

Central Vermont Career Center



CENTRAL
VERMONT

CAREER
CENTER

PARENT/GUARDIAN & STUDENT HANDBOOK 2016-2017

155 AYERS STREET, SUITE 2
BARRE, VT 05641

Website Address: www.cVTcc.org

NONDISCRIMINATION POLICY

The Central Vermont Career Center does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, gender identity, age, marital status or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the Center's compliance with the regulations implementing Title VI, Title IX, Section 504 or other state or federal non-discrimination laws or regulations is directed to contact Jason Derner, Assistant Director, Central Vermont Career Center. (802) 476-6237.

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School Board Policies:

- 1) F1 - Student Conduct and Discipline
- 2) F3 - Search & Seizure of Students by School Personnel
- 3) F7 - Alcohol and Drugs
- 4) F20 - Prevention of Harassment, Hazing and Bullying of Students
- 5) F20-1 - Model Procedures on the Prevention of Harassment, Hazing and
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Central Vermont Career Center

155 Ayers Street, Suite 2 - Barre, Vermont 05641

Phone (802) 476-6237 - FAX (802) 476-4045

Website Address: www.eVTcc.org

ADMINISTRATION

Penny Chamberlin	1138	Director
Jason Derner	1045	Assistant Director
Linda Blow	1132	Admin. Assistant/Registrar
Louise O'Connor	1133	Bookkeeper
Holli Vidal	1139	Admin. Assistant to Director/ Assistant Director

FACULTY

Emmanuel Ajanma	1257	Technology Integrationist
Matthew Binginot	2126	Digital Media Arts
Wendy Clark	1275	Baking Arts (802-622-0333)
Steven Coultas	1030	Building Trades
Christina Currier	1420	Cosmetology
Ruth Durkee	2131	Dual Enrollment/Assessment Coordinator/ CIA
Kathi Fuller	1258	Student Services
Amanda Garland	2124	Natural Resources & Sustainability
Lori Hebert	1022	Human Services
Clifton Long	1189	Plumbing & Heating
Jeremi Lyford	2127	Electrical Technology
Cindy MacRitchie	1420	Cosmetology
Liesel Manchester	1420	Cosmetology
Jennie Martin	1252	Adult Education Coordinator
Stephen McKinstry	1028	Automotive Technology
Kristine McSheffrey	1175	Culinary/The Lunch box
Lola Noyes, RN	1151	School Nurse
Paul Parsons	2134	Exploratory Tech.
Gerard Reymore	2135	Applied Academic Instructor
Kim Richardson	1320	Medical Services
Stefanie Seng	1156	Guidance Coordinator
Wayne Tozzi	1137	Cooperative Education Coordinator
Jon Winston	1135	Outreach Coordinator

SUPPORT STAFF

Bobbi Beauregard.....	Baking Arts Para Educator
Emily Flinn.....	Lunch Box/Culinary Para Educator
Normand Fortier.....	Exploratory Tech Para Educator
Stephanie Olsen.....	Automotive Para Educator
Douglas Stitely.....	Building/Electrical/Plumbing Trades Para Educator

GENERAL RULES & EXPECTATIONS

All students are responsible for knowing and abiding by the regulations in this handbook which has been approved by the Spaulding Union High School District #41 Board of School Commissioners. The contents of this handbook will be revised or modified periodically, either by action of the Board of School Commissioners or by changes adopted by the administration.

The administration of the Central Vermont Career Center, Barre Supervisory District and the Spaulding Union High School District Board of School Commissioners reserve the right to make individual decisions for unique situations which are not explicitly covered in this handbook.

Parents/Guardians have the right to access their child's teachers' credentials and experience by contacting the Barre Supervisory Union Office, 476-5011.

SCHOOL DAY FOR STUDENTS

The Career Center day begins at 8:22 a.m.

The Career Center program day ends at 12:35 p.m. and lunch is from 12:35 p.m. to 12:55 p.m. Students must report to the cafeteria unless they have Age of Majority or there is parent permission to leave campus. All CVCC students need to leave the Career Center program areas at 12:35 p.m.

Failure to abide by the above procedures will result in administrative action, to include losing the privilege of being on campus before or after school.

CLOSING or DELAYED OPENING OF SCHOOL

If adverse weather conditions cause school to be closed or delayed, an announcement will be made by the Superintendent by 6:30 AM on local radio stations (WSNO, WORK, WSKI, and WDEV) and television stations (WCAX and WPTZ). Everyone should also receive an automated phone message. If you do not receive a message please call and inform us so we can add your information to the call list.

With a delayed day, the Central Vermont Career Center will begin classes at **9:45 a.m.**

If your child's sending school is closed for bad weather but CVCC is open, please keep your child at home. We do not want to have students driving to the Career Center in bad weather. Your child will be given an excused absence for the day. We want all students to be safe.

VISITORS TO SCHOOL

All visitors to the Central Vermont Career Center must sign in at the Career Center Office. Students must have approval from their teachers and an administrator *prior to* bringing a visitor to school (forms are available in the office). Adults who wish to visit a class are asked to notify the administration 24 hours in advance, and then administration will notify the program teacher whose class you intend to visit.

All visitors are expected to check in (and later check out) at the Career Center office and to secure a Visitor Pass. Visitors must stay with their hosts at all times during the school day. The Central Vermont Career Center only allows student visitors who are considering applying to CVCC programs. General visitors for the entire school day are not permitted.

To ensure an appropriate educational environment, no visitors are permitted the week before final exams, the short school weeks (with holidays), or the week before school vacations without first securing permission from an administrator, who at his/her discretion may grant exceptions.

LUNCH PERIODS

Students have an assigned lunch period at the end of their program day from 12:35-12:55 and must report to the cafeteria during their assigned lunch period. The Lunch Period is not a “free period”. Students are not permitted in the other areas of the building during their lunch period. Students will follow the posted rules for the cafeteria. Misbehavior may result in disciplinary action. All students are expected to attend lunch during their lunch period.

Spaulding High School and Central Vermont Career Center provide healthy fare through the cafeteria and food services. Students may bring their own food from home, but will not be allowed to bring business-delivered foods into the classroom or cafeteria. Students are not allowed to have outside businesses deliver food during the CVCC school day. If food is delivered, the student will not be allowed to return to class with the food and will remain responsible for the work they have missed. This behavior will be considered “failure to comply” and students could be subject to disciplinary action by CVCC Administration.

EMERGENCY DRILLS

Vermont statutes require that emergency drills be conducted at least once each month during the school year, including evacuation and "Clear the halls" drills.

Directions for evacuation drills are posted in every room. The signal for an evacuation drill is given by a special alarm. When the signal for the drill is given, all students should follow the directions promptly and quietly. Proceed rapidly and in good order through an exit to the outside. Move away from the building; do not stand in the driveways or the street. Remain outside the building until directed to reenter. Instructors will inform students of directions for "clear the halls" drills.

To better respond to emergencies, all students must remain with their teachers after evacuating the building. Attendance will be taken. Students will be held accountable for their attention to this matter.

PERSONAL PROPERTY

The school is not responsible for the loss or damage of personal property. Each student is responsible for the care and safety of his/her own personal property or possessions. School lockers are available to all students.

No bags or backpacks are to be left unattended and may be subject to search by administration. Student may ask their instructor for a locker if their program does not require assigned lockers for their students.

Students will be responsible for the care and condition of that locker. Any problems, such as locks that work improperly, should be reported to the Administrative Office immediately.

Students should clear lockers during vacation periods in December, February, and April so that they can be cleaned. At the end of the year each student must clear his/her locker. After the close of school in June, the school shall dispose of remaining locker contents.

SCHOOL PROPERTY

When the school loans public property to students, we expect these items to be returned in a condition that allows them to be loaned again following their return. Students are responsible for exercising necessary care and security of all school books, supplies, and equipment loaned to them. Any loss, theft, or failure to account for items issued by the school will result in a financial charge being levied, which if not paid by June 1st could impact Awards Night participation.

Failure to account for loaned public property or to pay for lost or damaged items will result in the student's report card/completion certificate and other Award materials being withheld until financial settlement has been made.

Students may not use skateboards, skateboard type items, or roller blades on school property and should store these items in their lockers during the school day. If a student needs to bring any athletic program equipment to the Center for an after school activity, all items **MUST** be secured in a locker or checked in at the CVCC Office before school begins and picked up after 12:55.

STUDENT VEHICLES

Parking on school property for sending school students is not available due to a lack of available spaces. Parking in school lots requires a school pass issued when the student registers the vehicle with the CVCC Main Office and will only be issued upon need and pre approval of CVCC administration. Acceptable reasons for a temporary pass would be: Co-Op, after school job, scheduled work on vehicle in Auto Program or special request by a parent/guardian when a student must arrive late or leave early for a personal appointment. General parent requests for parking permits will not be accepted.

By parking on school property, students demonstrate acceptance of the following conditions by implied consent. Students unwilling to accept these terms should decline to park on school property, and should seek available parking on nearby city streets.

- 1. Students park vehicles on school property at their own risk.** The school is not responsible for loss of contents or damage to vehicles in the school owned parking lots.
2. Students will drive on school property in a safe manner at all times, respecting the rights of pedestrians, adjacent property owners, and other drivers. Everyone is expected to follow the posted signs.
3. A student parking lot is located across the bridge from the school at the corner of Boynton and Ayers Streets. If students are found to park in areas not assigned, a ticket and warning will be issued; repeated offenses will cause the vehicle to be towed at the owner's expense.
4. When students arrive at school, they are expected to park and lock their vehicles in the assigned area. The driver and the passengers are expected to exit the vehicle immediately, and they are not to return to it without written permission or until the end of the student's school day.
5. If a student chooses to ride with another student or accept student riders in their vehicle to and from school, the legal guardians of these students are responsible for the safety of the students. The school administration does not monitor student drivers and passengers.
- 6. Unauthorized or illegally parked vehicles may be towed without notice and at the expense of the owner.** In addition, vehicles parked in fire lanes, handicapped parking or crosswalks, or blocking hydrants may be

ticketed by the police.

7. The law allows school administrators to search vehicles on school property when there is a reasonable suspicion that a violation of school policy or law has been committed. If prohibited items are found they will be confiscated and a report will be made to the Principal (or designee) who will determine whether further investigation is warranted.

The administration reserves the right to suspend the privilege of any student to drive on school grounds.

CLOSED CAMPUS

The school operates on a closed campus basis. Students must check in when they arrive, and they must check out before they leave for reasons other than their regularly scheduled departure. The parking lots are off limits to students during school hours unless they have authorization, or at time of arrival or departure.

CONTROVERSIAL & SENSITIVE ISSUES - see attached policy

In the course of a student's education at school, topics may be presented which could cause discomfort in light of a student's or family's personal beliefs. If this occurs, students and/or their parents/guardians may request an alternative educational experience. This request should be made to the student's teacher.

ACADEMIC HONESTY

Academic Integrity matters at Central Vermont Career Center. It represents a student's commitment to honesty and respect with teachers and among peers. It also demonstrates a student's responsibility for his/her own learning. Integrity is an integral part of the school's mission.

Academic misconduct, intentional or unintentional, is unacceptable at Central Vermont Career Center. At Central Vermont Career Center, misconduct is defined as cheating, plagiarism, falsification, interference, and/or complicity.

- Cheating – providing or receiving unauthorized assistance in any school work or tests (i.e. copying from another student, using cheat sheets or technology to cheat; stealing copies of tests or exams).
- Plagiarism – presenting someone else's ideas, words, or graphics as your own without giving credit to the original author (i.e. purchasing a term paper online, copying and pasting from a website without giving credit, submitting another's paper as your own, following the original sources too closely).
- Falsification – falsifying or inventing information, data, or citations in academic assignments; forging signatures on school-related documents.
- Interference – interference or obstructing another student's academic work (i.e. stealing notes, tearing pages out of books, hiding resources).
- Complicity – copying or allowing another student to copy academic work, unauthorized collaboration on academic work, working in groups without approval from a teacher.

A failing grade will be recorded for any work containing any information improperly submitted as one's own or completed by means of academic dishonesty or deception. Disciplinary action may also result.

MARKING SYSTEM FOR REPORT CARDS

A+ = 99 - 100 = 4.33 GPA	D+ = 67 - 69 = 1.33 GPA
A = 94 - 98 = 4.00 GPA	D = 64 - 66 = 1.00 GPA

A-	=	90 - 93	=	3.67 GPA	D-	=	60 - 63	=	0.67 GPA
B+	=	87 - 89	=	3.33 GPA	F	=	Below 60	=	0.00 GPA
B	=	84 - 86	=	3.00 GPA	I	=	Incomplete*		
B-	=	80 - 83	=	2.67 GPA					
C+	=	77 - 79	=	2.33 GPA					
C-	=	74 - 76	=	1.67 GPA					

CVCC Lab/Shop grades: Please note that if a student is absent for lab/shop time, that work cannot be made up except in special circumstances that are reported to and approved by the instructor and administration. It is the student's responsibility to ask the instructor for work that is due and the deadline for submission.

PROGRESS REPORTS and REPORT CARDS

Progress reports are viewable on the parent portal at www.cvtcc.org. Upon request copies will be mailed home to parents when internet access is unavailable. Career Center program instructors welcome contact from parents for any reason. If your child's instructor has concerns about your child's progress, participation, or behavior, he/she will contact you to share those concerns.

Report cards will be issued directly to students for the first three marking periods and will be mailed to students' homes following the close of school in June. Career Center grades are faxed to the sending schools to be placed on their report cards. Students are expected to take their report cards home to their parents or guardians.

MID-TERM and FINAL EXAMINATIONS

All Central Vermont Career Center students are expected to be present in their Career Center programs when not taking a final exam at their sending high schools. Your child's instructor will provide your child with information about CVCC mid terms and final exams.

If a student must arrange for an alternative exam date due to death in the family, religious holiday, court appointment or crisis situation over which he/she has no control, he/she must obtain prior approval from the instructor and an administrator. If the student is absent from an exam without prior permission, the school will only accept doctor supported, court/police supported or social agency excuses, or evidence of a legitimate crisis over which the student had no control. ***Oversleeping, missing a ride, or forgetting are not acceptable excuses.***

**School cancellation for inclement weather, etc. may cause school calendar adjustments and change these dates.*

FIELD TRIPS

No student can be required to attend any field trip. CVCC field trips are designed to serve an educational purpose and we encourage all students to attend field trips arranged by their instructors. However, if a student chooses not to attend a field trip, he/she must either remain at home or at his/her sending high school.

If a student has a pattern of excessive tardiness and their program regularly goes off campus as a regular part of their curriculum, the student is at risk of being removed from the program if and when they miss these regular events/activities. If a student arrives late and their program has left the campus for the day,

Administration will call the student's parent/guardian and ask them to come and pick up the student. The student will go back home for the day with an unexcused absence.

All school rules are in effect during a school sponsored trip. Students are expected to abide by all rules from the time they depart until they arrive back at school. Students represent the Central Vermont Career Center wherever they are.

Each student is to return to the teacher or head chaperone a completed permission slips prior to going on the trip.

Teachers will notify administration in writing of all students participating in the field trips five school days prior to leaving on the trip.

Parent/guardian permission is required for all field trips. Please plan to sign your child's permission slips and have your child return them to their teacher or the chaperone for the trip.

NATIONAL TECHNICAL HONOR SOCIETY

The purpose of the National Technical Honor Society, NTHS, is to honor student achievement and leadership, promote educational excellence and enhance occupational opportunities for the student members. The National Technical Honor Society supports student members by:

- Rewarding excellence in workforce education
- Developing self-esteem and pride in work
- Encouraging students to reach higher levels of achievement
- Promoting strong values -- honesty, responsibility, initiative, teamwork, leadership, citizenship, scholarship
- Building a strong positive image for workforce education in America

Full time students from the Central Vermont Career Center may be considered for membership. Students are required to have a minimum GPA of 3.67 in their Career Center Program and a 3.0 GPA in their Academic course work, have no more than 2 absences per quarter, and have demonstrated excellence in attitude, character, dependability, safety awareness, and teamwork.

CVCC Scholarships and Eligibility

Each year CVCC senior students are encouraged to apply for scholarship awards at the end of the school year.

Scholarships are provided for students who are either going on to post secondary education ***OR*** in to the workforce. ***Not all scholarships require a student to go in to college.*** Please seek out all scholarships for which you are eligible for by connecting with the CVCC Guidance Coordinator.

In order to qualify for a scholarship/award, a student must meet the following criteria:

- Current Career Center Senior
- Attendance
 - More than 6 absences ask committee for an Administrative Review
 - Tardies/Early Dismissals: 3 T/ED is = 1 Absent
- Suspensions: NONE
- Resume
- Essay

- References (2 Required)

Donations by community organizations, businesses and individuals who recognize the value of a solid Technical Education and who want to encourage our students as they further their studies or begin their technical careers are available to our seniors.

Quarterly Awards

Teacher's Choice Award

CRITERIA: A student must have a B average or higher in the class, no unexcused absences, cooperative behavior, friendly, and a positive attitude.

Student's Choice Award

CRITERIA: The student must be a fellow student with good workplace skills, "a fellow student who you would want on your team in a group project situation," one who is dependable, reliable and takes ownership. The student must work at making the teacher as effective as possible and helps move the class deeper into the subject area.

END OF THE YEAR AWARDS

Awards

CRITERIA: A student must be a current Career Center senior, meet the attendance and behavior requirements for the award.

Perfect Attendance

Outstanding Student of the Center

STUDENT HEALTH SERVICES

Our campus employs a full-time school nurse, assisted by an associate nurse, who provide health appraisal and supervision, health counseling, emergency and first aid care, control of contagious illness and serve as advocates for students. Health office staff is available for consultation with parents on health issues, and serve as resources for faculty and staff. You can reach the school nurse by calling 476-6237 ex. 1151

Injury and Accident

Any person recognizing a medical emergency must report it immediately to the faculty member in charge of the activity. The adult in charge shall carry out emergency care procedures, retaining responsibility until relieved by school or medical authority.

The nurse will provide first aid emergency care when it is needed.

Transportation of the ill or injured student shall be provided by parents unless the illness or injury is such that the use of an emergency vehicle is required or the parent is unavailable.

In the event of an injury, an official accident report form will be completed by the faculty member appropriate school employee with the assistance of the school nurse and turned in to the Administrative Office.

Immunizations

Immunizations against measles, mumps, and rubella, diphtheria, tetanus, polio and Hepatitis B are now required

by Vermont law unless an exemption is requested for medical or religious reasons.

Immunizations must be up to date or students will not be allowed to attend school. Transfer students will be given two weeks to provide proof of immunization.

Due to the nature of some Career Center programs and their curriculum, students without documented immunization records may not be able to participate in that program. See Administration for details.

Reporting New Illness

Students should report any new illness, including allergies, to the school nurse as they develop. Students must also inform the school nurse of any physical disability or chronic illness that requires daily medication.

In case of illness at school, parents will be notified and requested to provide transportation to the student's home. When parents are contacted, they assume responsibility for the student leaving school. If a parent is not available, the main office should be informed.

The school nurse and the Career Center office must be notified if a student will be absent from school for an extended period of time.

Medication

The school nurse should be notified by parents or guardians if a student is on any long-term medication not being taken in school. If necessary, and with parental approval, the nurse will notify the student's teachers of any significant effects of the medication.

Over-the-Counter Medications: The school nurse stocks a limited supply of certain over-the-counter medications to be given at the discretion of the school nurse and with parental approval. In general, the school considers the use of such medicines in school to be a decision between the student and his/her parent or guardian. Please complete the Emergency/Medication Form sent to all students at the beginning of the school year.

Prescription Medicines: Unless special arrangements are made through the school nurse, students are not allowed to carry and self administer prescription drugs at school. The only exception to this is for life sustaining medication such as epinephrine or an inhaler and then with proper medical and parental documentation. Prescription medications should be given at home whenever possible. If they need to be given during school hours, the following regulations apply:

- Medication must be brought to the school nurse in a container labeled by the pharmacy or physician, with the name of the student, name of the medicine, dosage, and time of necessary administration.
- Prescription medicines must be accompanied by a doctor's written instruction. Written permission from a parent or guardian is also necessary.
- The medication will be kept in a locked cabinet in the health office, and given by the school nurse at the proper time.
- Parents have the option of coming to school and personally giving medicine to their children.

AGE OF MAJORITY

All students who reach the age of majority (18 years old) while still enrolled at the Central Vermont Career Center are subject to all of the policies and regulations of the school. As long as the student lives with a parent or guardian, that individual shall maintain authority over the student to include: attendance, early dismissals, field trips, access to files and documentation, and communication with the school. If a student has reached the age of majority and no longer resides with a parent/guardian, that student will be notified of their rights and responsibilities as an “adult student,” including the aforementioned components.

Each student seeking Age of Majority must complete a form - see Administrative Assistant in the CVCC Office for this form. Once the form is completed and signed, please submit to the CVCC Office and a meeting with the Assistant Director will be scheduled.

SCHOOL CONDUCT

The conduct of our students should always reflect respect for self and for others. Basic standards of civility are required at all times. Inappropriate physical contact is not allowed. These expectations apply at all school events.

A. A student, who believes that s/he has been harassed, bullied or hazed or believes s/he witnessed this conduct, should report the conduct to one of the Central Vermont Career Center’s designated employees **Jason Derner (ext 1045) or Ruth Durkee (ext 2131).**

B. 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.

For a complete copy of the school’s Prevention of Hazing, Harassment and Bullying policy please reference the attachments to this handbook or contact the Administrative office at 476-6237.

PROGRAMS AND SERVICES (related to alcohol, tobacco and drug education)

- A. Educational Programs - The Spaulding High School and Central Vermont Career Center shall provide the following educational programs:
1. School Personnel - an on-going in-service specific to alcohol, tobacco and other drug education orientation for all school personnel
 2. Students:
 - Age appropriate Alcohol, Tobacco and other Drug (ATOD) prevention education programs for students in compliance with curriculum guidelines established by the Agency of Education.
 - Student Assistance Programs (S.A.P.) offering individual and family support, screening and referral for ongoing treatment services.
 3. Parents - information and training programs.
- B. Self-referral for Assistance with Substances

When a student reports that he/she has a problem with substance use 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 "reported" in violation of school policy or law.
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 substance abuse.

All school personnel who observe student behavior that may indicate substance abuse will refer that student to appropriate school officials, i.e., the school nurse, SAP counselor, or the administration.

D. Community Support and Referral System:

Spaulding High School and Central Vermont Career Center shall maintain a written agreement with a community substance abuse treatment provider. Under no circumstances shall the school be financially responsible for the costs of assessment or treatment.

Spaulding High School and Central Vermont Career Center shall maintain a liaison with the local law enforcement agency for the purpose of obtaining assistance in determining appropriate and effective courses of action when incidents of substance use occur within the school environment.

CAREER CENTER EDUCATIONAL ENVIRONMENT

Research tells us that an appropriate educational environment contributes to the success of a school. In order to establish and maintain the most productive school environment for our school we need your help.

Dress Code

All students are expected to dress appropriate to their program. Appropriate footwear for your career field and the planned work for the day is required. For example, closed toed shoes or steel toed boots are required for the heavy shops/labs.

Individual Central Vermont Career Center programs have specific dress code requirements in addition to those listed below, and students must abide by these as well. Questions should be directed to administration.

All shorts, skirts and dresses must hang **2" below the finger tips** when arms are relaxed at the student's side.

Students may not wear:

- sunglasses
- clothing with crude, sexually suggestive messages
- clothing with alcohol or drug endorsing messages
- clothing with harassing or derogatory messages

- clothing which exposes undergarments, midriffs, backs or cleavage

Students must be prepared to fully participate in their program curriculum for the day, for example, if your program regularly travels off site to other locations, you must be prepared to participate in the planned activities for that day.

If students are in violation of the dress code they will be given an opportunity to change or cover up if possible. If they are unwilling or unable to do so, they will be sent home immediately.

Public Displays of Affection

Inappropriate and excessive public displays of affection can possibly lead to sexual harassment charges. Lewd or inappropriate affection (extended/prolonged kissing, touching, fondling, etc.) is not allowed and can result in administrative action.

Cell Phones and Personal Listening Devices (IPODs, MP3s, etc.)

Cell phones/personal listening devices are allowed to be used before and after school, and during break and lunch. Cell phones need to be turned off and put out of sight during class time. Students who fail to do so will be subject to administrative action. Personal listening devices such as IPODs are allowed to be used before and after school and during lunch. They are not allowed during passing time due to safety concerns. Students who fail to abide by the above will be subject to administrative action.

Safety

All career center students must successfully complete a safety program specific to their program area in order to fully participate in the program and shop areas.

Posters and Announcements

All posters and announcements that students wish to put up must be officially approved by the administration.

COMPUTER NETWORK

Acceptable Use of Electronic Resources and the Internet Policy - see attached

The primary purpose of the school's Computer Network is educational. Users are responsible for ensuring that their activities adhere to generally accepted educational standards. The Computer Network is intended to enhance the established school curriculum. The network serves as a resource for improving and enriching teaching and learning at the Spaulding High School and Central Vermont Career Center Campus.

Student use of the Computer Network is a privilege, not a right. Deliberate inappropriate use can result in cancellation or restriction of access privileges, as well as disciplinary or legal action. Intentional unacceptable behaviors include, but are not limited to, the following:

- involvement in any activity prohibited by law
- the storage, hacking, including the accessing, or transferring of, unnecessarily large files
- attempting to establish commercial ventures on the network
- involvement with on-line games
- storing or transferring obscene materials
- transferring "chain" type letters

- sharing passwords and log-ins or information in violation of maintenance of student records policy
- connecting or attempting to connect personal devices or other non-school technology to the Computer Network

All users shall assume responsibility - legal, financial and otherwise - for their actions when using the Computer Network. All users of the network will be held accountable for use of their computer accounts. Any inappropriate action or activities on the Computer Network will be considered an action of the account holder. Thus, passwords shall not be shared or transferred. Responsible use of the Computer Network prohibits:

- interfering with normal and proper operations of the network or Internet
- adversely affecting the ability of others to use equipment or services
- conducting oneself in ways that are harmful, harassing, or deliberately offensive to others
- using the Internet for any illegal purposes
- using the computers or network for any illegal purpose
- using computer files that do not belong to the user
- copying protected software, including school owned software, without authorization from the copyright holder

The school maintains and manages the Computer Network in such a way as to ensure availability and reliability in performing its educational mission. This requires the ability and authority to inspect any and all materials transferred and stored within the network by any and all users. Therefore, accounts of users are not private and may be accessed by system administrators or their designee(s) for any reason at any time without prior notice to the account holder.

All students who wish to access the Computer Network must sign an “Acceptable Use of Electronic Resources and the Internet Contract” before gaining privileges. This contract allows students’ access to the World Wide Web, the Internet, and electronic mail (e-mail). If the student is under age eighteen, parents must co-sign the contract. See the end of this packet for the form.

OTHER STUDENT SERVICES

The school can provide support for students struggling with substance abuse, high risk behaviors, and personal crisis that have a serious impact upon the student’s ability to function effectively in school. Contact the Guidance Coordinator at 476-6237 ext. 1156, or your child’s sending school counselor for assistance.

STUDENT LEARNING SERVICES & EDUCATIONAL SUPPORT

At the Central Vermont Career Center, we deliver a variety of special services and programs as part of our overall educational support system. Our goal is to provide support so that all students will achieve academic success.

The Student Support Team consists of a range of support services. A core team receives referrals and acts as an intervention and planning team to support all students in achieving Vermont Standards and experiencing academic success. Referrals are made through the Center’s Guidance Coordinator (X1156) in the Student Career Center.

For questions regarding educational supports for your child, please contact the special services office through the Central Vermont Career Center administrative offices (476-6237).

Special Education and related supports are available to all eligible children with disabilities, grades 9-12. Eligibility and need for special education services are determined individually, based upon the results of a comprehensive evaluation and sending high school team.

Suspension or Removal from Central Vermont Career Center

Whenever a student's behavior becomes a serious problem that administrators no longer feel they can tolerate, and that parents or guardians are unable to correct, a recommendation for removal from program shall be considered by Career Center Administration. This only happens after multiple attempts to redirect the student through parent meetings and conversations have failed.

Secondary Students:

- **Suspension:** Students currently enrolled in the Central Vermont Career Center may be suspended for a period up to 5 calendar days.

Suspension is warranted when there is a pattern of behavior that is impeding a student's (or fellow students') ability to take part in the regular education program offered at Central Vermont Career Center.

Multiple infractions could also result in recommendation for removal from the Central Vermont Career Center.

*Examples of unsafe behavior include but are not limited to: misuse of electronic devices, physical or verbal inappropriate and/or intimidating behaviors toward students or staff; possession or use of a weapon or weapon like item; possession or use of illegal substances or substances prohibited by current school board policy; leaving school grounds without permission; destruction of school property; theft of school property or another student's/staff member's property, etc.

When a student has been referred to the Assistant Director or Director he/she may be given consequences prior to being issued a suspension. (e.g. administrative warning, in-school support, loss of privileges).

Due Process: Administration will show reasonable attempts to notify parents of all actions.

Appeals regarding suspensions may be submitted in writing to the Career Center Director.

- **Removal:** Students currently enrolled in the Central Vermont Career Center may be removed from a program and transitioned back to their sending high school if there is evidence of a pattern of suspensions as listed above under "Suspension".

This would include unsafe behavior, the inability to make change and improve behaviors over time or the inability to follow school policy.

- The Central Vermont Career Center does not expel students; students are either suspended or removed from the Central Vermont Career Center. All Students are afforded a public education within their sending high school system.
- **Due Process** is followed for all suspensions and removals.

- **Appeal Process** – parents/guardians may appeal a decision rendered by the Assistant Director or Director of the Central Vermont Career Center by:
 - Appealing in writing to the Superintendent of Schools
 - The Superintendent will have 14 calendar days to respond to the Appeal
 - Upon receipt of the Superintendent’s decision, the parent/guardian may Appeal to the Spaulding High School Board within 14 calendar days. The School Board will make the final decision.

ATTENDANCE PROCEDURES

"A person having the control of a child between the ages of 7 and 16 years shall cause the child to attend an approved public school, an approved or reporting private school, or a home study program for the full number of days for which that school is held, unless the child:

- 1. is mentally or physically unable to attend; or*
- 2. has completed the tenth grade; or*
- 3. is excused by the superintendent or a majority of school directors."*

(VSA 16-1121, Attendance by children of school age required, Amend 1987, No. 97)

PHILOSOPHY & STANDARDS FOR ATTENDANCE - see attached policy

The philosophy of the attendance expectations reflects our belief that a student's daily participation in the classroom and lab/shop is an integral part of his/her education. We believe that attendance is directly related to success in school. Daily classroom participation and shop participation/hours, and the work habits reinforced in the classroom, are important tools for developing a well rounded individual.

Regular attendance in a class is more essential than ever before. When a student misses a day, arrives late, or leaves early he/she often misses learning opportunities that cannot be "made up" in a way that matches the in-program experience. Therefore, regular on-time daily attendance takes precedence over vacations, personal appointments, and other priorities.

*Missing Career Center program time could jeopardize a student's opportunity to earn industry credentials, college course credit, program credit, or even program completion.

*Documented doctor, dentist, court appointments, college visits, or family funerals will not usually be counted as attendance violations. However, administration will review and address patterns of appointments as needed.

STUDENT ATTENDANCE REQUIREMENTS

Students hold primary responsibility for their own attendance, with a goal of maximizing their time in their Career Center program.

Perfect or near perfect attendance contributes to a student's consideration for awards, scholarships, National Technical Honor Society, and other recognition.

Accumulated absences may lead to the following...

- Loss of lab/shop time in order to catch up on program content.
- Loss of opportunity to earn industry recognized credentials, and/or college credit.

- Reduction of course credit. A full year student who attends for the full CVCC school day may earn up to 6 credits, including one embedded academic credit. In the case of significant absences, CVCC may recommend that the student's sending school reduces the number of credits awarded.
- Removal from the program. Excessive absences can impact a student's ability to succeed. Five or more absences in the first quarter or ten or more absences in a semester may lead to the student returning to their sending high school for the remainder of the academic year.

Tardies and Early Dismissals: Being on time and staying until the end of the work day are critical to a successful career. Therefore, these habits are taken seriously at Central Vermont Career Center.

- Arriving more than 60 minutes late or leaving more than 60 minutes early will be considered the same as an absence.
- Three tardies and/or early dismissals of less than 60 minutes will be considered equivalent to an absence.

ATTENDANCE REPORTING REQUIREMENTS

School Responsibility

The school is responsible for the following:

- *notifying each sending school of daily attendance.

Parent/Guardian Responsibility

The parent/guardian is responsible for:

- *providing the Career Center (476-6237, ext. 1139) with an excuse for the student's absence or tardiness within two school days after the day of tardiness or absence.
- *notifying the Career Center (476-6237, ext. 1139) in advance, either in writing or via phone, for all early dismissals.

Student Responsibility

The student is responsible for:

- *attending and being on time to class.
- *presenting dismissal notes to an administrator in the Main Office for Spaulding students and the Career Center office for all other sending school students for authorization and receiving a dismissal pass **prior** to leaving the building.
- *reporting to Career Center Office for an excused or unexcused tardy pass if late to school, ***Before Going to Program or Shop.***
- *making arrangements with teachers to make up missed work within two days if the absence was excused.

Bell Schedule

8:22 am to 12:35 pm Classes

12:35 pm to 12:55 pm Lunch

1ST Reading: April 16, 2012
2nd /Final Reading: 5/21/2012

ADMISSION FOR STUDENTS (Secondary and Adults) TO THE BARRE TECHNICAL CENTER

- 1.0 The Barre Technical Center shall establish procedures governing the admission of high school and adult students to the programs of the Center. The procedures shall assure that admissions are in compliance with Title IX of the Educational Amendments of 1972, *IDEA*, and Section 504 of the Rehabilitation Act.
- 2.0 The Barre Technical Center shall make recommendations to the Board when a change in admissions procedures is warranted.
 1. Definitions:
 2. Student – secondary student in grades 9-12 who are enrolled in high school.
 3. Adult Student – Adults without diplomas are accepted into daytime programs after secondary students have been enrolled. Adults with diplomas are accepted into daytime programs on a space available basis after all secondary students and adults without diplomas have been given consideration.
- 4.0 Adults who are admitted into the Barre Technical Center will be required to sign an agreement regarding expectations.

Teaching About Controversial/Sensitive Issues Policy

Effective citizenship is a major goal of the educational experience at the Spaulding High School Union District #41. To achieve this purpose, students should have an opportunity to examine instructional materials reflecting a wide variety of experiences. Accordingly, guidelines within which the district' professional staff and students can teach and learn about controversial and sensitive issues are provided in this policy.

Controversial and sensitive issues are defined as those p r o b l e m s , subjects, or questions about which there are significant differences of opinion, fur which there are no easy resolutions, and discussions of which generally create strong feelings among people. Although there may be disagreement over what the facts are and what they mean, subjects usually become controversial and sensitive because of the different values people use in applying the facts as known.

1. Controversial and sensitive issues shall be handled as they arise in the classroom and shall not be avoided in order to restrict or restrain the academic freedom, as defined in the Master Agreement between the teachers and board of school directors, of either the teacher or the student. Teacher initiation of controversial and sensitive issues should have direct relevance to the topic being discussed.
2. In handling a controversial or sensitive issue, the teacher shall not suppress a student's view, value and/or belief on that issue as long as the expression of that view, value, or belief is not derogatory, malicious or abusive toward other students' views. Instructional materials should present differing sides of controversial and sensitive issues. The purpose of classroom teaching methodologies shall be to present differing sides of controversial and sensitive issues so that teachers guide young citizens in the practices of critical discussion, thinking and reading.
3. In the course of a student's education at Spaulding High School, topics may be presented which could cause discomfort in light of a student's or families' personal beliefs. If this occurs, students and/or their parents/guardians may request an alternative experience. This request should be made to the student's teacher.

1ST READING: 5/8/14

2ND READING: 6/12/14

ADOPTED: 6/12/2014

Code Change from IIC: 11/12/2015

Acceptable Use of Electronic Resources & the Internet

1.POLICY

Statement of Purpose

This policy outlines the proper and acceptable use of all aspects of electronic resources in the Barre Supervisory Union (BSU). Electronic resources enhance school curriculum and improve teaching and learning. It is important to remember that use of those resources is a privilege and carries with it responsibilities for all involved.

Responsibilities

All users will assume full liability – legal, financial or otherwise- for their use of electronic resources on school grounds or while engaged in school-approved activities.

Privacy

Authorized BSU IT staff may inspect any materials created on, transmitted by, or stored on BSU electronic resources for any reason at any time without prior notice. BSU staff has the right to remove inappropriate materials and make referrals to school administration for disciplinary action. There should be no expectation of privacy.

Acceptable Uses

The BSU provides information technology for **educational purposes only**. Information technology extends the classroom, and all school rules and policies apply.

- a) All users must abide by rules of network etiquette. They should be polite and considerate and use appropriate behavior, language and graphics at all times.
- b) Teachers may allow individuals to use email and web tools for strictly educational purposes. The use of blogs, podcasts, other web tools and social networking sites is considered an extension of the classroom. Any speech or graphics that are considered inappropriate in the classroom are also inappropriate in all online uses. If the teacher wants to use resources normally blocked by the BSU, that teacher may apply to the BSU Director of Technology for temporary or extended access.
- c) Personal electronic devices will not be connected directly or via BSU wireless access point to the BSU network, without the permission of the BSU Director of Technology. Such requests will be granted only under special circumstances.
- d) No personal addresses, phone numbers, or last names of students will be given out. No identifiable photographs of students may be published electronically without prior written parental consent.

Copyright and Fair Use

All users will respect copyright laws for print, media, and software licensing agreements and will adhere to accepted standards for academic integrity.

Acceptable Use Policy Violations

Involvement in the following or similar activities will result in disciplinary action.

- a) Intentional circumvention of the firewall or other protection measures. This includes internet access by students through any means other than the BSU firewall while on BSU grounds.
- b) Hacking, including accessing, storing, transferring, altering, deleting, installing or downloading files without authorization.
- c) Use that causes harm to others or damage to property.
- d) Use that does not respect the rights of others, including threatening, obscene, harassing, bullying, hate-speech, or abusive language or images.
- e) Use for commercial ventures.
- f) Use that invades or violates the privacy of another user.
- g) Misrepresenting oneself as another user.
- h) Involvement in any activity prohibited by law. Such activity is considered a crime under state and/or federal law and may be referred to the appropriate legal authorities.

Disciplinary Action May Include

- a) Cancellation or restriction of access privileges.
- b) Additional disciplinary action, as determined by school administration.
- c) Legal action.
- d) In the case of staff, termination of employment.

Internet Safety

As required by statute, the BSU filters Internet content. The BSU monitors users' online activities through direct observation and technological means. The BSU or its member schools are not liable for online content.

2. IMPLEMENTATION

The BSU Director of Technology will coordinate with building administrators to issue rules and procedures for the implementation of the above policy.

Legal References: *20 U.S.C. § 6777 et seq. (Enhancing Education Through Technology Act)*
 47 U.S.C. §254 (Children's Internet Protection Act)
 47 CFR §54.520 (CIPA Certifications)

Original Policy Adopted - June, 2000
Revision I - May, 2001
Revision II - June, 2008
Revision III - October, 2012
Revision IV - May 8, 2014
Recoded - November 12, 2015

STUDENT ATTENDANCE

Policy

It is the policy of the Spaulding High School District #41 to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning. Legal pupils between the ages of 6 and 16 and who are residents of the school district and non-resident pupils who enroll in school district schools are required to attend school for the full number of days that school is held unless they are excused from attendance as provided in state law.¹ Students who are over the age of 16 are required to attend school continually for the full number of the school days for which they are enrolled, unless they are mentally or physically unable to continue, or are excused by the superintendent in writing.²

The administrative team shall develop rules and procedures to ensure the implementation of this policy.

Administrative Rules and Procedures

The procedures will address the following issues and may include others as well:

- A. written excuses;
- B. tardiness;
- C. notification of parents/guardian;
- D. signing out of school;
- E. excessive absenteeism;
- F. homebound and hospitalized students;
- G. early dismissals;
- H. homework assignments;
- I. making up work

Administrative Responsibilities

1. The principal/director is responsible for maintaining accurate and up-to-date records of student attendance.
2. The principal/director is responsible for assuring that the school has the appropriate family information that allows the school to contact the parent(s) or guardian(s) of all students whenever necessary.

¹See 16 V.S.A. 1121 for legally acceptable excuses.

²See 16 V.S.A. 1122.

Legal Reference(s):

16 V.S.A. §§1121 et seq. (Attendance required)

VT State Board of Education Manual of Rules & Practices: §2120.8.3.3

Cross Reference:

Admission of Resident Students (F13)

Admission of Non-Resident Tuition Students (F14)

**MODEL PROCEDURES ON THE PREVENTION OF HARASSMENT,
HAZING, AND BULLYING OF STUDENTS**

I. Reporting Complaints of Hazing, Harassment and/or Bullying

- A. Student Reporting:** Any student who believes that s/he has been hazed, harassed and/or bullied under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute hazing, harassment and or/bullying, should promptly report the conduct to a designated employee or any other school employee.
- B. School employee reporting:** Any school employee who **witnesses conduct** that s/he reasonably believes might constitute hazing, harassment and/or bullying shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee and immediately complete a Student Conduct Form.

Any school employee **who overhears or directly receives information** about conduct that might constitute hazing, harassment and/or bullying shall immediately report the information to a designated employee and immediately complete a Student Conduct Form. If one of the designated employees is a person alleged to be engaged in the conduct complained of, the incident shall be immediately reported to the other designated employee or the school administrator.

- C. Other reporting:** Any other person who witnesses conduct that s/he reasonably believes might constitute hazing, harassment and/or bullying under this policy should promptly report the conduct to a designated employee.
- D. Documentation of the report:** If the complaint is oral, the designated employee shall promptly reduce the complaint to writing in a Student Conduct Form, including the time, place, and nature of the alleged conduct, the identity of the complainant, alleged perpetrator, and any witnesses. Both the complainant and the alleged perpetrator will have the right to present witnesses and other evidence in support of their position.
- E. False complaint:** Any person who knowingly makes a false accusation regarding hazing, harassment and/or bullying may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of hazing, harassment and/or bullying when the person has a good faith belief that hazing, harassment and/or bullying occurred or is occurring.

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- F. 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
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
617-289-0111 (voice)
877-521-2172 (tdd)
617-289-0150 (fax)
Email: OCR.Boston@ed.gov

II. Responding to Notice of Possible Policy Violation(s)

- A. Upon notice of information** that hazing, harassment and/or bullying may have occurred the designated employee shall:
- i. Promptly reduce** any oral information to writing, including the time, place, and nature of the conduct, and the identity of the participants and complainant.
 - ii. Promptly inform** the school administrator(s) of the information;
 - iii.** If in the judgment of the school administrator, the information alleges conduct which may constitute harassment, hazing or bullying, the school administrator shall, as soon as reasonably possible, **provide a copy of the policy on hazing, harassment and bullying** and these procedures to the complainant and accused individual, or if either is a minor, cause a copy to be provided or delivered to their respective parent or guardian.
- B. Upon initiation of an investigation**, the designated employees shall:
- i. Notify in writing** both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that:
 - 1.** an investigation has been initiated;
 - 2.** retaliation is prohibited;

-
3. all parties have certain confidentiality rights; and
 4. will be informed in writing of the outcome of the investigation.

- C. **All notifications shall be subject to state and/or federal laws** protecting the confidentiality of personally identifiable student information. Pursuant to 34 CFR Part 99.30, a school administrator may seek the consent of the parent/guardian of the accused student, or the accused eligible student (if 18 or older, the accused student has the ability to consent), in order to inform the complainant of any disciplinary action taken in cases where the school determined that an act(s) of harassment, hazing, and/or bullying, or other misconduct occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

III. **Investigating Hazing, Harassment and/or Bullying Complaints**

- A. **Initiation of Investigation - Timing.** Unless special circumstances are present and documented, such as reports to the Department for Children and Families ("DCF") or the police, the school administrator shall, no later than one school day after Notice to a designated employee, initiate or cause to be initiated, an investigation of the allegations, which the school administrator reasonably believes may constitute harassment, hazing or bullying.
- B. **Investigator Assignment.** The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.
- C. **Interim Measures.** It may be appropriate for the school to take interim measures during the investigation of a complaint. For instance, if a student alleges that he or she has been sexually assaulted by another student, the school may decide to place the students immediately in separate classes and/or transportation pending the results of the school's investigation. Similarly, if the alleged harasser is a teacher, allowing the student to transfer to a different class may be appropriate.

In all cases, the school will make every effort to prevent disclosure of the names of all parties involved – the complainant, the witnesses, and the accused -- except to the extent necessary to carry out the investigation. In all cases where physical harm has resulted and/or where the targeted student is known to be expressing suicidal ideation, or experiencing serious emotional harm, a safety plan will be put in place. Safety plans must also be considered in cases where the targeted student is known to have difficulty accessing the educational programs at the school as a result of the inappropriate behavior. No contact orders, or their enforcement, may also be appropriate interim measures.

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- D. Due Process.** The United States Constitution guarantees due process to students and District employees who are accused of certain types of infractions, including but not limited to sexual harassment under Federal Title IX. The rights established under Title IX must be interpreted consistent with any federally guaranteed due process rights involved in a complaint proceeding, including but not limited to the ability of the complainant and the accused to present witnesses and other evidence during an investigation. The District will ensure that steps to accord due process rights do not restrict or unnecessarily delay the protections provided by Title IX to the complainant.
- E. Standard Used to Assess Conduct.** In determining whether the conduct constitutes a violation of this policy, the investigator shall consider the surrounding circumstances, 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. The complainant and accused will be provided the opportunity to present witnesses and other evidence during an investigation. The school will also consider the impact of relevant off- campus conduct on the school environment where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs. Whether a particular action constitutes a violation of this policy requires determination based on all the facts and surrounding circumstances.
- F. Completion of Investigation – Timing.** No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator.
- G. Investigation Report.** The investigator shall prepare a written report to include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes hazing, harassment and/or bullying. The report, when referencing student conduct, is a student record and therefore confidential. It will be made available to investigators in the context of a review conducted by either Vermont AOE, or investigations of harassment conducted by the Vermont Human Rights Commission or U.S. Department of Education Office of Civil Rights.
- H. Notice to Students/Parents/Guardians.** Within five school days of the conclusion of the investigation, the designated employee shall:
- i. Notify in writing both the complainant and accused individual** (or if either is a minor inform their respective parent or guardian) that:
 - 1.** the investigation has been completed;
 - 2.** whether or not the investigation concluded that a policy violation occurred (and which policy term was violated, i.e. harassment, hazing and/or bullying);
 - 3.** that federal privacy law prevents disclosure of any discipline

imposed as a result of the investigation unless the Parent/guardian of the accused student and/or the accused eligible student consents to such disclosure, pursuant to 34 CFR Part 99.30, as set forth in Section II, Part C, above.

- ii. **Notify the Complainant Student** - or if a minor, their parent(s) or guardian - in writing of their rights to:
 - 1. an internal review by the school of its initial determination as a result of its investigation as to whether harassment occurred;
 - 2. request an Independent Review of the school's "final" determination as to whether harassment occurred within thirty (30) days of the final determination or although a "final" determination was made that harassment indeed occurred the school's response to that harassment was inadequate to correct the problem; and that the review will be conducted by an investigator to be selected by the superintendent from a list developed by the Agency of Education;
 - 3. file complaints of harassment with either the Vermont Human Rights Commission and/or the federal Department of Education's Office of Civil Rights.
- iii. **Notify the Accused Student** – or if a minor, their parent(s) or guardian - in writing of their right to appeal as set forth in Section V of these procedures.

I. **Violations of Other Policies.** In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies or codes of conduct.

IV. **Responding to Substantiated Claims**

A. **Scope of Response.** After a final determination that an act(s) of hazing, harassment and/or bullying has been committed, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the hazing, harassment and/or bullying and prevent any recurrence of harassment, hazing and/or bullying, and remedy its effects on the victim(s). In so doing, the following should be considered.

- i. **Potential Remedial Actions.** Remedial action may include but not be limited to an age appropriate warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the hazing, harassment and/or bullying. To prevent recurrences counseling for the offender may be appropriate to ensure that he or she understands what constitutes hazing/harassment and/or bullying and the effects it can have. Depending on how

widespread the hazing/harassment/bullying was and whether there have been any prior incidents, the school may need to provide training for the larger school community to ensure that students, parents and teachers can recognize hazing/harassment/bullying if it recurs and know how to respond. **School Access/**

- ii. **Environment Considerations.** The District will also take efforts to support victims' access to the District's programs, services and activities and consider and implement school-wide remedies, where appropriate. Accordingly, steps will be taken to eliminate any hostile and/or threatening environment that has been created. For example, if a female student has been subjected to harassment/bullying by a group of other students in a class, the school may need to deliver special training or other interventions for that class to repair the educational environment. If the school offers the student the option of withdrawing from a class in which a hostile environment/bullying occurred, the District will assist the student in making program or schedule changes and ensure that none of the changes adversely affect the student's academic record. Other measures may include, if appropriate, directing a bully/harasser to apologize to the affected student. If a hostile environment has affected the entire school or campus, an effective response may need to include dissemination of information, the issuance of new policy statements or other steps that are designed to clearly communicate the message that the school does not tolerate harassment and/or bullying and will be responsive to any student who reports that conduct.
- iii. **Hazing Case Considerations.** Appropriate penalties or sanctions or both for organizations that or individuals who engage in hazing and revocation or suspension of an organization's permission to operate or exist within the institution's purview if that organization knowingly permits, authorizes, or condones hazing.
- iv. **Other Remedies:** Other remedies may include providing counseling to the victim(s) and/or the perpetrator(s), and additional safety planning measures for the victim(s).

- B. **Retaliation Prevention.** It is unlawful for any person to retaliate against a person who has filed a complaint of harassment or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. A person may violate this anti-retaliation provision regardless of whether the underlying complaint of harassment is substantiated.

The District will take reasonable steps to prevent any retaliation against the student who made the complaint (or was the subject of the harassment), against the person who filed a complaint on behalf of a student, or against those who provided information as witnesses. At a minimum, this includes making sure that the students and their parents, and those witnesses involved in the school's investigation, know how to report any subsequent problems

and making follow-up inquiries to see if there have been any new incidents or any retaliation.

C. **Alternative Dispute Resolution.** At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation, for resolving complaints. Certain considerations should be made before pursuing alternative dispute resolution methods, including, but not limited to:

1. the nature of the accusations (for example, face-to-face mediation is not appropriate for sexual violence cases),
2. the age of the complainant and the accused individual,
3. the agreement of the complainant, and
4. other relevant factors such as any disability of the target or accused individual, safety issues, the relationship and relative power differential between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual.

V. Post Investigative Reviews

Rights of Complainants

A. **Internal Review of Initial Harassment Determinations By Complainant.**

A complainant or parent of a complainant may request internal review by the District of a designee's initial determination (following investigation) that harassment has not occurred via written request submitted to the District superintendent. All levels of internal review of the investigator's initial determination, and the issuance of a final decision, shall, unless special circumstances are present and documented by the District, be completed within 30 calendar days after review is requested.

B. **Independent Reviews of Final Harassment Determinations By**

Complainant.

A complainant may request an independent review within thirty (30) days of a final determination if s/he: (1) is dissatisfied with the final determination as to whether harassment occurred, or (2) believes that although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem.

The complainant shall make such a request in writing to the superintendent of schools within thirty (30) days of a final determination. Upon such request, the superintendent shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 570a.(b)(1) and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant and relevant school officials and a review of the written materials from the school's investigation.

Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing: (1) as to the sufficiency of the

school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and (2) of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Secretary of Education.

The reviewer shall advise the student of other remedies that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the District. The District may request an independent review at any stage of the process.

- C. **Rights to Alternative Harassment 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
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
617-289-0111 (voice)
877-521-2172 (tdd)
617-289-0150 (fax)
Email: OCR.Boston@ed.gov

Rights of Accused Students

- A. **Appeal.** Any person determined to have engaged in an act(s) of hazing, harassment and/or bullying may appeal the determination and/or any related disciplinary action(s) taken, directly to the school board of the school district. The school board shall conduct a review on the record. The standard of review by the school board shall be whether the finding that an act(s) of hazing, harassment, and/or bullying has been committed constitutes an abuse of discretion by the school level fact finder. Appeals should be made to the school board within ten (10) calendar days of receiving the determination that an act(s) of hazing, harassment

and/or bullying has occurred and/or any announced discipline. The school board shall set the matter for a review hearing at the next scheduled school board meeting to the extent practicable, but not later than 30 days from receipt of the appeal filing.

- B. Accused Student/Appellant Access to Investigative Reports/Findings.** The school district shall make available upon request of the Accused Student/Appellant, any relevant information, documents, materials, etc. related to the investigation and related finding on appeal that can be redacted and de-identified in compliance with the requirements set forth at 34 CFR Part 99. For those documents that cannot be provided due to the requirements set forth at 34 CFR Part 99, when an Accused Student/Appellant seeks a review on the record before the school board of the school district, a school administrator may seek the consent of the parent/guardian of the targeted student, or the accused eligible targeted student (if 18 or older, the targeted student has the ability to consent), in order to inform the accused student of the findings which gave rise to the school's determination that an act(s) of harassment, hazing, and/or bullying occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

VI. Confidentiality and Record Keeping

- A. Privacy Concerns.** The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the District'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.
- i. Concerns Related to Harassment Complaints.** The scope of appropriate response to a harassment complaint may depend upon whether a student or parent of a minor student reporting the harassment asks that the student's name not be disclosed to the harasser or that nothing be done about the alleged harassment. In all cases, school officials will discuss confidentiality standards and concerns with the complainant initially. The school will inform the student that a confidentiality request may limit the school's ability to respond. The school will remind the student that both federal Title IX and Vermont Title 9 prevent retaliation and that if he or she is afraid of reprisals from the alleged harasser, the school will take steps to prevent retaliation and will take strong action if retaliation occurs. If the student continues to ask that his or her name not be revealed, the school should take all reasonable steps to investigate and respond to the complaint consistent with the student's request as long as doing so does not prevent the school from responding effectively to the harassment and preventing harassment of other students.

The school will evaluate the confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. The factors the school might consider in this regard include the seriousness of the alleged harassment, the age of the student harassed, whether there have been other complaints or reports of harassment against the alleged harasser, and the rights of the accused individual to receive information about the accuser and the allegations if a formal proceeding with sanctions may result. If information about the incident is contained in an “education record” of the student alleging the harassment, as defined by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, the school will consider whether FERPA prohibits it from disclosing information without the student’s consent.

- B. Document Maintenance.** The Superintendent or school administrator shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the District in a confidential file accessible only to authorized persons. All investigation records created in conformance with this model policy and model procedures, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept by the Equity Coordinator, Designated Employees and District/Supervisory Union Central Office for at least six years after the investigation is completed.

VII. Reporting to Other Agencies

- A. Reports to Department of Children and Families.** When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6901 et seq.
- B. Reports to Vermont Agency of Education.** If a harassment complaint is made in a public school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the principal shall report the alleged conduct to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner. If a harassment complaint is made in an independent school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the head of school is encouraged to report the alleged conduct to the Secretary of Education.
- C. Reporting Incidents to Police**
- a. FERPA Rights.** Information obtained and documented by school administration regarding the school’s response to notice of student

conduct that may constitute hazing, harassment and/or bullying may constitute an “educational record” regarding the student or student(s) involved as defined by the Family Education Rights and Privacy Act. Accordingly, such information may not be disclosed without prior parent approval to local law enforcement except in response to a lawfully issued subpoena, or in connection with an emergency if disclosure is necessary to protect the health or safety of the student or other individuals.

- b. **First Hand Reports.** Nothing in this policy shall preclude persons from reporting incidents and/or conduct witnessed first-hand that may be considered to be a criminal act to law enforcement officials.
- c. **Hazing Incidents.** It is unlawful to (1) engage in hazing; (2) solicit direct, aid, or attempt to aid, or abet another person engaged in hazing; or (3) knowingly fail to take reasonable measures within the scope of the person’s authority to prevent hazing. It is not a defense in an action under this section that the person against whom the hazing was directed consented to or acquiesced in the hazing activity. Hazing incidents will be reported to the police in a manner consistent with the confidentiality rights set forth above in this section.

- D. **Continuing Obligation to Investigate.** Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this policy to pursue and complete an investigation upon receipt of notice of conduct which may constitute hazing, harassment and/or bullying.

VIII. Disseminating Information, Training, and Data Reporting

- A. **Disseminating Information.** Annually, prior to the commencement of curricular and co-curricular activities, the District shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and staff members, including references to the consequences of misbehavior contained in the plan required by 16 V.S.A. 1161a. Notice to students shall be in age-appropriate language and include examples of hazing, harassment and bullying. 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. **Student Training.** The school administrator shall use his/her discretion in developing age-appropriate methods of discussing the meaning and substance of this policy with students to help prevent hazing, harassment and bullying.
- C. **Staff Training.** The board or its designee shall ensure that teachers and other staff receive training in preventing, recognizing and responding to hazing, harassment and bullying.
- D. **Data Gathering.** Public school districts shall provide the Vermont Agency of Education with data requested by the Secretary of Education.

Legal References:

Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq.;
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d;
Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§ 1681 et seq.;
Family Education Rights Privacy Act; 20 U.S.C. §1232g; Public
Accommodations Act, 9 V.S.A. §§4500 et seq.;
Education, Classifications and Definitions, 16 V.S.A. §11(26);(30)(A);(32);
Education, 16 V.S.A. §140(a)(1); Education, 16 V.S.A. §166(e);
Education, Bullying, 16 V.S.A. §570c;
Education, Harassment, Hazing and Bullying, 16 V.S.A. § 570;
Education, Harassment, 16 V.S.A. §570a;
Education, Harassment, 16 V.S.A. §570c;
Education, Harassment, 16 V.S.A. §570f;
Education, Hazing, 16 V.S.A. §570b;
Education, Hazing, 16 V.S.A. §570f of Education,
Discipline, 16 V.S.A. §1161a;
Education, Suspension or Expulsion of Pupils; 16 V.S.A. §1162;
Child Abuse, 33 V.S.A. §§4911 et seq.;
Adult Protective Services, 33 V.S.A. §6901 et seq., all as they may be amended from time to time.
Washington v. Pierce, 179 VT 318 (2005).

Cross Reference:

**1ST READING: 12/10/2015
2ND READING: 1/14/2016
ADOPTED: 1/14/2016**

Spaulding High School recoded/ratified: 4/4/2016

**POLICY ON THE PREVENTION OF HARASSMENT, HAZING AND
BULLYING OF STUDENTS**

I. Policy

The Barre Supervisory Union ¹(hereinafter “district”) is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

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

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

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

The model procedures are expressly incorporated by reference as though fully included within this model policy. The model procedures are separated from the policy for ease of use as may be required.

II. Implementation

¹Throughout this model policy and the related procedures, “district” shall apply to independent schools and should be substituted as appropriate. References to the superintendent shall equate to “head of school” or “headmaster” as appropriate, with regard to independent schools. Where language suggests a “district” will take action, it shall be the superintendent, the head of school, the headmaster or his/her designee

The superintendent or his/her designee shall:

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

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

III. Constitutionally Protected Speech

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

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

- A. “Bullying”** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
- (a.) Is repeated over time;
 - (b.) Is intended to ridicule, humiliate, or intimidate the student; and (c.)
 - (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or
 - (ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student’s right to access educational programs.
- B. “Complaint”** means an oral or written report information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment or bullying.
- C. “Complainant”** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or bullying.
- D. “Designated employee”** means an employee who has been designated by the school to receive complaints of hazing, harassment and bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school building are identified in Appendix A of this policy.
- E. “Employee”** includes any person employed directly by or retained through a contract with the District, 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.
- F. “Equity Coordinator”** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race-based discrimination) for the district and for coordinating the district’s compliance with Title IX and Title VI in all areas covered by the implementing regulations. The equity coordinator is also responsible for overseeing implementation of the district’s *Preventing and Responding to Harassment of Students and Harassment of Employees* policies. This role may also be assigned to designated employees.
- G. “Harassment”** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means,

based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

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

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

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

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

H. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is

affiliated with the educational institution; and (1) Which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.

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

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

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

- (A) is registered in or in attendance at an educational institution;
- (B) has been accepted for admission at the educational institution where the hazing incident occurs; or
- (C) intends to attend an educational institution during any of its regular sessions after an official academic break.

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

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

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

M. “School administrator” means a superintendent, principal or his/her designee assistant principal/technical center director or his/her designee and/or the district’s equity coordinator.

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

APPENDIX A

Designated Employees:

The following employees of the Barre Supervisory Union have been designated by the district to receive complaints of bullying and/or harassment pursuant to this policy and 16 V.S.A. §570a(a)(7) and 16 V.S.A. §570c(7) and under federal anti-discrimination laws;

Name: **John Pandolfo**

Title: **Superintendent**

Contact Information:

802-476-5011 x1017

jpandbsu@u61.net

Barre Supervisory Union

120 Ayers St

Barre, VT, 05641

Designated Employees:

The following employees of the Spaulding High School District have been designated by the district to receive complaints of bullying and/or harassment pursuant to this policy and 16 V.S.A. §570a(a)(7) and 16 V.S.A. §570c(7) and under federal anti-discrimination laws;

Name: **Jason Derner**

Title: **Assistant Director**

Contact Information:

(802).476.6237 ext. 1045

jdernevcc@u61.net

Name: **Ruth Durkee**

Title: **Literacy and Assessment Coordinator**

Contact Information:

(802).476.6237 ext. 2311

rdurkevcc@u61.net

STUDENT ALCOHOL AND DRUGS¹

Policy

It is the policy of the Spaulding High School Union District #41 that no student shall knowingly possess, use, sell, give or otherwise transmit, or be under the influence of any illegal drug, regulated substance, or alcohol on any school property or at any school sponsored activity away from or within the school.² It is further the policy of the district to make appropriate referrals in cases of substance abuse.

Definitions

“Substance Abuse” is the ingestion of drugs and or alcohol in such a way that it interferes with a person’s ability to perform physically, intellectually, emotionally, or socially.³

“Drug” means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal regulation or statute.⁴

Educational Program

The administrative team shall work with appropriate staff members to develop and conduct an alcohol and drug abuse educational program.⁵ The program shall be consistent with the Vermont Alcohol and Drug Education Curriculum Plan.⁶ If the school district is a recipient of federal Safe and Drug-Free Schools and Communities Act funds, the Act will be considered in the development of the alcohol and drug abuse educational program.⁷

¹This policy is required by 16 V.S.A. 1165(c) and SBE Rule 4212. Unless otherwise noted in the following notes, the state board rule requires that the policy include the elements contained in this model.

²16 V.S.A. § 1165(a). See also 18 V.S.A. § 4237 making it unlawful for any person to sell or dispense any regulated drug to minors or to any other person on school property or property adjacent to a school.

³Vermont State Board of Education Manual of Rules and Practices, Rule 4211

⁴See definitions of narcotic drugs and hallucinogenic drugs in 18 V.S.A. §4201; and controlled substance in 41 U.S.C. §706(3) and 21 U.S.C. §812.

⁵16 V.S.A. §131(9); SBE Rule 4213.1

⁶SBE Rule 4212.2 requiring that education program be consistent with this Plan.

⁷20 U.S.C. §§7101 et seq.

Support and Referral System

In each school the principal or his or her designee shall develop a support and referral system for screening students who refer themselves and students who are referred by staff for suspected drug and/or alcohol use and/or abuse problems.⁸ The support and referral system will include processes to determine the need for further screening, education, counseling or referral for treatment in each referred case.⁹ In addition, the principal shall establish procedures for administering emergency first aid related to alcohol and drug abuse.¹⁰

Cooperative Agreements¹¹

The administrative team shall annually designate an individual to be responsible for providing information to students and parents or guardians about outside agencies that provide substance abuse prevention services and to encourage the use of their services and programs when appropriate. This individual can be contacted through the Spaulding High School front office at 476-4811.

The district will provide substance abuse treatment to students who are referred through the school's support and referral system, or who refer themselves for treatment.

Staff Training

The administrative team will work with appropriate staff to provide training for teachers and health and guidance personnel who teach or provide other services in the school's alcohol and drug abuse prevention education program. The training provided will meet the requirements of state board rules related to staff training.¹²

Community Involvement

The superintendent, principal, or other will work with school staff and community members to implement a program to inform the community about substance abuse issues in accord with State Board of Education rules.¹³

⁸SBE Rule 4212.3

⁹SBE Rule 4212.3D.

¹⁰SBE Rule 4212.3B. SBE Rule 4212.3B requires that each "...school district policy...establish procedures for administering first aid related to alcohol and drug abuse. The procedures will define the roles of the personnel involved."

¹¹SBE Rule 4212.3.

¹²SBE Rule 4213.2. See also SBE Rule 4212.3C.

¹³SBE Rule 4214 does not require that this paragraph be included in a school board policy. The rule does require that schools engage in community programs "...to inform the community about the school's alcohol and drug prevention education program, alcohol and drug abuse prevention issues, and community-wide responsibility for effective alcohol and drug abuse prevention.". This paragraph could be included in administrative procedures developed in conjunction with this policy.

Annual Report

In a standard format provided by the Vermont Department of Education, the superintendent, principal, or other will submit an annual report to the Commissioner of Education describing substance abuse education programs and their effectiveness.¹⁴

Notification

The superintendent, principal, or other shall ensure that parents and students have access to the standards of conduct and disciplinary sanctions contained in the procedures related to this policy, and are notified that compliance with the standards of conduct is mandatory. Notice to students will, at a minimum, be provided through inclusion of these standards and sanctions in the student handbook available to all students at the beginning of each school year or when a student enrolls in the school.¹⁵

Legal Reference(s):

20 U.S.C. §§7101 et seq. (Safe & Drug-Free Schools & Communities Act of 1994)

16 V.S.A. §909 (Drug & Alcohol Abuse Prevention Education Curriculum) 16 V.S.A. 131(9) (Comprehensive Health Education)

16 V.S.A. §1045(b)(Driver Training Course)

16 V.S.A. §1165 (Alcohol and drug abuse)

18 V.S.A. §4226 (Drugs: minors, treatment, consent, Vt. State Board of Education Manual of Rules and Practices §§4200 -4215)

Cross Reference:

Student Conduct and Discipline (F1)

Search and Seizure (F3)

Interrogations or Searches of Students by Law Enforcement Officers or Other Non-School Personnel (F5)

¹⁴SBE Rule 4215 does not require that this paragraph be included in a school board policy. The rule does require that the school's annual report include information on substance abuse education programs. This paragraph could be included in administrative procedures developed in conjunction with this policy.

¹⁵This section is not required by law, but could be included in a school board policy to ensure that adequate notice of the school district's policy and procedures related to alcohol and drug abuse is given to students and parents.

SEARCH AND SEIZURE OF STUDENTS BY SCHOOL PERSONNEL

Policy

School Property. It is the policy of the Spaulding High School Union District #41 that the school retains the right to examine its property at any time. Desks, lockers, textbooks, computers, and other materials or supplies loaned by the school to students remain the property of the school, and may be opened and inspected by school employees at any time.

Student and Student Property. It is the policy of the Spaulding High School Union District #41 that searches of students' persons, personal effects, and vehicles¹ may be conducted where there are reasonable grounds for suspecting at the time of initiating the search that the search will reveal evidence of a violation of law or of school rules. The superintendent or his or her designee may consult with legal counsel when considering whether or how to conduct a search of a student's person, personal effects or vehicle.

Implementation

The superintendent shall develop procedures to ensure that all searches and seizures of students and student property are conducted in a manner that complies with state and federal constitutional protections against unreasonable searches and seizures of students and student property in schools.

Copies of this policy will be included in the student handbook available to students and parents at the beginning of each school year.

¹Schools may obtain blanket permission to search vehicles that students drive to school and park in the school parking lot by requiring students to consent to such inspections as a condition of obtaining a permit for parking on school grounds. Without consent of this sort, school officials who wish to search student vehicles need reasonable suspicion that the search will provide evidence of a violation of law or school rules.

STUDENT CONDUCT AND DISCIPLINE

Policy

It is the policy of the Spaulding High School Union District #41 to maintain a safe, orderly, civil and positive learning environment via a system of classroom and school management practices, supported by consistent, clear and fair disciplinary procedures. The goal of this policy is to create an environment where the rules for student behavior are clearly stated, are understood and accepted by students and staff, and are applied in compliance with due process requirements. This policy is to be applied in conjunction with the school's overall discipline plan developed pursuant to 16 V.S.A. § 1161a.

Definitions

“Weapon” means a device, instrument, material or substance whether animate or inanimate, which, when used as it is intended to be used, is known to be capable of producing death or serious bodily injury.¹

“School” means any setting which is under the control and supervision of the school district. It includes school grounds, facilities, and school-sponsored events whether held on or off of school grounds and vehicles used to transport students to and from school or school activities.²

“Expelled” means the termination of educational services for the remainder of the school year or up to 90 school days, whichever is longer.³

“Knife” means any instrument that is capable of ready use as a stabbing weapon that may inflict bodily injury or death.

Student Responsibilities

¹See 13 V.S.A. §4016(a)(2) for definition of “dangerous or deadly weapon.”

²The Federal Gun Free Schools Act defines “school” as “...any setting that is under the control and supervision of the local education agency for the purpose of student activities approved and authorized by the local education agency. 20 U.S.C. § 7151(b)(f).

³16 V.S.A. §1162(a).

It is the responsibility of each student to contribute to a safe and productive learning environment in the school by demonstrating respect and consideration for fellow students and adults. This includes complying with all policies and rules of conduct of the School District and individual classrooms.

Administrative Responsibilities

The principal, in consultation with the educational staff, will develop an overall discipline plan pursuant to 16 V.S.A. §1161a.

The plan will include clear guidelines for student behavior. The guidelines may include provisions for the suspension or expulsion of students who engage in misconduct on school property, on a school bus, or at a school sponsored activity when the misconduct makes the continued presence of the student harmful to the welfare of the school. The guidelines may also include provisions for the suspension or expulsion of students who engage in misconduct not on school property, on a school bus, or at a school sponsored activity where direct harm to the school can be demonstrated or where the misconduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs.⁴

The guidelines for student behavior will also include prohibitions against the possession by students of knives, weapons and dangerous instruments while at school, and shall allow disciplinary action up to and including expulsion for violations of the prohibition against knives, weapons and dangerous instruments that are not possessed at school as part of an educational program sponsored or sanctioned by the school.⁵

Behavioral expectations, and the consequences of misconduct, will be stated in the student handbook and other publications distributed to students and parents/guardians.

⁴See 16 V.S.A. § 1162(a)(3)

⁵The "knives, weapons and dangerous instruments" prohibition in this model policy is not required by law. The possession of "dangerous and deadly weapons" on school grounds by any individual is prohibited by 13 V.S.A. §4004. This prohibition does not apply to the possession of firearms in schools for "instructional or other specific purposes." 13 V.S.A. §4004(c)(2).

Legal Reference(s):

16 V.S.A. §1161a (discipline)

16 V.S.A. §1162 (suspension and expulsion)

20 U.S.C. §§1400 et seq.(IDEA)

29 U.S.C. §794 (Section 504, Rehabilitation Act of 1973)

VT State Board of Education Manual of Rules & Practices §4311, 4312, 4313; 2120.8.12

Cross Reference:

Board Commitment to Non-Discrimination (C6)

Public Complaints About Personnel (D10)

Interrogations or Searches of Students by Law Enforcement)

Officers or Other Non-School Personnel (F4)

Search and Seizure (F3)

Alcohol and Drug Abuse (F7)

Weapons (F21)

