDICATION:**

Medications prescribed by a licensed healthcare provider may be administered to students by the school nurse in Lamoille Union High School under the following conditions:

- Prescription medication Order and permission form to be completed by physician and parent/guardian.
- The medication must be brought to school in the original container that is properly labeled with the student's name, the licensed health care provider's name, medication name, the dosage, how and when it is to be administered, the name and phone number of the pharmacy and the current date of the prescription
- Any allergies are noted
- All controlled substances are counted and reconciled at least once a month and kept under double lock.
- The prescription and the medication shall be current and long term prescriptions shall be re-authorized at least once a year
- A daily log shall be kept which shows the student's name, time and date of administration

### **OVER-THE-COUNTER MEDICATIONS:**

The nurse's office routinely stocks acetaminophen, ibuprofen, Tums and throat lozenges. Students must have written permission each year on the emergency treatment form granting permission for the school nurse to administer the medications listed above if needed. Non-prescription medications may be given by the school nurse after the nurse assesses the complaint and the symptoms to determine if other interventions can be used before medication is administered. If a student needs any other type of over-the-counter medications during the school day that medication needs to be brought into the nurse's office in the original un-opened container with a note from the parent/guardian stating the dosage, time and reason for medication.

### **ASTHMA INHALORS AND EPI-PENS**

Students are permitted to have discretionary use and possession of an asthmatic quick relief inhaler or autoinjectable epinephrine with individual prescription label. Students must have a note from their doctor on file with the school nurse. It is highly recommended that student's keep back-up inhalers and epi-pens in the nurse's office.

## **Computer & Internet**

### **COMPUTING AND INTERNET RESOURCES POLICY**

The District #18 Board of Directors declare unethical and unacceptable behavior just cause for taking disciplinary action, revoking networking privileges, and/or initiating legal action for any activity through which an individual:

1. Uses the Network for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle;
2. Uses the Network for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts;
3. Intentionally disrupts network traffic or crashes the network and connected systems;
4. Degrades or disrupts equipment or system performance; uses District #18 computing resources for commercial or financial gain or fraud;
5. Steals data, equipment, or intellectual property;
6. Gains unauthorized access of others' files, or vandalizes the data of another user;
7. Gains or seeks to gain unauthorized access to resources or entities;
8. Forges electronic mail messages, or uses an account owned by another user; wastefully uses finite resources; invades the privacy of individuals;
9. Posts anonymous messages;
10. Saves any information to public hard drives;
11. Possesses any data which might be considered a violation of these rules in paper, magnetic (disk), or any other form.

### **Consequences of Violations**

Consequences of violations include but are not limited to:

1. Suspension of Internet access
2. Revocation of Internet access;
3. Suspension of network Privileges
4. Revocation of network Privileges;
5. Suspension of computer access
6. Revocation of computer access;
7. Referral for disciplinary action
8. Legal action and prosecution by authorities

## SEARCHES

- A. **Locker Search** - When there is reasonable suspicion that alcohol or drugs (or any potentially dangerous device) are present in school lockers, a locker search may be conducted under LUSD Policy 6.11.
  
- B. **Personal Searches** - (on property and/or school sponsored functions) When there is reasonable suspicion that alcohol or drugs (or any potentially dangerous device) are on a student's person:
  - 1. The student will be asked to reveal the item.
  - 2. If the student refuses:
    - a. The parents/guardians will be notified
    - b. Law enforcement officials may be called.
  
- C. **Property Searches** - When there is reasonable suspicion that alcohol or drugs (or any potentially dangerous device) are in a student's automobile on school premises or during school related activities:
  - 1. Property will be searched with student present, if possible.
  - 2. The parents/guardians will be notified.
  - 3. Law enforcement officials may be called.