

# LAMOILLE UNION HIGH SCHOOL Student Handbook

2011  
2012



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736 VT 15W, HYDE PARK, VERMONT 05655  
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Name: \_\_\_\_\_

## LAMOILLE UNION HIGH SCHOOL

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HYDE PARK, VERMONT 05655  
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Greetings Lancers,

I am pleased to present the 2011-2012 Lamoille Union High School Student/Parent Handbook. I would ask that each family take some time to become familiar with our procedures, policies, and expectations. For additional information about our school, we encourage our families to visit our website, **[www.luhsvt.org](http://www.luhsvt.org)** for up to date events, school information, Homework Central, and Power School information. If you feel you need some clarification, Mr. Jewett and I will be readily available to answer your questions

You will notice that the handbook has been collated with a student planner, an organizational tool we hope that every student uses to stay organized this school year. Utilizing this feature as a communication tool, we hope that students and parents will find staying current in each class will become easier for all families.

The staff at Lamoille Union High School looks forward to the opportunities and challenges we will face together in our pursuit of academic excellence. We pledge to offer the best and safest educational environment possible for all students, and ask that our students and families commit to being here every day and to follow the guidelines in this handbook.

We look forward to working with the students and families of Lamoille Union High School. If I can be of assistance to you, please do not hesitate to contact me.

Brian J. Schaffer  
Principal  
**[bschaffer@luhs18.org](mailto:bschaffer@luhs18.org)**

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## **ACADEMIC RESPONSIBILITIES**

### **ACADEMICS**

#### **COURSE LOAD**

Grade 9 -6 credits; Grade 10 and 11 - 6 credits; Grade 12 - 5 credits.

#### **PROMOTION / GRADE STATUS**

10<sup>th</sup> grade student.....6 credits

11<sup>th</sup> grade student.....12 credits

12th grade student .....18 credits

**GRADUATION REQUIREMENTS** - Students must earn 24 credits including 4 in English, 3 in Math, 3 in Social Studies, 1 ½ in PE, 1 in Fine Arts, ½ credit in Health and a total of 8 elective credits.

**ACADEMIC INTEGRITY** - There shall be no dishonesty such as cheating, willful plagiarism, forgery or misrepresentation in any way of one's work or documents.

#### **Definitions**

Cheating shall be defined as using someone else's work as your own, violating the conditions of an assignment, giving another student questions or answers from a test already taken, or speaking or using electronic messaging with someone during a test or quiz.

Plagiarism shall be defined as the presentation of another's work--the ideas, arguments, facts or phraseology--as one's own. Unacknowledged quotation of another's sentences, phrases, or keywords is plagiarism.

Unacknowledged paraphrasing of someone else's ideas or arguments is plagiarism. Using papers (in whole or in part) from the Internet as a student's own work is plagiarism.

Forgery shall be defined as intentional creation of false documents.

#### **Consequences**

First offense will result in the student receiving a detention and zero on the assignment with notification from teacher to parent(s) and/or guardian(s).

Subsequent offenses may result in loss of credit for class(es) in which the offense(s) occurs.

**ADVANCED PLACEMENT OPTIONS** - Students enrolled in AP courses will be required to take the AP Exam in May. The school will pay the exam fee. Earning a high grade on the exam may exempt students from beginning level coursework in college, allowing them to elect higher level courses..

**ALTERNATIVE GRADUATION PATHS** - Students may pursue a LUHS diploma through alternative programs, including collaboration with Adult Basic Education, ASAP, Job Corps, Learning Together, Ed Options, and the Adult Diploma Program. Contact individual school counselor for information.

**CIVIL RIGHTS ACT PROVISIONS** – Lamoille Union is compliant with 34 C.F.R. §100.6(d) and meets the nondiscrimination requirements of the law.

**CLASS RANK/GPA** - Class rank is based upon each student's Grade Point Average (GPA). GPA is calculated on a 100-point scale. GPA is determined initially at the end of the junior year and released August 1. Rank is recalculated at the end of the Semesters 1 and 2 of the senior year. Valedictorian and Salutatorian are determined at the end of Quarter 3 senior year. Part-time students and students participating in the Adult Basic Education Program, Job Corps, Learning Together and similar alternative programs will not be ranked.

**COURSES OUTSIDE THE REGULAR CURRICULUM/INDEPENDENT STUDY** - Students may obtain credit for independent study, a personal learning plan or work experience. Generally students will be awarded ½ credit for each 60 hours of class time. College courses will receive a maximum of one high school credit. Written approval of school counselor/case manager must be obtained prior to participation.

**COURSE WITHDRAWAL** - *Course withdrawals made after the first ten days of each semester will be recorded on the student's permanent record.* No partial credit will be given. The student will be ineligible that quarter for the honor roll if he/she receives a W/F. Withdrawals are recorded as:

- **W/P** Withdraw passing - is recorded if a student is passing at the time the course is dropped
- **W/F** Withdraw failing - is recorded if the student is failing at the time the course is dropped

**COURTESY** - Courtesy to all school employees, other students, and visitors is a tradition at our school. Each of us should strive to be considerate of all others and expect the same in return. Respect the judgment of your teachers. Treat all other adult employees of the school with the same courtesy and follow requests or directions given by them. Discourteous behavior will result in disciplinary action.

**FINAL EXAMINATIONS AND EXEMPTIONS** - All courses include mid-term and final exams to measure learning and provide valuable experience. These exams offer practice in taking intensive examinations that are frequently required after high school. Only graduating seniors with an “A” average in the course may be exempt from final exams at the teacher’s discretion. Exams count for 20% of the semester average.

**HONOR ROLL** - Scholarship is recognized and encouraged through an academic honor roll:

1. **High Honors**      All A’s
2. **Honors**            A’s and B’s

**MAKE-UP WORK** - It is the student’s responsibility to see his/her teacher on the day he/she returns to school to obtain any missing assignments. Students will have the same number of classes to complete their work as the number of days absent except for in-school and out-of-school suspensions. For absences due to suspension, students will have 1 day upon their return to make up all work. All make-up work must be in by the end of each quarter. If an absence is planned, students must complete a Planned Absence Form and obtain assignments from teachers prior to their absence from school. Parents and students find information on how to obtain online access to homework assignments by visiting our website, [www.luhsvt.org](http://www.luhsvt.org).

**PROGRESS REPORTS and**

**REPORT CARDS** - Report cards are issued four times per year after each quarter. Numeric grades are used to designate the student's progress, and teacher comments are printed beside each subject. Progress reports are issued to students at mid-quarter. Grades are updated electronically and posted on Powerschool every two or three weeks. See [www.luhsvt.org](http://www.luhsvt.org) for more information.

\*Incomplete (I) will be carried no longer than one marking period

Letter Grade	Percent
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	68-69
D	66-67
D-	65
F (failing - no credit)	0-64
W/P - Withdraw	No credit
W/F - Withdraw failing	No credit
I - Incomplete *	No credit

**SCHEDULE CHANGES ADD-DROP PROCESS** - *During the first week of each new semester a student may change her/his schedule only if a change is needed due to an inappropriate or incorrect placement or, the student is adding a course in place of study hall. During the second week of the new semester a student can change her/his schedule only if requirements are met:*

- The minimum academic requirements of a full course load is met.
- Approval of the parent/guardian must be obtained.
- Teacher approval for both the course dropped and the course added is secured.
- Approval of the school counselor is confirmed in writing.

## **ATTENDANCE**

### **LNSU ATTENDANCE POLICY**

**It is the policy of Lamoille North Supervisory Union to set high expectations for consistent student school attendance in accordance with Vermont law (V.S.A. Title 16, Chapter 25) in order to facilitate and enhance student learning.**

#### **Introduction:**

Vermont law (Title 16, Section 1121) requires children between the ages of 6 and 16 to attend a public school. In addition to the legal responsibility, regular school attendance is important for a number of other reasons. First, it is critical to the academic and social/emotional growth of all children. Second, regular and punctual attendance fosters the development of responsible and effective work/study habits. Clear expectations regarding student attendance support this shared responsibility (exceptions to this statute as per Title 16, Sections 1121 & 1123). Finally, education is a responsibility shared by individual students, families, schools and communities.

### **RESPONSIBILITIES**

#### **Parents/Guardians**

Vermont law states that it is the responsibility of a child's parent or guardian to cause their children to attend and participate in school on a regular basis. It is also their responsibility to provide written notification of a child's absence.

#### **School and District**

Vermont law states that the Principal or designee will make reasonable effort to contact and work with parents/guardians to implement necessary supports to have children attend school on a regular basis. The principal or designee will document all student absences and will determine the thresholds for interventions. The Superintendent shall seek corroboration of mental or physical unfitness to attend school when appropriate.

### **LUHS ATTENDANCE PROCEDURES**

Student attendance will be recorded daily; for the purposes of communication, parents will receive an “AlertNow” notification each day a student is not present for their first period class. Any student who does not have a first period class will be required to sign in with the attendance secretary upon arrival. Parents/guardians of students who do not sign in will receive an “AlertNow” notification each day a student is determined to be absent from their first class.

LUHS teams with the Lamoille County Truancy Project (LCTP) to ensure all students attend school and receive additional supports as necessary to do so.

The rubric below indicates how LUHS will respond when a student is absent from school.

<b>5 Days Absent</b>	<b>10 Days Absent</b>	<b>15 Days Absent</b>	<b>Beyond 15 Days Absent (but not more than 20 days)</b>
Notification mailed to parent/guardian	Notification mailed to parent/guardian	Notification mailed to parent/guardian	Determination Letter to parent/guardian via certified mail
	Notification includes support services offered	Notification includes support services offered	Determination letter includes support services offered
	Notification w/potential consequences	Notification includes potential truancy consequences	Determination Letter w/ specific consequences
	Notification copied to LCTP and Superintendent	Notification copied to LCTP and Superintendent	Determination Letter copied to LCTP and Superintendent
		Notification requests a meeting between family, school, and LCTP	Determination Letter provides evidence of areas not met in Attendance Plan
		Attendance Plan is developed and implemented	Determination Letter is forwarded to Division of Child and Family Services and Vermont State Attorney Office

**Attendance Meeting**

When a student is 15 days absent during the school year, parents will receive a request to attend an Attendance Meeting with LUHS administration and an LCTP representative with the purpose of reviewing reasons for absences and creating an Attendance Plan, if so determined. An Attendance Meeting can be held in person or over the phone, dependent on parent availability during the school work day, but shall occur between 15-19 days of student absence.

It is recognized and will be considered that there are certain instances when a student's absence cannot be avoided. It is the parent's responsibility to maintain and produce documentation supporting a student's absence at the Attendance Meeting. A student may be excused for absences related to:

- Illness - absences that exceed 10 days per year must be documented by a medical professional including LUHS Health Office, Case Manager or School counselor. Undocumented absences beyond 10 days per year will be considered unexcused.
- Family emergency or death in immediate family.
- Religious observance.
- Appointments with professional health care providers - including mental health providers which cannot be scheduled during non-school hours.
- Legal activities such as court appearance.
- Driving test.
- Pre-planned family commitments and activities which have obtained prior approval from a school administrator using the Pre-Planned Absence Form which can be obtained at the office.
- Other school or educationally related activities which have been approved by the administration using the Pre-planned Absence Form including career exploration and college/postsecondary visits.

There may be times when students are present at school but absent from class because they are involved in an activity which has been approved by the school administration.

Potential determinations for action made at the Attendance Meeting include:

- No action,
- Referral to LCTP,
- Referral to DCF, and/or
- Referral to the Vermont State's Attorney Office.

### **Excused Absences**

In certain instances a student's absence from school cannot be avoided.

A student may be excused for absences related to:

- Illness - absences that exceed 10 days per year must be documented by a medical professional including LUHS Health Office, Case Manager or School counselor. Undocumented absences beyond 10 days per year will be considered unexcused.
  - Family emergency or death in immediate family
  - Religious observance
  - Appointments with professional health care providers - including mental health providers which cannot be scheduled during non-school hours - if a student has a medical appointment they should bring in a note from the health care office when they return to school or the absence will be considered unexcused
  - Legal activities such as court appearance
  - Driving test
  - Pre-planned family commitments and activities which have obtained prior approval from a school administrator using the Pre-Planned Absence Form which can be obtained at the office
  - Other school or educationally related activities which have been approved by the administration using the Pre-planned Absence Form including career exploration and college/postsecondary visits.
- There may be times when students are present at school but

absent from class because they are involved in an activity which has been approved by the school administration

### **Tardy to Class and School**

Tardy to Class - Tardy is defined as a partial absence from class with an excuse.

Tardy to School - Any student who is tardy to school must get a blue slip from the office before entering class. Blue slips for early dismissal should be obtained before 8:20 a.m. from the office. Requests must be made in writing with an authentic parent/guardian signature.

Consequences - Five (5) tardies will result in the assignment of one lunch detention, and each additional four (4) tardies will count towards an additional lunch detention. The total tardy count will be reset each quarter. Totals will be tracked by teacher attendance data as entered into Powerschool. Students will receive lunch detention slips from the main office, and are expected to attend, or receive additional consequences.

### **Early release from class**

Students are expected to remain in their classes for the duration of each class. Students are expected to arrive when the first bell rings, and depart when the second bell rings.

### **CLASS CUTS**

Students are to attend each and every class as listed on their schedule. The school counseling department is the sole contact responsible for student schedule creation, maintenance, and oversight. No changes to a student schedule will be made without the express consent of that student's school counselor.

### **Consequences of Class Cuts**

1. A class cut will be defined as an unexcused absence from a class of at least 10 minutes when a student is considered present in school.
2. Teachers will maintain accurate attendance and modify it when new information is presented. Attendance will be updated for every

period by teachers at least by the end of the day. First period attendance must be submitted by the end of 1<sup>st</sup> period.

3. No disciplinary action will need to be initiated by teachers for class cuts unless a repeated pattern of behavior occurs.

4. Students will have one day to present an excuse to the main office for any class missed when they were present at school.

5. An “AlertNow” call will be made to the home of each student who was marked present for the day but was absent w/o excuse from classes. These calls will be made the following day any apparent class cut.

6. Teachers will enter a “0” for any assignment due or done on the day(s) of the class cut.

7. Up to 20% of a teacher's quarterly grade can be based on attendance and/or participation. Teachers will issue grading procedures to students on the first day of class.

8. Students who cut study halls or other ungraded assignments will be assigned a detention for each cut.

9. Students who cut three classes from a course will be referred to EST; four classes will require a parent meeting.

10. Students who establish patterns of unexcused class cuts will be subject to additional disciplinary consequences and/or interventions.

#### **REGULAR BELL SCHEDULE**

<b>PERIOD 1</b>	<b>8:15-9:37</b>
<b>PERIOD 2</b>	<b>9:48- 11:10</b>
	<b>1<sup>st</sup> Lunch/Advisory 11:14-11:38</b>
	<b>2<sup>ND</sup> Lunch/Advisory 11:42-12:06</b>
<b>PERIOD 3</b>	<b>12:10-1:32</b>
<b>PERIOD 4</b>	<b>1:42-3:04</b>

#### **TWO HOUR DELAY SCHEDULE**

<b>PERIOD 1</b>	<b>10:00-10:35</b>
<b>PERIOD 2</b>	<b>10:35-11:10</b>
	<b>1<sup>st</sup> Lunch/Advisory 11:14-11:38</b>
	<b>2<sup>ND</sup> Lunch/Advisory 11:42-12:06</b>
<b>PERIOD 3</b>	<b>12:10-1:32</b>
<b>PERIOD 4</b>	<b>1:42-3:04</b>

## **CLUBS AND STUDENT ORGANIZATIONS**

**GUIDELINES FOR CREATING NEW CLUBS** – Student interests change, as do the interests of our staff. To form a new club not currently recognized, interested individuals must submit a written proposal to the Principal that includes: the name of the club, the purpose of the club, club sponsor, and proposed meeting time. Approval will be determined and communicated back to the author of the proposal. Clubs meet before or after school and during scheduled activity periods.

**FUNDRAISING** - The Principal must approve fundraising activities in advance.

**GUIDELINES FOR SOCIAL EVENTS** - All arrangements must be completed and documented using the Student Event Form two weeks before the event. A minimum of four faculty chaperones and one administrator are required for dances and for other events with a large number of students attending. Guests are permitted when approved by the club's advisor. All school rules apply during social events.

**LAMOILLE UNION CLUBS:**

**ALTERNATIVE FICTION** - Alt-Fi is a club for all students interested in science fiction, fantasy, anime, and other alternative genres.

**CLUB OF THE ARTS** - Students who join this club are interested in expanding their artistic awareness. The focus of the year will depend on the club members.

**ENVIRONMENTAL CLUB** - Students work to develop efficient recycling at our school, to get others involved in the effort to help our planet, to help in the preservation of the earth and to expand environmental awareness of the student body and faculty.

**INTERNATIONAL CLUB** - Membership to this club is open to students interested in learning about the cultures of Asian countries, especially that of Japan and China. The Francophone world and Spanish speaking countries will be explored as well. Native guest speakers will participate in many culturally authentic activities.

**MENTORING** - The opportunity to mentor a younger student is available to interested high school students. You do not have to be perfect to be a mentor; by being yourself you can help a younger student. Contact Pat Hallquist (888-6877) if you are interested in mentoring.

**NATIONAL HONOR SOCIETY (N.H.S.)** - Eligibility for the Lamoille Chapter of the National Honor Society eligibility for membership is based on scholarship, service, leadership and character, and is open by faculty election to juniors and seniors. Members must maintain a minimum of these qualities and an 85 GPA. Members who resign or are dismissed are never again eligible for membership or its benefits.

**PERFORMING ARTS COMPANY** - This club produces the after school drama productions. Membership is open to any student.

**PEER SUPPORT TEAM** - The Peer Support Team is a group of students who volunteer their time to help fellow students during difficult times and are available during the school day at times approved by advisors.

**SCHOLARS' BOWL** - The Scholars' Bowl team competes in regular meets with other high schools in a statewide Scholars' Bowl competition.

**SELECT CHOIR:** For the serious singer who is committed to stay after school once a week to learn the district/state festival audition piece as

well as other songs to perform at concerts.

**Tri-M National Music Honor Society:** An international Program dedicated to the recognition of exceptional music students in grades 10-12. Members are carefully selected according to musicianship, academic achievement, community service, leadership and character.

**SKI AND RIDE CLUB** - The purpose of the club is to introduce students to a variety of outdoor activities in Lamoille County and around Vermont. Bike rides, hikes, skiing, snowboarding, rock climbing and kayaking are just a few examples of what the club could offer.

**STUDENT COUNCIL** - The Student Council's principle purposes are as follows: to serve as a liaison between students and the administration; to enhance school spirit; to promote school activities such as homecoming and dances; to promote community service activities. Each class elects representatives to the council; the council elects Treasurer and Secretary. The student body elects President and VP. All voting members must be in good standing with the administration.

**STUDENT GOVERNMENT** - Each class may elect officers and appoint committees to raise and spend money and conduct school events under the supervision of its class advisors. Each class president will attend the Student Council meetings as a voting member.

**UPWARD BOUND** - Sponsored by Johnson State College, Upward Bound is a preparatory program for students interested in attending college. Membership is limited with specific criteria.

**VARSITY CLUB** - The Lamoille Varsity Club is organized to promote the athletic programs of Lamoille Union High School. It concerns itself with raising and spending money for the improvement of athletics. Membership is open to students who have participated in a sport at the varsity or junior varsity level.

**YEARBOOK** - Yearbook club members publish the annual yearbook for the entire school. The staff has a variety of duties including photography, writing, computer layout, art design, selling, advertising and fundraising. Membership is open to all high school students. Yearbook orders may be submitted at the office or online through our web page <http://www.luhsvt.org>.

**DRAMA AND MUSIC** - Drama and music opportunities include musicals, one-act plays, concerts, festivals, cafeteria performances and other presentations.

**ATHLETICS**

**ATHLETICS** - Lamoille Union is a charter member of the Northern Vermont Athletic Conference (NVAC) with levels of competition ranging from middle level to varsity. Unless indicated, both boys and girls have teams.

<b>F</b>				
<b>A</b>	<b>Soccer</b>	√*	√	√
<b>L</b>	<b>Cross-Country Running</b>			√
<b>L</b>				
<b>W</b>	<b>Nordic Skiing</b>			√
<b>I</b>	<b>Basketball</b>	√*	√	√
<b>N</b>	<b>Alpine Skiing</b>			√
<b>T</b>	<b>Dance Squad</b>			√
<b>E</b>	<b>Indoor Track (club)</b>			
<b>R</b>				
<b>S</b>				
<b>P</b>	<b>Track</b>			√
<b>R</b>	<b>Softball (Girls)</b>		√*	√
<b>I</b>	<b>Baseball (Boys)</b>		√*	√
<b>N</b>	<b>Golf</b>			√
<b>G</b>	<b>Lacrosse</b>		√*	√

\*Team determined by participant numbers

**ATHLETIC ELIGIBILITY**

In order to participate in athletics at Lamoille Union High School, students must be enrolled in and passing 5 classes (5 credits) or, for seniors, all classes required for graduation.

Fall athletic eligibility will be determined by the student athletes Quarter #4 Report Card from the previous academic year.

At the time of each Progress Report and Report Card distribution, grades will be monitored to ensure that each student athlete is passing required classes.

If determined that a student athlete is not passing required courses, a mandatory meeting with the Athletic Director will be scheduled as soon as possible. The student athlete, a parent or guardian, the coach and the Athletic Director must meet to review the situation and discuss a plan for the reinstatement of eligibility.

A decision regarding the student athlete's eligibility will be made as soon as possible following the meeting and final "playing or team" status will be determined, no later than 5 school days from the completion of the meeting.

Final eligibility determination including the student athlete's "playing or team" status will incorporate the mandatory meeting discussions and findings. However, final determination will be at the discretion of the Athletic Director.

**PARTICIPATION** - Any student in good disciplinary standing with the Principal and Athletic Director, and who meet the academic criteria of passing at least five classes at every progress report and report card interval, are eligible for athletic participation. Please be aware that unlike the middle level policy, there are team "cuts" at the high school level.

**SCHOOL RULE VIOLATIONS RESULTING IN SUSPENSIONS -**

Students who are assigned an Out-Of-School Suspension will be assigned a minimum of one interscholastic game suspension by the athletic director.

**OTHER SCHOOL RULE/POLICY VIOLATIONS** – Student athletes who receive disciplinary consequences of any kind will be reported to the athletic director by the administration and may receive additional consequences as determined by the athletic director and/or coach.

**SUBSTANCE ABUSE** - Simply put, the use or possession of drugs, alcohol, or tobacco products on or off school premises during an athletic season will result in the immediate suspension of the student for the remainder of the season. The athletic department in conjunction with the student athlete, the parents/guardians and school SAP counselor will coordinate a series of meetings from that point to assist the student and possibly allow for future athletic participation.

**REQUIRED FORMS** - Prior to the start of any season, a student athlete must entirely complete the following forms: 1) Extracurricular Contract, 2) Green Emergency Information Card, and 3) Blue Athletic Department form which includes a section for parental permission for participation and proof of insurance. Also included is a section for a physician's signature for proof of a sports' physical. A doctor's note can be submitted with this form. Sports physicals are necessary every two years. All forms are available in the athletic office. The forms can be submitted to coaches or directly to the athletic office.

**SEASON START DATES** - Fall Sports: August 23, Winter Sports: November 29, Spring Sports: Pitchers-March 14, LX/SB/BB-March 21, Golf/Track-3/28.

## **CAFETERIA**

Lamoille Union's cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well balanced breakfast and lunch is offered at a reasonable price to all students. Students apply for reduced/free lunches by completing the appropriate forms and returning them to the office. These forms are available at all times in the office.

Lamoille Union High School has a computerized Point of Sale payment system for all school meals purchased in the cafeterias. All students will have their own personal lunchroom account based on their

current student ID number. This number will remain the same from year to year. Students can access their accounts by entering their student ID number into the PIN pad at each register. Students can also access their account by swiping their ID cards provided from previous years, at the registers. New ID cards will be provided later in the school year. New students will be provided with a student ID number on the first day of school.

We encourage parents to deposit money into their student's account, although students may still pay cash. Monies paid into a student account can be used for the purchase of regular meals, as well as ala cart items. *Parents have the option to indicate on their check that they would not like any ala carte purchases to be made by writing "NO ALA CARTE" on the memo line of the check.* This way, parents are assured that their money is being used to purchase only lunch or breakfast. All ala carte items can still be purchased with cash. This procedure will permanently prohibit your child from purchasing ala carte meals with their accounts until we are notified directly by parents of a change.

The amount of the prepayment deposit is entirely up to you; it can range from one day to the entire year. Parents can pay any amount at any time. Students can prepay in the lunch line with cash or check, directly to the cashier while purchasing his or her meal. Students will only be charged for the lunches/breakfasts that are debited to your student's account. All student ID numbers are confidential.

If a student's account gets low, our cafeteria staff will remind them. If the student forgets his or her money, the computer system will allow a negative balance up to 2 meals or \$5.50. This system allows students to charge 2 meals only. Once the account exceeds this amount, money must be deposited in their account or the student will have to pay cash for their purchase. Ala carte purchases are not allowed if there are no funds on the account.

If a student has qualified for free or reduced price lunches or breakfasts, this information is securely contained within the system and the meal will be processed just as it is for all other students. There is no need to be concerned over a potentially uncomfortable situation for the student. They will simply slide their ID cards at the registers just as every other

student does to purchase their meals. If a child receives reduced meals, parents must deposit the appropriate funds to purchase the \$.40 lunches and/or \$.00 breakfasts. Additional funds may be deposited on free or reduced accounts for ala carte purchases.

Parents can send in prepayment monies at any time. We recommend that parents send in checks rather than cash. All monies should be submitted only to cafeteria personnel. As of this printing, regular lunches cost \$2.75. Breakfast costs \$1.50. Reduced lunch cost \$.40 and breakfast \$.00 each. Prices are subject to change. Checks are to be made payable to Lamoille Union High School (LUHS). If it is necessary to send in cash, parents should indicate the student's ID# and name on the face of the envelope. Any questions regarding the lunch program should be directed to Marty Spaulding at 851-1394.

Behavior in the cafeteria:

- Deposit all lunch litter in wastebaskets and recyclable containers.
- Return all trays and utensils to the dishwashing area. Silverware and trays should not leave the cafeteria.
- Leave the table and floor in clean condition for others.
- Stay in the cafeteria unless you have permission to leave.
- Maintain a respectful, cordial and friendly atmosphere.

## **SCHOOL COUNSELING/HEALTH/SUPPORT SERVICES INFORMATION**

**COMMUNITY RESOURCES** - You may dial 2-1-1 from anywhere in Vermont to reach a health and human services information and referral program serving the state of Vermont.

**EDUCATIONAL SUPPORT TEAM (EST)** - The purpose of the team is to assist students having educational difficulties. A school counselor, an

educator, a parent or a student can make referrals to the EST. The core team may include: classroom teacher, school counselor, special educator, and others as deemed appropriate. After a student is referred to the EST, a plan for assistance is developed, implemented and shared with parents.

**HEALTH OFFICE** - The Health Office is staffed by nurses Monday through Friday from 8:00AM to 3:30 PM. Our phone number is 851-1212 and fax number is 888-2997. Students need to obtain a pass prior to coming to the health office, unless it is a medical emergency. Students seeking early dismissal due to illness must be dismissed through the Health Office. A student will be excused home by the Health Office if they have an eardrum temperature of 100 degrees Fahrenheit, which is considered a fever by the CDC. In addition, a student will be excused from school until his or her fever has been gone for 24 hours without taking medication. Streptococcal bacteria are highly contagious. Students on antibiotic therapy may return to school when they are no longer contagious, 24 hours after beginning treatment. Updated Health Information Forms and any Prescription Medication Forms are required to be completed by parents every year. All prescription and over-the-counter medications are dispensed through the health office. Students are not allowed to carry medications unless we have obtained their physicians written permission for the current school year.

**SCHOOL COUNSELING INFORMATION** - The role of the School Counseling Department is to assist every student in maximizing their learning experience and to provide support in accessing educational opportunities beyond high school. High school students will meet individually or in groups with their counselor to discuss school counseling services, student interests, goals and course selection. Parent-Teacher conferences are arranged through the school counselor as requested and/or necessary. Parents are always encouraged to contact their student's school counselor or teachers with questions or concerns.  
**Home support and cooperation with the school are necessary parts**

**of assuring student achievement. Parent conferences are required for unresolved student problems or academic failure.**

Exposure to new experiences and career opportunities are provided through the following avenues:

- Field trips to college fairs for interested 11<sup>th</sup> and 12<sup>th</sup> graders;
- Encouragement to participate in essay contests, leadership conferences, computer camps, science, math, language and writing opportunities;
- Community work (School to Work);
- Learning opportunities including Personal Learning Plans (PLP), LUHServes, Community Service and Mentoring;
- Enrollment in classes at the Green Mountain Technology & Career Center;
- Access to college courses at CCV and JSC Jumpstart Program.

Additional resources for Lamoille Union students include college, technical school and armed services representatives, VSAC Outreach Counselors, Upward Bound staff, Lamoille County Mental Health Counselors, Clarina Howard Nichols support personnel, Agency of Human Services and Child Welfare staff, Lamoille Family Center, Court Diversion/Restorative Justice Program, Adult Basic Education, and Job Corps. A library of college handbooks, occupational and career resources, armed services information, financial aid and scholarship information is maintained in the school counseling area for student use.

In response to Act 1 (Vermont's Sexual Abuse Response System), all LNSU school have increased their efforts to ensure students, staff, and parents help keep our schools safe from sexual abuse and violence. Three primary requirements of school districts are: (1) provide instruction to students on how to recognize and prevent sexual abuse and sexual violence; (2) ensure adults employed in schools receive training on prevention, identification, and reporting of child sexual abuse and sexual violence; and (3) provide parents, guardians, and other interested persons the opportunity to receive information regarding the identification and reporting information on sexual abuse and sexual violence.

To that end, should you wish to receive additional information on sexual abuse and violence, please contact your school at your earliest convenience. **Contact: Mark Floyd, 851-1210**

**SECTION 504** - Section 504 is a federal law to insure equal access to education for students with disabilities. A Section 504 plan is created, allowing for appropriate accommodations, by a team that may include the student, parent, classroom teacher(s), special educators, school counselors, and school nurse. Both type and extent of the disability determine the accommodations. An annual meeting is held to review each Section 504 plan by a team of educators with supervision by an appointed administrator. Confidentiality of accommodations is maintained. Parents/guardians who do not agree with a 504 decision may file a grievance. **Contact: Jennifer Hulse, 851-1236**

**SPECIAL EDUCATION/504 COMPLIANCE** - It is the policy of Lamoille Union to comply with all federal and state laws concerning special education services (Policy 6.19), as guaranteed by the Rehabilitation Act of 1973 and subsequent Individuals with Disabilities Education Act (IDEA). Lamoille is sensitive to the learning needs of all students and to the greatest extent possible, provide education services within the general classroom setting and additional academic support that may be needed. This implementation will consist of:

- Strict adherence to state and federal eligibility standards;
- Complete confidentiality for all students;
- Ongoing training for general educators and collaboration with special education teachers to insure compliance to accommodations for special students;
- Additional assistance as determined by the special education team comprised of parents, special educators, classroom teachers, and service providers. **Contact: Jennifer Hulse, 851-1236**

**STUDENT ASSISTANCE PROGRAM (SAP)** - The LUHS Student Assistant Program serves as an early identification, education, prevention and intervention service for students. Although designated for substance

abuse matters, the SAP counselor is a resource for other issues. As a trained substance abuse counselor, the SAP counselor can assist the school community through accessing appropriate services for treatment and intervention. The SAP counselor works closely with other school staff.

**Contact: Kyle Bouchard, 851-1373**

**STUDENT RECORDS** - The records of each student are recorded in folders in the office. Federal law provides that the parent/guardian be allowed to:

- See the child's permanent record within 45 days of a request;
- Obtain copies of the records at a reasonable cost (\$.20 per page);
- Challenge the content of those records (in a hearing) for inaccuracies, inappropriateness, or violations of the student's privacy;
- Enter a written response into that record;
- Have a record explained, have it sent to other agencies, and be notified of any transfer of records.

*NOTE:* Students and graduates 18 years of age and older have the same rights of access as parents. Individual Educational Programs (IEP) for students who qualify for special education services are kept within the Special Services Department. The same laws apply to these records as to other student records. Discipline records are not a part of the student's permanent record. **Contact: Christine Cooney, 851-1203**

**TITLE IX INFORMATION**– 34 C.F.R. §§106.8(b) and 106.8(a)(1) provide that recipients of federal funding publish their grievance procedures with respect to discrimination on the basis of sex and that each recipient “implement specific and continuing steps to notify....students and parents of elementary and secondary school students....that it does not discriminate on the basis of sex in the educational program or activity which it operates, and that it is required by title IX....not to discriminate in such a manner.”

## **LIBRARY/MEDIA CENTER**

The Library is an integral part of the school community at Lamoille Union High School and Middle School. It offers a quiet and welcoming environment where all patrons can work productively. Instruction in the use of the automated catalog and on-line information resources is provided. Students are encouraged to explore and investigate and are guided and assisted with their projects and reading interests as needed.

The Library maintains a well-developed collection of materials tailored to the curricula. Over 16,000 books, 1000 videos, and 200 music CDs are in the collection. The Library has wireless Internet access. In addition, there are twelve networked computers for students to access their H-drives, the automated catalog, and the Internet. The Library subscribes to on-line databases which offer extensive reference material, full-text articles from magazines and newspapers, and primary sources. The databases are linked from the Library website. A computer Research Lab with twenty-four computers adjoins the Library and is scheduled for class use. The Library/Media center is open from 7:45 a.m. to 5:15 p.m. every school day.

### **Behavior**

Library rules for behavior are simple and designed to accommodate the large number of students who use the facility. Students may get a pass to come to the Library from study hall. Students are expected to use their time efficiently and behave in a manner that will not interrupt any other person's use of the facilities.

### **Basic Rules**

- All book bags and large handbags are left in cubbies upon entering the Library.
- No food is allowed in the Library. Water bottles with secure lids are permitted.
- ***Study Hall Behavior Guidelines:***  
Conversation should not interfere with other patrons' use of the Library. Failure to work quietly will result in a two-day

suspension from the Library for the first offense. A second offense results in a 5-day suspension from the Library. A conference with the librarian is required at the end of the five-day suspension, and the student and a parent/guardian must sign a behavior contract before the student can return to the Library. A student who is asked to leave the Library for a third time will lose all Library study hall privileges for the remainder of the school year. *Students may continue to come to the Library when their classes are scheduled and supervised by their teachers.* In the event that it becomes necessary for the student to do additional Library research for a class, he/she will work with the Librarian to complete the research.

- **Seniors and Juniors with privileges** may use the Library without a pass. They are allowed to take their back packs into the Senior Area. Students with privileges are subject to the same rules of behavior as all other students regarding quiet conversation.
- **Computers and Electronics:**  
Playing games on school or personal computers is not allowed. Students may not use cell phones to make calls or videos in the Library. The Library phone may be used if they need to make a phone call. Ipods with headphones are allowed.
- **Overdues:**  
Books, magazines, and other material must be returned by their due date before students may sign out additional material. There are no late fees for overdue material; however lost or damaged items must be paid for at replacement cost before more material can be signed out.

**The ALA Library Bill of Rights** serves as a protection to the academic and intellectual freedom of all patrons, as a model for the development of programs, and as a statement of the broad goals of the Library/Media Center.

## **DAILY ROUTINES**

**ANNOUNCEMENTS** - The announcements for the day are made each morning. Announcements during classes will be made only in cases of emergency. A teacher, advisor or administrator must approve all announcements.

**MORNING BREAK**– This is a time for students to get breakfast, talk with friends, check in with a teacher or other healthy activity. Students may go to the cafeteria, visit in the hallways or courtyard or walk the loop outside the building. If students choose to walk the loop outside, they must stay on the sidewalks or marked areas. Students may not go beyond the bus lane. Parking lots and beyond are off limits during the school day.

**AFTERNOON BREAK**- Except for breakfast/cafeteria, same as above.

**ARRIVAL** - Upon arrival on school grounds, students are to enter the building promptly and remain in the building. When students arrive they are expected to conduct themselves in a calm and respectful manner. Students should not be in classrooms without a teacher's presence or express permission prior to 8:10. High school students should not be in the Middle School without written permission. At 8:10 all students will move to their homeroom/period 1 class (including students attending GMTCC). All students arriving late (after 8:15) are required to check in at the office.

**DEPARTURE** - All students must leave the school grounds after school is dismissed at 3:05 unless they are staying for a meeting, practice, and library use, detention or by teacher request. Students who need to stay must confine their activities to a supervised area. Students waiting for a ride after 3:05 must wait outside on the sidewalk between the flagpole and the High School main entrance or inside in the main lobby.

**LOCKERS** - Students are expected to keep lockers clean, neat and locked with school-owned padlocks. Students are required to pay a \$5.00 fee for the use of padlocks. Students are to use only their assigned lockers and should not tamper with other lockers. Students are responsible for property contained in their lockers and should not share their locker combination with others! Lockers, being the property of Lamoille Union

High School District and used as a privilege by its students, may be searched and inspected when there is just and sufficient cause by the school administration with or without notice to the students. Lockers must be emptied out at the end of the year.

**PASSES** - Students are permitted in the halls during class periods only if they are accompanied by a teacher or have a pass from a staff member. If students must leave the school building or the school grounds at any time during the school day, they must have a pass from the school office. If students must leave the building because of illness or any other emergency, they must be signed out at the main office by a parent/guardian.

**RESTROOMS** - Students may use the restrooms before and after school, at the beginning and end of lunch periods, and between classes. If students anticipate being late for a class because of using the restroom, they should go to class first and obtain a pass from their teacher. Loitering is not permitted in the restrooms. If students are feeling ill, they should report to the health office, not remain in the restroom.

**STUDY HALL** - Students must be prepared to work or to read during study hall time. Students may request permission from the study hall supervisor to work with a classmate on certain assignments if this work can be carried out quietly. Study hall is work time, not a social time. The study hall supervisor is there to provide assistance, so students may feel free to ask for help. Students will receive information regarding expectations for study hall behavior.

## **OTHER INFORMATION**

**ANIMALS** – Students are not allowed to bring animals to school during school day.

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

**ARTICLES PROHIBITED IN SCHOOL** - Articles that are hazardous, interrupt school procedures in some way, or disrupt the learning process are prohibited in school. All illegal substances, explosives, and weapons are strictly forbidden on school property. Appropriate disciplinary action will be taken if students bring these articles to school. Knives of any kind are prohibited unless provided by the school for an educational program (i.e. Discovering Foods). If knives are brought to school from home, students will be required to turn them over to the teacher or administrator. These will not be returned to the student.

**CAMERAS** - Security Surveillance and other technology are used to provide security within our building, on our campus, and on our transportation system. Security Surveillance Procedures

Procedures: In accordance with LUSD#18 school board policy 4.2 Security Surveillance, the following administrative procedures shall apply:

1. Cameras will be positioned in areas where it is necessary to protect district assets, provide for the personal safety of individuals on school grounds or property. Cameras shall not be used to monitor areas where the public has a reasonable expectation of privacy; specifically locker rooms, dressing rooms, or bathrooms.
2. Personally identifying information will be collected and disclosed consistent with confidentiality protections under Vermont and federal laws.

3. Only individuals authorized by the Principal (or designee) shall have access to the security surveillance system, be permitted to operate the controls, or view video surveillance recordings.
4. Parents and students will not have access to the security surveillance system or the subsequent recordings.
5. Monitors shall only be viewed by the Principal (or designee) in an area out of view from the public view.
6. Signs advising users of the presence of video surveillance practices will be posted.
7. The security surveillance system will be maintained in secure area.
8. A video recording of actions by students may be used by the Principal (or designee) as evidence in any disciplinary action brought against any student. Video surveillance and the resulting recordings may also be used for:
  - a. the promotion of a safe school environment;
  - b. the protection of district property;
  - c. adherence to all district legal and administrative directives;
  - d. the prevention of criminal activities; and
  - e. inquiries and proceedings relating to law enforcement.

Student cameras: During the normal school day, students may not photograph or record the image of others without 1) a pass from a teacher or administrator and 2) verbal permission from each person to be photographed prior to taking photos.

**COMPLAINTS AND GRIEVANCES** - Any student, parent or guardian having a complaint or grievance concerning a school issue should discuss the issue with the appropriate school personnel, observing proper school channels. The first step is to discuss the issue with the person involved. As an example, if you have a concern regarding a classroom practice, that concern should first be directed to that specific classroom teacher. If satisfaction is not obtained, then the concern should be relayed to the Assistant Principal. If the concern is not resolved, then it should be addressed to the Principal. If satisfaction is

still not obtained, then the matter should be taken to Dr. Debra Taylor, Superintendent of LNSU, at 888-1178.

**COMPUTER & INTERNET POLICIES** - Computer usage is available throughout the school. Use of school computers is a privilege. Violations may result in loss of privileges and/or legal action.

**CRISIS SCREENING** – While schools cannot always anticipate or prevent danger, schools have an obligation to make reasonable efforts to provide a safe environment for students. To ensure a safe environment, schools must obtain a mental health screening for any student who expresses, orally or in writing, intent to harm themselves or others. The following procedures will be followed when the Administration determines a crisis screening is necessary:

- Notify parents or guardians of the student’s expressed intent to cause harm;
- Notify and seek advice and assistance from appropriate medical, mental health, and/or law enforcement personnel;
- Assign personnel to supervise/monitor the student until such time as appropriate medical, mental health or law enforcement personnel are available to assist the student and maintain safety;
- Provide restraint only when the student’s behavior is out of control and presents immediate danger to the student, school personnel or members of the student body.

**DIRECTORY INFORMATION** - Lamoille Union has designated a parent’s name, address and phone number, a student’s name, address, telephone number, photograph, video and date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, including honor roll, list of graduates, class lists, and dates of attendance as directory information under the Family Educational Rights and Privacy Act (FERPA). The above information may be released to members of the public and newspapers at the discretion of the school administration. Parents, guardians and students who are 18 years of age or older, have the right to refuse the release of any or all of this information. They may opt out of release of information to institutions

of higher learning or military recruiters. Parents, guardians, and students 18 years of age or older, who do not wish to have their child or themselves included in such releases and/or do not want any or all of the above information released must notify the school Principal in writing by September 8, 2011.

#### **DRIVER EDUCATION SIGN UP PROCEDURES**

Driver Education is a unique class because students **MUST** possess a driver permit in order to participate. Students hoping to register for summer or fall sessions must sign up during the week of February 1.

Students wishing to participate in the Spring semester must sign up before November 15. Students who do sign up are prioritized as follows: seniors first, then by the validation date on their permit. Under no circumstances will students be allowed to enter driver education unless they have met the requirements and specific deadlines for registration.

#### **DRIVER EDUCATION AND DRUG/ALCOHOL VIOLATIONS**

Students who are enrolled in driver education who violate the school's drug/alcohol policy will be immediately removed from the program.

Students who have not yet taken driver education will be issued a six-month penalty beyond other students for any drug/alcohol policy violation occurring during grades 7-12. Offending students are treated as though they earned their permit 6 months later than actually earned when sorting the wait list for driver education.

**EMERGENCY SCHOOL CLOSING** - Emergency school closing for inclement weather will be announced over radio stations **WDEV-FM 102 FM** and **WDEV-AM 550 AM, STAR 92.9 FM, Triple X 95.5 FM, WLVB 94-FM, WVMT 620 AM, The Point 104.7 FM, WIZN 106.7 FM, WWSR-AM 1420 AM** and **WWSR 102.3 FM**. Notifications will also be sent home using our automated phone system, Alertnow.com, which will include a voice message describing if the school is on a delay or is closing, and the reason why. Usually, reports in the morning will be made between 6:30 a.m. and 7:30 a.m. If no report is heard, school is in session.

**FIELD TRIPS** - Field trips enhance the classroom learning. In order to participate, the student must return a completed parent/guardian

permission form before the deadline set by the teacher and complete all other requirements set by that teacher. All school rules apply to field trips.

**FINES AND CHARGES** - All fines and charges which students accumulate are payable in the office to the bookkeeper. All outstanding obligations must be paid in full in order for students to receive Junior/Senior or work privileges.

**FIRE/LOCKDOWN DRILL** - A fire/lockdown drill should be treated as a real emergency. Students should follow voice announcements, along with the instructions of their teacher, in a quiet and orderly manner. During a lockdown drill, students must remain with their class, supervised by their teacher. Teachers may take attendance during the drill, so it is critical that all students remain with their instructor. Teachers are to close all classroom windows and secure their door prior to evacuating the building.

**GUESTS** - Students may not bring visitors to school with them. Any prospective student who wishes to visit the school must make arrangements to do so through the School Counseling Office.

**HIGH SCHOOL COMPLETION PROGRAM** - Established through 16 V.S.A. §1049, the High School Completion Program allows a person not enrolled in school and between the ages of 16 and 22 to be eligible to request an individual graduation plan in order to obtain a high school diploma. Educational services may be provided by a public/independent high school, an approved provider, or a combination of these. School districts shall award a high school diploma to persons who successfully complete their approved graduation education plans.

**INSURANCE** - Optional student insurance is available at a nominal cost. Forms are available at the office. The school assumes no liability, either for the injury or the subsequent negotiations with the insurance company.

**LATE ARRIVAL/EARLY DISMISSAL PRIVILEGES** - LUHS students may request regular early dismissal/late arrival privileges with parental permission if no classes will be missed. Required forms are in the main office. As a part of the privilege, each participating student's name must

be listed on the "Sign in/out" sheet and students must sign in or out within 5 minutes of the listed time. Students using this privilege of late arrival/early departure may not be present on school grounds when they are scheduled to be off site. Students granted this privilege must sign in/out in accordance with attendance office procedures to maintain their privilege.

**LOST AND FOUND** - All textbooks, articles, etc. found in the building, on the school grounds or in school buses should be taken to the office promptly. It is recommended that names be placed on all articles to help in restoring them to their owners. In the event of any loss, students should check with the main office immediately.

**PERSONAL ELECTRONIC EQUIPMENT** - Students who choose to bring personal electronic equipment may use it during passing times and lunch times as long as it does not create a disruption. Teachers will establish rules and procedures for such equipment for their own classrooms. The school assumes no liability for missing/stolen equipment.

**PHONES** - School phones are to be used by students in emergency circumstances only. All students must have a written pass from a teacher in order to use a phone.

**POLICY MANUAL** - A District #18 Policy Manual may be found in the Principal's office and the superintendent's office and online at [www.luhsvt.org](http://www.luhsvt.org).

**POSTERS** - Posters, announcements or displays may be exhibited in the school on designated surfaces for school events only with proper prior approval from the administration.

**SCHOOL DRESS PHILOSOPHY** - Lamoille Union requires that student's attire be school-appropriate, clean, safe, not revealing or distracting to the educational process in or outside the building. Shoes should be worn in the school building at all times.

**SENIOR PRIVILEGES** - Seniors with privileges may use the designated senior areas during unassigned times. Areas include: Senior lobby area, main lobby, courtyard, reserved section in library, Vincent's Bistro, and the area immediately outside the administrative offices. Other

areas may be designated with administrative approval. Seniors will lose privileges for academic failure or any behavior resulting in in-school or out-of-school suspension. Senior privileges do not allow students to leave the school campus.

#### Eligibility

- Except for seniors with outstanding fines and/or charges in the library or main office, all seniors will begin the year with privileges.
- Students must be passing all classes at quarterly report card times. If not passing all classes, they will lose privileges for the remainder of the quarter.
- If students receive disciplinary action resulting in ISS or OSS, they will lose privileges for the remainder of the quarter. If the disciplinary action occurs in the last 10 school days of the quarter, they will be ineligible for the following quarter.

**TEXTBOOKS** - The school furnishes books to all students. Reasonable wear is expected as a result of daily use, but damage to textbooks will result in fines. Lost textbooks must be paid for and replaced immediately. The fines for these must be paid to the office at the time of damage or loss: lost, destroyed or rendered useless - full replacement cost; repairable binding or cover - \$10.00.

**VALUABLES** - Students are cautioned not to bring large amounts of money or other valuables (cell phones, personal electronic equipment) to school. The school is not responsible for lost or stolen items. Students are responsible for their personal property. Money or valuables may be left in the office for safekeeping or with the physical education teachers during physical education class time.

**VISITORS (ADULT)** - The school welcomes all parents and all adult visitors who have appropriate reason to be at the school. Visitors who wish to see teachers must have arranged an appointment in advance.

**Procedures:**

1. Visitors should enter through the main entrance and to the main office to register.
2. At the office prospective visitors should complete the sign-in log, noting date, time, and purpose of visit. Individuals on school grounds without specific school related business will be asked to leave school grounds.
3. Registered visitors will receive a visitor badge. This shall be displayed at all times. Upon completion of the visit, visitors should sign out at the main office and return the visitor badge.
4. Any unregistered visitors, will be directed to the main office by our faculty.
5. Visitors should be aware that personnel may not be available due to professional obligations. In the event a visitor cannot meet with requested personnel, an appointment will be scheduled.

**TRANSPORTATION****PRIVATE VEHICLES**

Any student wanting to operate a motor vehicle on school grounds must have a valid license and registration.

Only an administrator may grant special permission to a student to go to an automobile during school hours. Students with early dismissal privileges should leave the school grounds immediately upon dismissal and may not return during the school day.

Students are not allowed to drive during the school day for any purpose without approval of parent/guardian **and** administration. Driving to school is a privilege, not a right. If a student is unable to follow school rules and drive safely, obeying speed limits, he/she will not be allowed to drive, or have someone else drive his/her vehicle onto the school grounds for a specified time: see Level II Behavior Rubric. Traffic law violations will be reported to the police.

The school cannot assume responsibility for students who choose to arrive or leave with other students in private vehicles. It is the parent's responsibility to monitor the use of private transportation.

### **SCHOOL BUSES**

**BUSES** - The school provides transportation for all students in the district according to routes established by the school board. Bus transportation is a privilege requiring respect, good conduct and courtesy.

#### **CONSEQUENCES FOR SCHOOL LOW-LEVEL BUS MISCONDUCT**

Bus driver will issue verbal warnings, assign seats or interventions to prevent future similar conduct from occurring.

#### **CONSEQUENCES FOR SCHOOL SERIOUS BUS MISCONDUCT**

- 1<sup>st</sup>** A written warning is issued by a school administrator.  
Loss of bus riding privileges may occur in extreme cases.
- 2<sup>nd</sup>** Student loses bus riding privileges for 3-5 days.
- 3<sup>rd</sup>** Student loses bus riding privileges for 5-10 days.

**When a student is prohibited from riding one bus, she/he is prohibited from riding all school buses.**

**LATE BUSES** - Late buses to the centers of towns generally leave the school at 5:30 p.m. in order to provide transportation for students who participate in after-school activities including extra curricular, academic, library research or detention.

**CHANGES IN PICK-UP AND DROP-OFF FOR BUSES** - If a student wishes to be dropped off and/or picked up at a place other than the regular point, the student needs a note from the parent/ guardian to present to the office staff. For afternoon runs only, this note must be given to an office staff person who will issue a bus pass to the student. Students must submit notes to the office by 8:30 a.m.

## **SELECTED BOARD POLICIES**

### **F1 Student Conduct and Discipline**

#### I. Statement of Principle

It is the policy of District #18 that all schools within the district shall provide safe, orderly, civil and positive learning environments for both students and staff. Disruptive student behaviors will not be tolerated.

#### II. Disciplinary Action

A. Any student act or series of acts which, individually or in concert, would materially and substantially disrupt the work and discipline of students, teachers, or administrative staff is subject to disciplinary action.

B. A student violation of law, which is committed on school grounds, in school property, or while under school staff supervision may be subject to disciplinary and/or criminal action if the action materially and substantially disrupts the work and discipline of students, teachers or administrative staff.

C. A student act which is a violation of law, which is committed outside of school grounds, and/or is not within school disciplinary jurisdiction cannot alone justify administrative discipline.

#### III. Initiation of the Discipline Process

The principal/director is authorized to determine whether or not an act or acts of a student has materially and substantially disrupted the work and discipline of students or teachers.

In the event a determination of disruption is made, the principal/director is authorized to commence the discipline process, including suspension for not more than ten school days. Such suspension shall forbid participation in any school sponsored activities (extra-curricular, athletics, field trips, dances, graduation, etc.) that are scheduled (including those planned for non-school days) during the suspension. A determination by the board of school directors that less than ten days or no suspension is in the best interests of the student and the other students and teachers, shall override the decision of the administration.

#### IV. Law enforcement officials

Refer to District #18 policy # E6 and related procedures.

#### V. Search/Seizure and Locker Inspections

Refer to District #18 Policies # F3 and F4.

VI. Confidentiality: Investigation

A. When a statement(s) is made by a student to a teacher or administrative staff member under circumstances where the student intends the statements to remain confidential, the teacher or staff member should retain such confidentiality. However, if information contained therein pertains to a situation which, unless acted upon by a person having more authority and/or professional competence (including the parents) will result in harm to others or the student and/or will result in material and substantial disruption of the work and discipline of students, teachers and administrative staff, then the teacher or staff member shall promptly refer the matter to the principal/director only. If there is doubt as to the applicability of this paragraph to a particular situation, the teacher or staff member should promptly discuss the matter with the principal/director only, whose judgment shall control.

Also refer to District #18 Policy F5

VII. Due Process

Applies to all students being suspended or expelled but not to in-school detention.

VIII Definitions

A. In-School Detention - The removal of a student from the regular education classroom setting for part of a full day.

B. Short Term Suspension\_- The removal of a student from the school setting for a period of time not to exceed ten school days.

C. Long Term Suspension\_- The removal of a student from the school setting for more than ten days by the school board. A due process hearing is required.

D. Expulsion - The permanent removal of a student from the school setting. Requires a recommendation by the superintendent to the school board and subsequent action by the board. The student must be granted a request to return to school for a new school year.

E. Students with Disabilities\_- A student who has a disability or is suspected of having a disability, and is eligible or may be eligible for special education services or protection under Section 504.

F. Unbiased decision maker - One who has not actively participated in or assisted in the investigation. This person did not witness the misconduct.

IX. Parental Notification - The principal/director shall notify the parent or legal guardian of the student being removed from the school. If the parent or legal guardian cannot be located, then another agency, such as social services or the police department may be called.

- X Unbiased Decision Maker - For long term suspension and expulsion situations, it is assumed that the principal/director is an unbiased decision maker. However, if this is not the case, then the superintendent shall act as the unbiased decision maker during the proceedings.
- XI. Student Services - Reasonable efforts shall be taken to assist suspended students in their efforts to keep up with school work. Special education law shall continue to be followed for those students.
- XII. The superintendent and school administration shall develop, implement and update the procedures needed to implement this policy. They shall have on file a comprehensive plan for responding to student misbehavior that shall promote the positive development of the student.

## **F2 Firearms, Weapons, and Dangerous Devices**

### I PHILOSOPHY

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

### II DEFINITIONS

- A. General. For the purposes of this policy, the Board differentiates between the terms “firearm” and “dangerous device” and potential discipline measures differ.
- B. Firearm. Under 18 USC §921 and 16 VSA §1166, the following shall be considered as firearms for the purposes of this policy:
  - (i) Any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive including but not limited to rifles, shotguns, and short-barreled shotgun.
  - (ii) The frame or receiver of any weapon described above.
  - (iii) Any firearm muffler or firearm silencer.
  - (iv) Any explosive, incendiary or poison gas i.e. (1) bomb; (2) grenade; (3) rocket having a propellant charge of more than four ounces; (4) missile having an explosive or incendiary charge of more than one quarter ounce; (5) mine, or; (6) similar device unless under the supervision of a teacher and used as part of the curriculum.
  - (v) Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant (including air), and which has any barrel with a bore of more than one-half inch in diameter.

- (vi) Any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraphs (iv) and (v), and from which a destructive device may be readily assembled.
- C. Dangerous Device. The following are considered to be Dangerous Devices: spring guns, slingshot, razor blades, bludgeon, explosive smoke bombs, ice pick, brass knuckles or artificial knuckles of any kind, knives, poisons, a pocket knife where the blade is carried in partially-opened position, and any object that is carried for purposes of inflicting injury upon another person. Also, a Dangerous Device includes any object that is used in the manner for which it is not intended but instead used in a manner which could cause serious bodily injury or fear of serious bodily injury.
- D. Exception. Any Dangerous Device under the supervision of a teacher and used as part of the curriculum as approved by the administration in advance.
- E. "To school" means any setting which is under the control and supervision of the school district. It includes school grounds, facilities and vehicles used to transport students to and from school or school activities. In addition, "to school" includes school-sponsored events or activities.
- F. Suspension. The removal of a student from the school setting for a period of time not to exceed ten school days.
- G. Long Term Suspension. The removal of a student from the school setting for more than ten days by the school board. A due process hearing is required.
- H. Expulsion. The termination for at least a calendar year of educational services to a student. At the discretion of the board and administration, an expelled student may be afforded limited educational services at a site other than the school during the period of expulsion under this policy.

### III CONSEQUENCES

- A. Firearm. Any student who brings a firearm to school or possesses a firearm at school shall be brought to the Board for an expulsion hearing. A student found by the board after a hearing to have brought a firearm to school or possess a firearm at school shall be expelled for at least a calendar year. However, the board may modify the expulsion on a case by case basis when it finds circumstances such as, but not limited to:
  - (i) The student was unaware that he or she had brought a firearm to school or possessed a firearm at school.
  - (ii) The student did not intend to use the firearm to threaten or endanger others.
  - (iii) The student did not bring a firearm to school but may have gotten it from another student while at school.
  - (iv) The pupil is disabled and the misconduct is related to the disability. (Note: A student who has a disability or is suspected of having a disability, and is

eligible or may be eligible for special education services or eligible for protection under Section 504, may be suspended or expelled for weapons violations only after compliance with the procedures outlined in the Individuals with Disabilities Education Act (“IDEA”) and its implementing regulations and applicable Rules of the State Board of Education.)

- (v) The pupil does not present an ongoing threat to others and a lengthy expulsion would not serve the best interest of the pupil.
- (vi) The administration had given prior written approval for the item to be brought to school for educational purposes.

An expulsion hearing conducted under this policy shall afford due process as required by law. Any student who brings a firearm to school shall be referred to a law enforcement agency. In addition, the incident may be referred to the Department of Social and Rehabilitative Services. As required by state law, the superintendent shall annually provide the commissioner of education with descriptions of the circumstances surrounding expulsions imposed under this policy, the number of students expelled, and the type(s) of firearm(s) involved.

### **F3 Search, Seizure, and Inspection**

Whenever the school administration has just and sufficient cause to suspect that a student is in possession of substances or devices either illegal or dangerous to him or her self, other persons or the school community, student may be required to submit to a search and the confiscation of articles illegal or dangerous. Illegal items will be turned over to law enforcement personnel for disposal. Refusal to allow the search constitutes insubordination and is grounds for suspension by the administration. A search will be made only with a witness present and every effort will be made to respect the student's privacy and dignity. Lockers are the property of District #18 and are used as a privilege by its students, therefore they may be searched and inspected by the school administration with or without notice to the students.

### **F20 Harassment of Students**

#### **I. Policy**

A. District #18 is committed to providing a safe and supportive school environment in which all students are treated with respect. This policy involves incidents(s) and/or conduct that occurs on school property, on a school bus or at a school-sponsored activity, or misconduct not on school property, on a school bus or at a school-sponsored activity where direct harm to the welfare of the school can be demonstrated. B. The purpose of this policy is to prevent harassment as defined in 16 V.S.A. § 11(a)(26) and amended by Act 91 of 2004, and to ensure that District

#18's responses to allegations of harassment comply with 16 V.S.A. §565 as amended by Act 91 of 2004, Title VI and IX of the Civil Rights Act. It is the further purpose of this policy, when it is found that harassment has occurred, to ensure that prompt and appropriate remedial action, reasonably calculated to stop harassment, is taken by school district employees. C. It is the intent of District #18 to apply and enforce this policy in a manner that is consistent with and protects students' rights to free expression under the First Amendment of the U.S. Constitution. District #18 respects and promotes the rights of students and others to speak freely and to express their ideas, including ideas that may offend the sensibilities of others. However, District #18 does not condone and shall take action in response to behavior that interferes with the learning of students and is not otherwise protected expression.

## **II. Definitions**

### **A. Harassment**

(1) "Harassment" means an incident or incidents of verbal, written, visual or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

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

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

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

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

(b) Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to racial customs.

(c) Harassment of members of other protected categories, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, sex, sexual

orientation, or disability and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories. B. "Complaint" means an oral or written report by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of harassment. C. "Complainant" means a student who has filed an oral or written complaint to an employee or is the alleged victim in a report made by another alleging conduct and/or incident(s) that may rise to the level of harassment. D. "Employee" includes any person employed directly by or retained through a contract with District #18, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, "agent of the school" includes supervisory union staff. E. "Designated Employee" means an employee who has been designated by District #18 to receive complaints of harassment pursuant to 16 V.S.A. § 565(c)(1). F. "Principal" means the building level administrator, or his/her designee, at an independent or public school designated by a school governing board to be a school principal, headmaster, or technical center director.

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

A. A student who believes that s/he has been harassed, or who witnesses conduct that s/he believes might constitute harassment, should report the conduct to a designated employee, or to any other school employee. B. When a student reports such conduct to a school employee, other than a designated employee, that school employee shall refer the report to a designated employee. C. An employee who witnesses conduct that s/he believes might constitute student harassment under this policy shall take prompt and appropriate action to stop the conduct and immediately report the conduct to a designated employee. D. Any other person who witnesses conduct that s/he believes might constitute student harassment under this policy should report the conduct to a designated employee. E. Consistent with this policy and 16 V.S.A. §565, the Superintendent or Principal shall develop procedures regarding the reporting of student harassment complaints and District #18's handling of such reports. F. Annually, District #18 shall select two or more designated employees to receive complaints and shall publicize their availability.

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

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

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

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

If after investigation, harassment has been found, District #18 shall take prompt and appropriate disciplinary or remedial action reasonably calculated to stop the harassment. Consistent with this policy, District #18's Student Conduct and Discipline policy and 16 V.S.A. §565, the Superintendent or Principal shall develop procedures regarding discipline and corrective action including final action on a complaint, retaliation, false complaints, and appeal provisions. There will be no adverse action taken against a person for reporting a complaint of harassment when the complainant has a good faith belief that harassment occurred or is occurring or for participating in or cooperating with an investigation. Any person who knowingly makes a false accusation regarding harassment will be subject to disciplinary action.

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

A. The privacy of (1) the complainant, (2) the accused individual, and (3) the witnesses shall be maintained consistent with District #18's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations. B. Subject to state and/or federal laws protecting the confidentiality of personally identifiable student information, the complainant and the accused individual shall be informed in writing of the results of the investigation. If either the complainant or the alleged individual is under the age of 18, subject to the above limitation, his or her parent(s) or guardian(s) shall be provided with a copy of this policy and related procedures, notified when an informal resolution to a harassment complaint is attempted, notified when a complaint is filed, and notified in writing of the investigation results. An authorized school official may seek waiver of confidentiality rights in order to inform the complainant of remedial measures undertaken. C. The Superintendent or Principal shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the District in a confidential file accessible only to authorized

persons. The report of the investigation shall be kept for at least six years after the report is completed.

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

A. If a harassment complaint is made that conduct by a licensed educator might be grounds under the State Board of Education Rules for suspension or revocation of a license or endorsement, the Principal shall report to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner. B. When a person responsible for reporting suspected child abuse under 33 V.S.A. §4911, et seq., determines that a complaint made pursuant to this policy must be reported to the Commissioner of the Department for Children and Families, he or she shall make the report as required by law and related District policy. If the victim is a vulnerable adult, as that term is defined in 33 V.S.A. §6902(14), the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6903 and 6904. C. Nothing in this policy shall preclude anyone from reporting any incidents and/or conduct that may be considered a criminal act to law enforcement officials.

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

A. Dissemination of Information. Annually, prior to the commencement of curricular and co-curricular activities, District #18 shall provide notice of this policy and its procedures to students, custodial parents or guardians of students, and employees. Notice to students shall be in age-appropriate language and include examples of harassment. At a minimum, this notice shall appear in any publication of the District that sets forth the comprehensive rules, procedures and standards of conduct for the District. B. Training. The Superintendent or Principal shall develop age-appropriate methods of discussing the meaning and substance of this policy with students and staff to help prevent harassment. Training may be implemented within the context of professional development and the school curriculum to develop broad awareness and understanding among all members of the school community. Staff training shall enable staff to recognize, prevent and respond to harassment. C. Comprehensive Plan for Responding to Student Misbehavior. District # 18's comprehensive plan pursuant to 16 V.S.A. §1161a(a)(6) shall include provisions that promote the positive development of youth and actions to prevent misconduct from escalating to the level of harassment. D. Data Gathering. The District shall provide the Vermont Department of Education with data requested by the Commissioner.

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

**Office of Civil Rights**In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with

the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted in the procedures accompanying this policy.

## **F24 Hazing (and Bullying)**

### **Policy**

It is the policy of Lamoille Union High School District #18 (hereinafter District # 18) that all its schools provide safe, orderly, civil and positive learning environments. Hazing has no place in District #18 schools and will not be tolerated. Accordingly, District #18 adopts the following definitions and procedures to prohibit hazing and will ensure the enforcement thereof.

### **Definitions**

“Hazing” means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with District #18: and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student and/or endangering the mental or physical health of the student. “Hazing” also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds.

Examples of hazing include; 1. Any type of physical brutality such as whipping, beating, striking, branding, electrical shocks, placing a harmful substance on or in the body, or other similar activity; or 2. Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or other activity that creates or results in an unreasonable risk of harm or that adversely affects the mental or physical health or safety of student; or 3. Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects a student to an unreasonable risk of harm; or 4. Any activity that induces, causes, or requires a student to perform a duty or task, which involves the commission of a crime or an act of hazing.

Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals provided that the goals are approved by the District #18 School Board and provided that the activity or conduct furthers those goals in a manner that is appropriate, contemplated by the School Board, and normal and customary for similar school programs. An example of this exception might be reasonable athletic training exercises.

Organization” means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative club, or other similar group, whose members primarily are students of District #18, and which is affiliated with District #18. “Pledging” means any action or activity related to becoming a member of an organization. “Principal” means the principal of a school or the director of a technical center or any person designated by them to carry out a particular function. “Student” means any person who: (1) is enrolled in any school or program operated by District #18, (2) has been accepted for admission into any school or program operated by District #18, or (3) intends to enroll in any school or program operated by District #18 during any of its regular sessions after an official or academic break.

**Retaliation**

It shall be a violation of this policy for a person to retaliate against a student or other person for reporting a suspected incidence of hazing or cooperating in any investigation proceeding regarding an incident of hazing.

**G11 Computer & Internet Policies**

**COMPUTING AND INTERNET RESOURCES POLICY**

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

## **STUDENT BEHAVIOR AND DISCIPLINE CONSEQUENCES FOR STUDENT BEHAVIOR**

At all times, the school's responses will be respectful and constructive for the student and supportive of a safe and productive school environment. Responses and consequences may include apologies, restitution, school service and other activities that address the harm done and support personal growth and responsibility. Other actions may include:

- Warnings – verbal or written
- Student / Teacher conferences
- Parent contact and/or conferences
- In-Class opportunities to reflect, reconsider and develop written plans to avoid repeating similar behaviors in the future
- Opportunity Room Referral – Students are assigned time out of class to develop a plan to address their classroom behavior.
- Lunch Detention – Teachers will direct students to check into the planning room the next morning to arrange their lunch detentions.
- Detentions – After school detentions are on Tuesday and Thursday from 3:10-5:15. **Students are expected to attend assigned detentions. If they do not serve the original detention they are given one additional opportunity to meet their obligation. If students do not meet their obligation, parents will be notified and an in-school detention will be assigned.**
- In-School Suspension (ISS) – Students assigned by administrator to stay with an assigned teacher for ½ day or more.
- Out of School Suspension (OSS) – Student is not allowed on school property for a specified number of days by administrator.
- Expulsion – An action by the School Board that forbids the student's attendance in school for a specified period up to one year.

We support giving students the opportunity to recognize and accept responsibility for their actions, and that they have the opportunity to restore the harm done and return to the school community.

### BEHAVIOR MANAGED BY TEACHERS AND STAFF

Actions which are unacceptable but not severe are to be handled by the teacher. If pattern of behavior is established and, after parent contact has been made, these behaviors may be reported to the administration.

Not being prepared for class Minor Disruptions Public Display of Affection Talking Not following directions or class rules Major disruptions	Ignoring behavior Proximity control Emotional support Mediation Assigning seats Redirecting Redirection In-class consequences Brief Signals Quiet Conversations Planning Room Lunch Detention Parent Contact After School Detention w/Parent Contact
Dishonesty/Cheating (see p. 4)	Parent Contact, Detention and "0" for assignment(s)

### BEHAVIOR MANAGED BY ADMINISTRATORS

<b>Unacceptable Behavior – Addressed by Administration</b>	
Examples:	Consequences
Tardy to class –see p. 7	5, 7, 9 = lunch detention 11+=ISS
Unexcused absence – see p. 9	Academic penalties and lunch detention
Violation of Senior priv. – see p. 30	Warning to loss of privilege
School bus rule violation – see p. 36	Warning to loss of privilege
Not serving detention	Reschedule detention; 1 day OSS
Class cuts (See p. 9-11)	Academic penalties (see p. 9-11)

<b>Disrespectful Behavior, Refusing Reasonable Requests</b>			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Parent Contact Lunch Detention(s) Student Plan	Parent Contact ½-2 day ISS Student Plan	Parent Contact 1- 3 day ISS Re-entry meeting Student Plan	Parent Contact 3-5 day OSS Re-entry meeting Student Plan

<b>Pushing, Shoving, Hands-on; Throwing objects at others* Leaving School without permission</b>			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Parent Contact ½-2 day ISS Student Plan	Parent Contact ½-2 day ISS Student Plan	Parent Contact 1- 3 day OSS Re-entry mtg Student Plan	Parent Contact 3-5 day OSS Re-entry mtg. Student Plan

<b>Harassment/Bullying</b>			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Parent Contact ½-2 day ISS Student Plan	Parent Contact ½-2 day ISS Student Plan	Parent Contact 1- 3 day OSS Re-entry mtg Referral/Plan	Parent Contact 3-5 day OSS Re-entry mtg. Student Plan

<b>Reported Child Abuse/Neglect/Inappropriate Physical Contact</b>			
Any Offense			
DCF Referral, SRO Referral and/or School Consequences 33 V.S.A.-4912 and other appropriate school action depending on severity			

<b>Violations of Driving Privileges</b>		
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Parent Contact Loss of privilege 5 days	Parent Contact Loss of privilege 10 days	Parent Contact Loss of privilege 20 days

<b>Threatening Comments or Gestures; Retaliation; Intimidation* Extremely disrespectful language or actions</b>			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Parent Contact 1 day OSS Student Plan	Parent Contact 3-5 day OSS Re-entry mtg Referral/Plan	Parent Contact 5-7 day OSS Re-entry mtg. Referral/Plan	Parent Contact 7-10 day OSS Re-entry mtg. Student Plan

<b>Theft or Intentional Destruction of Property*</b>			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Parent Contact 1+ day OSS Restitution Ref. to SRO	Parent Contact 3-5 day OSS Restitution Ref. to SRO	Parent Contact 5-7 day OSS Restitution Ref. to SRO	Parent Contact 7-10 day OSS Restitution Ref. to SRO

<b>Hitting, Punching, Kicking*; Gross Insubordination</b>			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Parent Contact 3 day OSS Re-entry mtg. Restitution Ref. to SRO	Parent Contact 5 day OSS Re-entry mtg. Restitution Ref. to SRO	Parent Contact 7 day OSS Re-entry mtg. Restitution Ref. to SRO	Parent Contact 10 day OSS Re-entry mtg. Restitution Ref. to SRO

\*Acts directed at staff members will result in increased consequences.

<b>Drugs/Alcohol</b>			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Parent Contact 3-10 day OSS Re-entry mtg. SAP services Restitution Ref. to SRO	Parent Contact 5-10 day OSS Re-entry mtg. SAP services Restitution Ref. to SRO	Parent Contact 7-10 day OSS Re-entry mtg. SAP services Restitution Ref. to SRO	Parent Contact 10 day OSS Re-entry mtg. SAP services Restitution Ref. to SRO

<b>Weapons</b>			
<b>Note: Student knives of any length are not allowed</b>			
Refer to Policy Ref. to SRO	Refer to Policy Ref. to SRO	Refer to Policy Ref. to SRO	Refer to Policy Ref. to SRO

The above matrix serves as a guide. The Administration reserves the right to exercise its discretionary authority when circumstances warrant such action. Restorative action from students may be considered when determining appropriate consequences. Unlawful offenses will be reported to the local law enforcement agencies. Whenever a student is suspended from school, she/he is not allowed on school property for the day of the suspension.

<b>2011-2012 Lamoille Union High School Calendar</b>	
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August 23, 24, 25, 26	LUHS Professional Development Days
August 25	9 <sup>th</sup> Grade Parent/Student Orientation Night 5:00-7:00 p.m.
August 29	School Opens for All Students
Sept. 2 & Sept. 6	Labor Day Weekend (No School)
September 14	School Picture Day
September 22	Open House 5:00-7:00 p.m.
September 30	Progress Reports Close Quarter 1
October 7	Progress Reports Issued Quarter 1
October 7	For Seniors/2012 Graduates –Yearbook Write Up Due
October 3-20	Reading, Writing and Math NECAP Administration Window
October 21	LNSU Professional Development Day (No School)
October 28	End of Quarter 1
October 28	Last Day for Yearbook Early Order – Includes Name on Cover for no extra Cost (\$50)
October 28	For Seniors –Early childhood photo due for Yearbook
November 4	Reports Cards Quarter 1 Mailed
November 10	Parent/Teacher Conferences 3:30-5:00 p.m. & 5:30-7:30 p.m.
November 11	LUHS Professional Day (No School)
November 23-25	Thanksgiving Recess (No School)
December 2	Progress Reports Close Quarter 2
December 9	Progress Reports Issued Quarter 2
December 9	Senior Yearbook Pictures Due
December 23 - January 2	Holiday Recess (No School)
January 16	LNSU Professional Development (No School)

January 20	End of Quarter 2, Semester 1
January 20	Last Day to Pre-Order Yearbooks
January 23	Semester 2 Classes Begin
January 27	Report Cards Quarter 2 Mailed
February 24	Progress Reports Close Quarter 3
February 27 - March 5	Winter Recess (No School)
March 6	Town Meeting Day
March 9	Progress Reports Issued Quarter 3
March 30	LUHS Professional Development Day
April 6	End of Quarter 3
April 13	Report Cards Quarter 3 Mailed
April 16-20	Spring Recess (No School)
May 7-25	Science NECAP Administration Window
May 11	Progress Reports Close Quarter 4
May 18	Progress Reports Quarter 4 Issued
May 28	Memorial Day (No School)
June 7	Last Student Day (pending snow days)
June 8	LUHS Professional Development Day (pending snow days)
June 14	Senior Awards Ceremony
June 16	Graduation at 11:00 a.m.

**STAFF DIRECTORY –  
Dial 851 and 4 digit extension.**

**STAFF DIRECTORY –  
Dial 851 and 4 digit extension.**

Alexander, Dan	1282
Alexander, Mike	1238
Allaire, Brian	1311
Audy, Linda	1301
Bailey, Ellen	1220
Baker, Bill	1342
Barresi, Jacki	1317
Boardman, Doug	1222
Bouchard, Katie	1228
Bouchard, Kyle	1373
Bouchard, Matt	1320
Bowers, Carolyn	1258
Boyden, Myrtle	1375
Burdick, Lucy	1233
Button, Tom	1344
Camerlengo, Devin	1288
Cady, Eric	1282
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Chauvin, Nicole	1363
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